

# **EDISON HIGH SCHOOL**

## **COMPREHENSIVE SCHOOL SAFETY PLAN 2017-2018**

**“Home of the Chargers”**

**21400 Magnolia Avenue  
Huntington Beach, CA 92646**

**Phone: (714) 962-1356  
Fax: (714) 963-4280**

**\* In Emergencies always try to use land line first to call 9-1-1.  
DIAL 9-9-1-1**

**\* If you must use your cell phone to call 9-1-1 know that you will  
be routed to CHP and you need to give them your exact location**

# **EDISON HIGH SCHOOL**

The mission of Edison High School develops lifelong learners, critical thinkers, effective communicators, and responsible citizens through a positive, nurturing environment that offers an appropriate challenging curriculum.

We support these goals by emphasizing quality classroom instruction, establishing high expectations for student performance, and providing a wide range of opportunities for students and community members to become involved in campus life. Our staff is dedicated to providing an educational environment that promotes excellence. Our teachers commit countless hours teaching, coaching, tutoring, counseling and encouraging students to be the best they can be.

## **Ethnic/Cultural Diversity of Students**

Edison is a suburban high school in Huntington Beach, California with an average student population enrollment of 2500 students. Approximately 200 special education students are served in the school's Special Abilities Cluster. Currently, the student body diversely represents 60% Caucasian, 10% Asian and 16% Hispanic, with the balance divided between 7% American Indian, .01% Pacific Islander, .01% Filipino, and .01% African-American.

## **Staff Expertise**

Edison High School employs approximately 105 classroom teachers with many holding masters or doctoral degrees. All teachers regularly attend in-service opportunities provided by the district. Over the years, many have attended summer courses, to upgrade their skills, as well as workshops and seminars at local colleges and universities. In addition, teachers and administrators are updated regularly about drugs, gang culture, and school violence through department meetings, district meetings, and staff development seminars.

## **School Location**

Edison High school is located in a residential area of Huntington Beach, bounded by Magnolia and Hamilton avenues. The school address is 21400 Magnolia Avenue. The school administration and the Huntington Beach Police Department, work cooperatively with each other to prevent and respond to issues of school safety.

## **School Grounds**

Edison High School is bounded on the east by a flood control channel topped by chain-link fence. On the north, a housing development is separated from the campus by a retaining wall. This makes it an ideal situation to control ingress and egress. On the south, a chain-link fence separates the campus from the property

of Southern California Edison. There is one gate on the southeast side that allows individuals to enter and exit the campus. On the west side of campus there is limited perimeter fencing to control ingress and egress. Signs are posted prominently at entry points announcing that it is a closed campus, requiring visitors to check in at the administration office. Throughout the day, school administrators and several part-time supervision staff members patrol the school campus. Walkie-talkie radios are provided to selected staff members so that information can be relayed to appropriate person and department or office.

## **Discipline and Consequences**

The disciplinary procedures for Edison High School are designed to enhance the educational environment of learning. All rules and regulations are explained thoroughly to the students in printed material and verbal communication from the staff. Consequences for violating behavioral rules or dress code regulations will be firm, but fair. Academic expectations are clearly defined and presented in writing to all students the first week of school. Violations of the schools, "Code of Honor" and due process procedures are included.

The discipline process will continue to be an evolving process designed to deal with current issues or problem trends. A major focus will be to illustrate correct attitudes toward education and fellow students and faculty. A firm "zero tolerance" policy will be enforced in the area of weapons, violence, and criminal student behavior. Programs including Restorative Practices, character coalition, and student government actions will continue to be important in the ongoing developmental process for problem-solving and student discipline. The school district personnel, city police, school administration, staff, and community work collaboratively in all areas of safety and school management. Information on policies/procedures regarding disciplinary action is located in the discipline section of this manual.

## **Participation and Involvement**

Parents, community, staff and students participate in school involvement in many different ways. Parents actively participate in the school Site Council with additional involvement from parents and community within the PTSA and academic support groups, co-curricular booster groups and partnerships with local business groups. The community feels they have an integral part of decision-making and policy formation at Edison High School. Their input and procedures continues to be important.

## **Development of School Safety Plan**

In September of the 1996-1997 school year, a school safety committee was formed to evaluate and update Edison High School's Safety Plan. The committee included staff, community, students, administrators, and local law enforcement members. An updated safe school's action plan was written and submitted for approval by the school and district's administration. All action plans and goals established in the plan were completed by June of 1997.

Every school year, the school safety council meets once a quarter to discuss safety issues and concerns. Each school year, the emergency preparedness handbook is revised.

For the past several years Edison High School has implemented many new programs, policies and procedures to deter school violence and promote school safety. Some of the school programs that are currently being used at Edison High School to encourage school safety are: Restorative practices, drug and alcohol counseling and volunteer drug testing, student study team assessment, human relations, CARE month, and freshman "Link" orientation camp called SOS.

All of these programs have been introduced with intentions of improving student success and addressing issues, which have the potential for negative outcomes. Edison High School must continue to offer programs to meet the needs of its student body as we move into the 21<sup>st</sup> century.

## **Safe Schools Policy**

The Governing Board and the district desire to provide an orderly and caring learning environment in which students feel comfortable, share responsibility for maintaining a positive and safe school climate, and take pride in their school and their achievements. District staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct. (ED #35160).

The Governing Board shares concern with parents for the safety, health and welfare of students, as well as the general public, while in attendance at school or at school-sponsored activities. Necessary precaution and supervision shall be exercised in every school at all times to protect individuals from injury or illness.

Although the district is not liable for the safety of students who are not under school supervision, the district can, and does, hold students accountable for their behavior from the time they leave their homes for school until they return to their homes from school, and while they are on school premises and/or under supervision of school district personnel. (EC#44807, 44808).

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the district grounds is expressly prohibited and will result in disciplinary action up to and including termination unless the district determines that satisfactory participation in a drug abuse assistance or rehabilitation program is appropriate. (cf 4117.4-Dismisal).

The Governing Board encourages classroom use of learning strategies that foster positive social interactions among students from diverse backgrounds. The district shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways. (EC #48907-student exercise of free expression, #48950-Freedom of speech).

## **Summary of Senate Bill 187**

The intent of Senate Bill 187 is to *“Unite all existing statues that relate to school safety and ensure compliance with their provisions by including the requirements of the school safety provision in each school’s comprehensive school safety plan.”* All of which would be combined into one manual. Making accessibility and a clear understanding of policies and procedures easier for all that would need to reference this manual. Education Code section 35294.2 lists the required elements of this comprehensive school safety plan.

- Assessing the current status of school crime.
- Identifying safe school strategies and programs.
- Addressing the school’s procedures for complying with existing laws relating to school safety, which shall include the development of the following:
  - ❑ Child abuse reporting procedures consistent with Penal Code section 11164 et seq.
  - ❑ Disaster response procedures.
  - ❑ Suspension and expulsion policies pursuant to education Code section 48900 et seq.
  - ❑ Procedures for notifying teachers of dangerous pupils pursuant to Education Code section 49079.
  - ❑ Sexual harassment policy pursuant to Education Code section 212.6 (b).
  - ❑ School-wide dress code prohibiting gang related apparel pursuant to Education Code section 35183, if such dress code exists.
  - ❑ Procedures for safe ingress to, and egress from school.
  - ❑ Procedures to ensure a safe and orderly environment conducive to learning.
  - ❑ Rules and procedures on school discipline adopted to Education Code sections 35291 and 35291.5.

The information needed for these compliances were referenced from Education State codes, Board and District policies, School Site policies and Local Law Enforcement. A copy of this comprehensive school safety plan will be filed with

the Huntington Beach Union High School District Office and the Orange County Department of Education. This comprehensive school safety plan shall be evaluated and amended as needed, no less than once per year. The plan shall be readily available for inspection by the public.

## **Campus Access**

The Edison High School campus has signs at all entrances regarding school hours and procedures for visitors being on the campus. The signs are at the entrances for motor vehicles and at the southeast walk-in gate. All signs are specific and require all visitors to register at the main office. This is consistent with Penal Code Section 627.

Signs, pavement arrows and marking, plastic barriers, direct the flow of traffic on the campus. Areas have been designated for buses to drop off students and pick them up for events at the school. A printed explanation of the bus parking areas has been given to the bus dispatcher. The use of speed bumps throughout the parking lots has slowed traffic down to the acceptable speed. Cars and other vehicles are eliminated from these areas where students walk.

### **Employee Access Hours**

These are not limited, but all employees must call our security phone number when entering the school during off hours. All employees have been given a card with the phone number and instructions when entering the school during off hours.

### **Employee Key Access**

This is determined by the Administration as to who has keys that will give personnel access to the school and buildings during hours when school is not in session. Keys are distributed on an as needed basis.

### **Fencing/Gate Closure Procedures**

The campus is fenced on three sides. The main entrance to the campus is open at all times. All vehicle traffic must use this entrance/exit to the campus during school hours or use the alternative gates at the southwest and northwest corners when opened. Interior gates are kept opened during the school day and closed at nights and on weekends. All gates that are closed during the school day can be opened by security and school personnel in an emergency.

## **Identification Badges**

Personnel (certified and classified) do not wear badges when on campus. All security personnel have uniformed attire that they wear on a daily basis. Visitors to the campus are given a visitor pass to carry when on campus other than the administration building. Students are expected to carry school identification cards at all times.

## **Metal Detector Usage**

We do not presently use a metal detector. A police officer can be called in if the need arises.

## **Use of Facilities Signs**

Signs are posted that the campus is not to be used by outside groups that have not applied and received a facilities permit. These are posted on the various facilities: gyms, fields, pools, school buildings, etc.

## **Third Party Use of Facilities**

All outside groups are required to apply and obtain a Facility Use Permit before they can use any part of the campus; i.e., gym, pools, fields, cafeteria, classrooms, library, etc. The permit applies to all the different groups using the facilities on campus. This permit can be revoked or modified depending on the conditions set forth in the permit.

# **Child Abuse Reporting**

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## **What is Child Abuse?**

- Physical injury, sexual abuse, emotional abuse, neglect
- Abuse may be observed, reported or suspected

## **What is your responsibility?**

- All school district employees are mandated reporters of child abuse
- Each person who becomes aware of abuse or suspected abuse must file a report
- If two persons acquire the information at the same time they may agree on one reporter.
- The reporting responsibility may not be delegated

## **Procedure to file a report**

- Obtain Child Abuse Report (CAR) form from school nurse, school counselor, school psychologist, or student support specialist.
- Ask school nurse, support specialist, counselor or psychologist procedural questions
- Call the Orange County Child Abuse Registry (CAR) at 714-940-1000  
File telephone report immediately or as soon as practically possible  
Provide student and parent names, contact information, incident details
- FAX written CAR report within 36 hours to 714-938-0289
- Place CAR report form in sealed envelope marked "CONFIDENTIAL" in nurse's box
- Place response from CAR in sealed envelope marked "CONFIDENTIAL" in nurse's box

## **Confidentiality guideline**

- Victim confidentiality must be breached if child abuse is observed, reported or suspected
- Reporter may disclose report to parent and/or child but is not legally required to
- Reporter must provide his/her name to the Child Abuse Registry
- The Child Abuse Registry is required to maintain reporter confidentiality
- Failure to report is a crime and can result in criminal and civil liability

**For more detailed information, refer to Child Abuse Educator's Responsibility**, which is published by the California Attorney General's Office, Crime and Violence Prevention Center

This 28-page publication is regularly updated and available for free at:

[WWW.SafeState.org](http://WWW.SafeState.org) Got to Focus Area, then click on Child Abuse, then Resources

- **Child Protective Staff May See Pupils At School.** AB 285 authorizes a representative of a child protective agency (including the police or sheriff's office) to interview a suspected victim of child abuse on school premises, during school hours, about the report of suspected abuse of the child at home.
- **The child may choose to be interviewed in private or may select a school staff member to be present at the interview.** (Passes legislature, then approved by the governor – Chapter 640, Statutes of 1987, effective January 1, 1998).

## **Administrative Reporting**

- School personnel are NOT to contact the child's parents about the report. This is the responsibility of the investigating agency such as Child Protective Services or the Police.
- After the case has been reported, the agency may take the child into custody (according to the law, the student may be released to a peace officer or to Child Protection Services.)
- Prior to releasing the child from campus for custody purposes the school administration must obtain:
  - ❑ The name of the police officer or social worker.
  - ❑ Telephone number where that person can be reached.
  - ❑ Use the District Release to Authority (#3.05) form and attaché to the Child Abuse Report (Penal Code 11166).
- Educational Code 48906, effective January 1, 1985, states that whenever a minor is taken into custody as a victim of suspected child abuse or pursuant to Welfare and Institution Code 305, the school official shall provide the peace officer with:
  - ❑ Address of the minor's parent or guardian.
  - ❑ Phone numbers of the parent or guardian.
- The peace officer is required to immediately notify the parent, guardian or responsible relative to the minor.

## **If the Parent Calls**

- The parent is to be told that the child was taken by the police officer or social worker.
- The school does not have adequate information to share with the parent.
- The police officer or social worker asked that the parent contact the police department or Orangewood Home directly or full details.
- The telephone number to be called (provided by the police officer or social worker).
- **If the parent asks for further clarification:** Restate the original explanation emphasizing that the parent should call the number given and speak with the investigating person for full details.

## **Informing Certificated and Classified Staff**

- Employees who are “child care custodians” will receive information on the laws and staff rules regarding child abuse from the certificated and classified personnel office.
- These employees will sign a documentation indicating they have received the information.
- The school nurse will offer an in-service regarding child abuse prevention and reporting procedures periodically for new employees.

## **California Penal Code and HBUHSD Board of Trustees Policy**

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who had knowledge or observes a child in his or her employment whom he or she knows or reasonably suspects has been a victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within 36 hours of receiving the information concerning the incident.

Penal Code 11166(e) states: “The reporting duties under this section are individual and no supervisor or administrator may impede or inhibit such reporting duties and no person making such report shall be subject to any sanction for making such report. However, internal procedures to facilitate reporting and apprise supervisors and administrators or reports may be established provided that they are not inconsistent with the provision of this article.”

# **Crime Reporting**

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The purpose of crime reporting is to provide information to schools, districts, and county office of education to develop an understanding of the most pressing crime and safety issues confronting students, teachers, administrators, and citizens. California statute identifies the information required from schools and county-operated programs. The information gleaned from schools and programs yields an invaluable tool to develop partnership activities that are beneficial for students, school staff, families, and the community.

The California Department of Education collects data on a semiannual basis and is then used widely by legislative committees and research groups for a general assessment of campus safety. With sufficient data and information about the type and frequency of crime occurring on school campuses.

The California Safe Schools Assessment Program (CSSA) is the mandated process to report crimes in the state of California. At Edison High School all incidents and reported crime statistics are compiled in the office of Supervision. The CSSA report forms are completed and sent to the district office when required.

## **Why Report?**

There are several reasons for reporting and analyzing the incidents of school crime on school campuses. A school's environment significantly influences a student's opportunity to learn.

- The teaching and learning process is enhanced on campuses that have effective crime prevention programs in place.
- With accurate data pertaining to school crime and safety needs, school administrators have convincing arguments for needing available resources to assist in resolving or preventing crime.
- School data is also public information that must be released upon request.
- While most schools are relatively free from serious violent behaviors, no school is immune. The data collected in the CSSA can be used to promote the high levels of safety on campus and indicate strong educational programs.
- In addition, school crime data can indicate that a school is actively responding to crime issues and not avoiding to report for fear of being labeled as a "bad" school.

## **What to Report?**

While crime varies a great deal, from minor to very significant, it is important to report any suspected incident to the administration office for further investigation. Crimes reported to the state are handled by a process that is state mandated and is best understood by the administrative team. At Edison High School, incidents are to be reported to the office of Supervision, which will then determine if an incident is reportable and how it is to be reported.

## Dress Code

Dress is a form of personal expression, which effects student behavior and self-image. While the Huntington Beach Union High School District appreciates the students' right to dress as an expression of self, the district's Board of Trustees has determined that a dress code policy is necessary in order to protect the health and safety of the school environment and to foster student success in a positive manner.

- Students are encouraged to wear clean; neat clothing that is in good repair and to be groomed appropriately for the classroom environment.
- Students are encouraged to dress in a manner consistent with community morals and values. Sexually suggestive clothing is disruptive of the learning environment. The district prohibits:
  - ❑ bare midriffs
  - ❑ halter tops
  - ❑ short shorts
  - ❑ bathing suits or tube tops
  - ❑ clothing which allows underwear to be exposed
- The district prohibits clothing, which is unsafe, dangerous, or hazardous to health. This includes, but is not limited to spikes or chains on any article of clothing.
- The district prohibits any attire, which contains words or symbols which degrade gender, culture, religion, sexual orientation, or ethnic values.
- The district prohibits any clothing, which advertises tobacco, nicotine, alcohol, drugs, or any illegal substance.
- Students are encouraged to understand the risks involved in wearing gang related apparel. The district prohibits any gang related style. All gang related clothing is prohibited on campus at all times. As normal fashions change, so do gang related styles. Examples of current gang related attire include:
  - ❑ spikes or chains on any article of clothing
  - ❑ head covering such as bandannas, and hair nets
  - ❑ monikers, or other gang markings
  - ❑ web, untied, or dangling belts
  - ❑ jewelry/buckles with gang symbols
  - ❑ offensive/ inappropriate visible tattoos
  - ❑ baggy or oversized clothing capable of concealing weapons

## **Consequences for Failure to Adhere to Student Dress Code:**

Initially students will be asked to change to a more appropriate item. A note will be made in their discipline file. If the student chooses not to change the Supervision Office will call Parents/Guardians of students who do not meet these standards and the Parents/guardians will be asked to bring acceptable clothing to school. Student Repeated violations may result in more severe disciplinary action.

# **Discipline Procedures-Employees**

## **Permanent Employees**

- No employee in a classified or certificated position will be suspended, demoted, dismissed, or discriminated against because of political or religious acts, opinions or affiliations, race, color, sex, national origin, ancestry, or marital status.
- In an event that an employee is suspended, demoted, or dismissed, the principal/designee will be responsible for following due process procedures as identified in the Board of Education Policies. It is the responsibility of the principal/designee to provide written documentation of any actions to be taken against any employee to the Board of Trustees.
- Prior to any action taken, the involved employee shall be given an opportunity to respond to any charges for which they are being accused. These responses should be presented to the principal/designee involved any may be in verbal or written form. The disciplinary action and appeals process for classified employees in B.P. 4250.14. Disciplinary procedures for certificated employees are outlined in B.P. 4117.4.

## **Temporary/Probationary Employees**

- Temporary/probationary certificated employees may be dismissed during the school year for cause specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665.

## Discipline Procedures Students

Administration at the beginning of each year presents to all students the school wide behavior expectations listed in the EHS student handbook. Each teacher will communicate classroom expectations including a progressive discipline plan to students (i.e. warning, conference, detention, phone call home, etc.) Students who continue to violate classroom expectations and do not respond positively to teacher intervention will be referred to the Assistant Principal of Supervision. Other methods of intervention handled by the teacher are acceptable if they comply with school and Board of Education policies.

Administrative discipline may include detention, campus beautification duty, Saturday school, in-school suspension or out of school suspension. An administrative referral may affect a student's ability to participate in school and co-curricular activities.

### **Disciplinary Policies and Procedures**

For the purpose of maintaining an environment that promotes safety and offers the highest quality education possible, Edison High School believes that a learning environment must have rules and regulations that define expected student behavior. These policies and procedures are based on district governing board policies, educational code and penal code law. The adoption and enforcement of regulations concerning student discipline is the responsibility of the school principal/designee and or designated teacher. Knowledge of these rules will be made available to all parents/guardians as required by E.C. 35291. It is the responsibility of the school principal to ensure that every student and his/her parent/guardian is notified in writing of all Board Policies, and individual School rules related to discipline at the beginning of each school year. Transfer students and their parent/guardian are to be advised during the enrollment process. A copy of this information can be found in the appendix section of this manual.

In accordance with Education Code 44807, disciplinary rules outlined by Edison High School are to be enforced on the way to and from school, or at any school-sanctioned activity, as well as during normal school hours. In addition, a teacher, vice principal, principal, or any certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the same degree of physical control over a pupil that a parent would be legally privileged to exercise. Necessary physical control may be used by the above-mentioned employees to protect property, protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Victims or witnesses of a school rule violation or crime can report information to Edison High School, by calling **our new Tip Txt. 714-462-4793, you may still contact our supervision office at 714-962-1356 x4406 or x4407,** or visit the office of supervision in person located in the school administration building.

## **Edison High School Expulsion Policy**

The administration at Edison High School in compliance with Board policies and public law enforces the concept of “zero tolerance” as it relates to mandatory expulsion offenses. It is the position of the administration at Edison High School that each student will be evaluated for expulsion on the basis of conduct that occurred and the student’s past record. A procedure of due process will be utilized to provide each student with the opportunity to receive a fair chance to explain their version of the incident.

### **Release of Pupil to Peace Officer**

Education code 48906 states that when a principal or other school official releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to the officer, and regarding the place to which the minor has been taken, except when a minor has been taken into custody as a victim of suspected child abuse, as defined in section 11165 of the Penal Code, or pursuant to section 305 of the WIC.

### **Student Suspension by Teacher**

A teacher may suspend any pupil from the teacher’s class, for any of the acts identified in section 48900 of the education code, for the day of suspension and the day following. The teacher must immediately report the suspension to the principal or principal’s designee for appropriate action. Education Code 48910 further states that as soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. A school administrator, counselor, or school psychologist shall attend the conference if the teacher or parent/guardian so requests.

### **Suspension by Administration**

A pupil may not be suspended unless their actions violate school rules related to any of the acts outline in Education Code sections 48900. It is the responsibility of the school principal or designee to determine if a student’s actions required the use of suspension rather than alternative methods of disciplinary action. It is also the policy of Edison High School to endorse the philosophy that disciplinary action should be progressive and consider the student’s prior history.

The Huntington Beach School District and Edison High School uses a Board of Education approved disciplinary matrix for addressing student actions that have violated school rules. A copy of the matrix for discipline is included in this section. The following disciplinary matrix is designed to allow the acting administrator to consider the appropriate consequence based on first, second or third offense, as well as the severity of the incident.

Any time a student is suspended from school, the parent/guardian must be contacted prior to releasing the student. If a parent/guardian is not available, contact and release can be arranged with an adult relative or an adult person identified in the school's contact screen in Aeries. It is the responsibility of the acting administrator to make contact with the parent or guardian regarding school suspension. A student may be released at the end of the school day if a parent/guardian is not available, but contact by phone must be made as soon as possible. The length of suspension is determined by the acting administrator, but should be consistent with consequences given to other students that committed similar offenses and pursuant to E.C. 48900.5 and can not exceed more than five consecutive schools days. Except in situations involving expulsion, the total number of days for which a student may be suspended from school shall not exceed 20 school days in any school year, unless for the purpose of adjustment due to transfer to an alternative setting according to E.C. 48903.

Special Education students cannot be suspended beyond 10 school days in a school year, without having an Individual Education Plan (IEP) meeting to discuss a behavioral plan or alternative placement. A Manifestation Determination must also be conducted to determine if the student's disability has anything to do with the inappropriate behavior of the incident.

## **Mandatory Expulsion Offenses**

Education Code Section 48915(c) states that the principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student who is involved in possessing, selling or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, or committing or attempting to commit a sexual assault. The Governing Board of the school district is required to order the student expelled if it is determined that the student committed these offenses. The school district is then required to refer the student to an alternative program of study that is appropriately prepared to accommodate students who exhibit discipline problems. The alternative program may not be provided on a comprehensive middle, junior or senior high school or at any elementary school and may not be housed at the school site attended by the pupil at the time of suspension.

### **Mandatory Recommendation Offenses**

Education Code Section 48915 (a) states that the principal or superintendent of schools shall recommend the expulsion of a student believed to be in unlawful possession of any controlled substance except for the first offense for the possession of not more than one ounce of marijuana other than concentrated cannabis. Under this category of offenses, the governing board of the school district is not required to expel the student, but may in its discretion expel the student on a finding of one or both of the following:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the act, the presence of the people causes a continuing danger to the physical safety of the people or others.

### **Other Offenses**

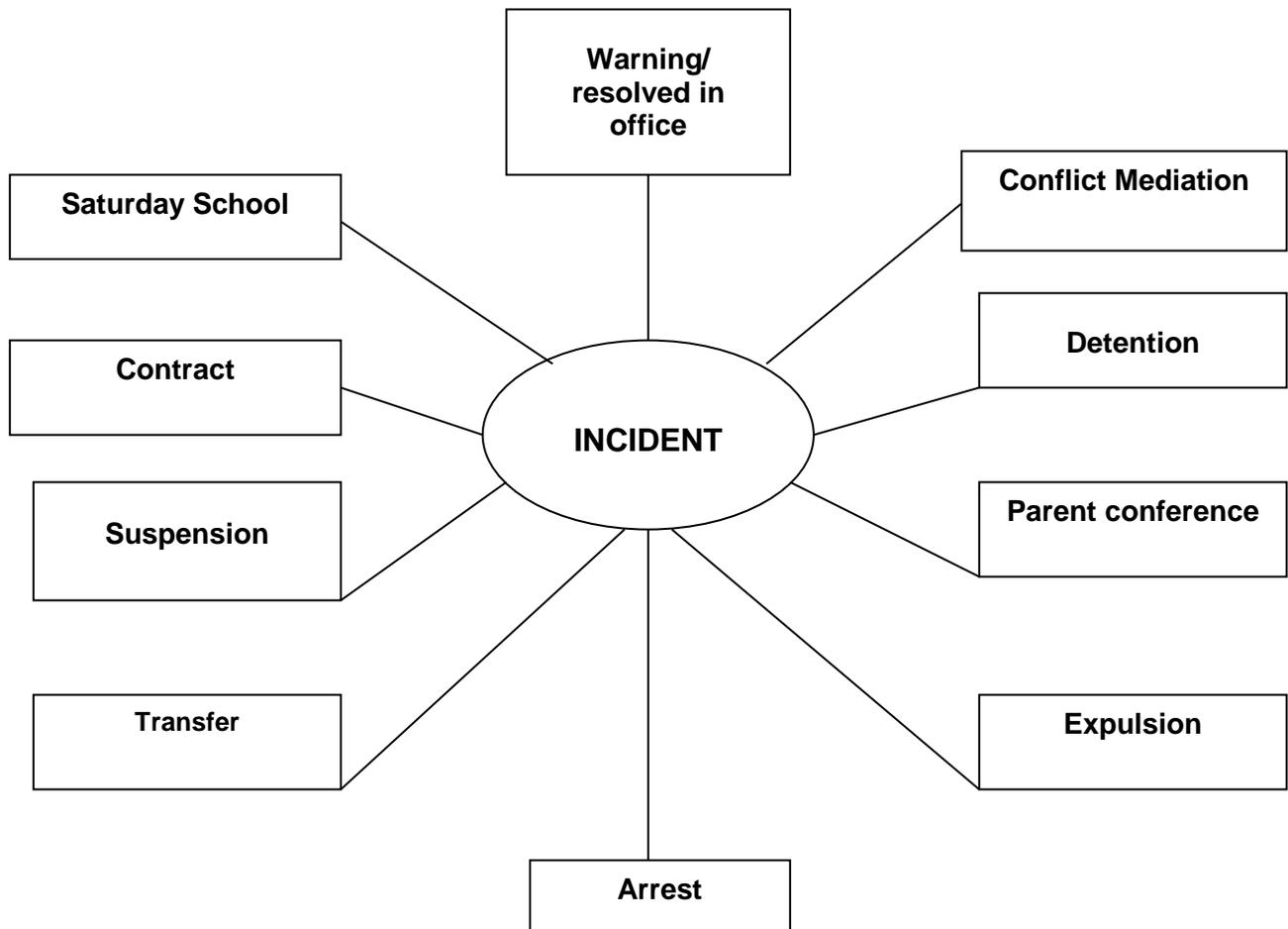
Education Code Section 48900(c) states that a principal or superintendent may recommend the expulsion of the student for possession, use, or sale or otherwise furnishing or being under the influence of any controlled substance, an alcoholic beverage or intoxicant of any kind. Under Section 48900(c) the principal or superintendent may recommend expulsion, but it is not required to do so. Pursuant to Education Code Section 44915(b) the governing board of the school district may order a student expelled for violating Education Code Section 48900(c) if one or both of the following findings is made:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the act the presence of the people causes a continuing danger to the physical safety of the people or others.

# Huntington Beach Union High School District

## Discipline Matrix

### Types of Disciplinary Action



HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>ACADEMIC HONESTY</b> (Each school will implement its own Honor Code procedures and will notify the Director of Pupil Services when a student needs to be removed from the academic recognition program.)	
<b>ALCOHOL/MARIJUANA</b> (Possession, exchange, sale, or under the influence)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> In House Suspension/ Drug & Alcohol Deterrent Program Community Service Hours Suspension pending expulsion Transfer Arrest	<b>Ed:</b> 48900 (c,d,k) 48915 (a) <b>Penal:</b> 647 (f) <b>Board Policy:</b> AR & BP 5131.6 <b>Hlth/sfty:</b> 11357 (d)(e) <b>Bus/Pro:</b> 25608, 25662
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> suspension pending expulsion Transfer Arrest	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension pending expulsion Arrest	
<b>ASSAULT/BATTERY</b> (Upon any school employee/student)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension Arrest Transfer Expulsion ( <b>ECA code</b> , consideration, if criteria is met)	<b>Ed:</b> 48900 (a,k) 48915 (a)(l) <b>Penal:</b> 240, 241.2, 242, 243 (b)(c), 243.2, 243.5 <b>Board Policy:</b> AR 5131 (b), BP 5131
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Arrest Transfer Expulsion ( <b>ECA code</b> , consideration, if criteria is met)	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Arrest Transfer Expulsion ( <b>ECA code</b> , consideration, if criteria is met)	

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>CHEMICAL IRRITANTS</b> (Illegal use of mace or pepper spray)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Detention Parent Conference Suspension Arrest	<b>Ed:</b> 48900 (k) 48915 (c) <b>Penal:</b> <b>Board Policy:</b>
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Detention Suspension Transfer Arrest	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Transfer and/or expulsion Arrest	
<b>CONTROLLED SUBSTANCES</b> (Possession, exchange, sale, or under the influence of)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension pending expulsion Transfer Arrest	<b>Ed:</b> 48900 (c,d,k) 48915 (a)(3) <b>Penal:</b> <b>Board Policy:</b> AR & BP 5131.6 <b>Hlth/sfty:</b> 11350, 11352, 11359, 11379
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> suspension pending expulsion Transfer Arrest Expulsion	
<b>DEFIANCE</b> (Disruption of school activity/willful disobedience)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Resolve in office Detention Parent Conference Suspension	<b>Ed:</b> 48900 (k) 48915 (c) <b>Penal:</b> 415 <b>Board Policy:</b> AR 5131 (b)(3), 5131 (b) (7) (I)
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Transfer	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Transfer and/or expulsion	

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>DRUG PARAHERNALIA</b> (Possession and/or sale of)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension Arrest (except for marijuana paraphernalia) Referral to on-campus and/or community based agency Transfer Expulsion	<b>Ed:</b> 48900 (b,j,k) 48915 (c) <b>Penal:</b> <b>Board Policy:</b> AR 5131 (b)(7)(k) <b>Hlth/Sfty:</b> 11364
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Arrest (except for marijuana paraphernalia) Transfer Expulsion	
<b>ELECTRONIC SIGNALING DEVICES</b> (Pager and cell phones))	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Saturday School Confiscate Release to parents	<b>Ed:</b> 48901.5 <b>Penal:</b> <b>Board Policy:</b>
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Saturday School Confiscate Release to parents	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Saturday School Confiscate for remainder of year Parent Conference	
<b>EXTORTION/ROBBERY</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension Arrest Transfer and/or Expulsion	<b>Ed:</b> 48900 (e,k) 48915 (a)(4) <b>Penal:</b> 211, 518 <b>Board Policy:</b> AR 5131 (b)(7)(e),
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Arrest Transfer and/or Expulsion	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Arrest Transfer and/or Expulsion	

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>FIGHTING</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Resolve in office Parent Conference Detention Suspension Transfer Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Arrest Transfer Expulsion</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Arrest Transfer Expulsion</p>	<p><b>Ed:</b> 48900 (a) <b>Penal:</b> <b>Board Policy:</b> AR 5131 (b)(7)(a)</p>
<b>FIRE ALARMS **</b> <b>(Attempting/starting a fire (arson), activation of false fire alarms)</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Suspension Transfer Arrest Expulsion</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Transfer Arrest Expulsion</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Transfer Arrest Expulsion</p>	<p><b>Ed:</b> 48900 (,k) <b>Penal:</b> 148.4, 451 (a)(b), 452 (a)(b), 453 (a)(b), 455 <b>Board Policy:</b> AR 5131(b)(7)(l)</p>
<b>FIREWORKS/EXPLOSIVES</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Detention Suspension Transfer Arrest Expulsion</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Transfer Arrest Expulsion</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Transfer Arrest Expulsion</p>	<p><b>Ed:</b> 48900 (g, k) 48915 (c) <b>Penal:</b> 453, 12020 <b>Board Policy:</b> AR 5131.7</p>

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>FORGERY</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Detention Parent Conference Contract Suspension	<b>Ed:</b> <b>Penal:</b> <b>Board Policy:</b> BP 5011
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Transfer	
<b>GAMBLING</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Detention Parent Conference Contract Suspension	<b>Ed:</b> 48900 (k) 48915 (c) <b>Penal:</b> 330 <b>Board Policy:</b> 5131(a)
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Transfer	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Transfer	
<b>INDECENT EXPOSURE</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension Arrest	<b>Ed:</b> 48900 (k) 48915 (e) <b>Penal:</b> 314.1 <b>Board Policy:</b> AR 4119.1, 4219.1, 4319.1, 5145.7, 5131(b)(7)(j)
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Suspension Transfer Arrest Expulsion	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Suspension Transfer Arrest Expulsion	

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>MISCONDUCT ON BUS</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Resolve in office Detention Loss of riding privileges Suspension Restitution Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Detention Loss of riding privileges Suspension Restitution Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Detention Loss of riding privileges Suspension Restitution Arrest</p>	<p><b>Ed:</b> 48900 (a-k) <b>Penal:</b> 241.3, 245.2, or any other specified offense <b>Board Policy:</b> AR &amp; BP 5131.1</p>
<b>MOTOR VEHICLES VIOLATIONS</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Resolve in office Detention Citation Loss of parking privileges</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Detention Citation Suspension</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Detention Citation Suspension</p>	<p><b>Ed:</b> 48900 (k) <b>Penal:</b> <b>Board Policy:</b> AR 5131.3 <b>Vehicle:</b> 21113(a), 22350, 23103(b) or any other specific violation</p>
<b>NOISE MAKERS</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Warning Confiscate Release to parent</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Detention Confiscate Suspension</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Detention Confiscate for the remainder of the year Parent Conference</p>	<p><b>Ed:</b> 48900 (k) <b>Penal:</b> 415 (3) <b>Board Policy:</b> AR 5131.4</p>

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>PROFANITY/VULGARITY</b> (Directed toward staff or student)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Resolve in office Detention Removal from class Parent Conference Suspension Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Removal from Class Suspension Transfer Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Removal from class Suspension Transfer Arrest</p>	<p><b>Ed:</b> 48900 (i,k) 48915 (c) <b>Penal:</b> 415 (3) <b>Board Policy:</b> AR 5131 (b)(7)(h)</p>
<b>POSSESSION OR RECEIVING STOLEN PROPERTY</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Suspension Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Arrest Transfer Expulsion</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Arrest Transfer Expulsion</p>	<p><b>Ed:</b> 48900 (k, l ) <b>Penal:</b> 415 <b>Board Policy:</b> AR 5131(b)(7)(h)</p>
<b>RETALIATION</b> (Including harassment or intimidation of victims or witnesses)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Suspension Transfer Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Expulsion Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Expulsion Arrest</p>	<p><b>Ed:</b> 48900.4 <b>Penal:</b> 140 <b>Board Policy:</b></p>

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>SEXUAL HARASSMENT</b> <b>Physical</b> <b>(Includes but not limited to hazing, any act that degrades, injures, or disgraces any other person).</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Resolve in office Detention Suspension Transfer Expulsion Arrest	<b>Ed:</b> 32051 – 32053, 48900 (k) <b>Penal:</b> 243.4 (d)(l) <b>Board Policy:</b> AR 4119.1.1, 4219.1.1, 4319.1.1, 5145.7
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Detention Suspension Transfer Expulsion Arrest	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Detention Suspension Transfer Expulsion Arrest	
<b>SEXUAL HARASSMENT IN THE WORKPLACE</b> <b>Verbal</b> <b>(Student v staff, student v student)</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Suspension Arrest Transfer Expulsion	<b>Ed:</b> 48900 (c,d,k) 48915 (a) <b>Penal:</b> 647 (f) <b>Board Policy:</b> AR & BP 5131.6 <b>Hlth/sfty:</b> 11357 (d)(e) <b>Bus/Pro:</b> 25608, 25662
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Expulsion Arrest	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Expulsion Arrest	
<b>SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, BYCYCLES (Riding)</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> Warning Detention Confiscation of item Release item to parent Citation	<b>Ed:</b> 48900 (k) <b>Penal:</b> <b>Board Policy</b> <b>Municipal Code:</b> H.B. 10.20.040
<p style="text-align: center;"><b>SECOND OFFENSE</b></p> Confiscate for remainder of year Detention Citation	
<p style="text-align: center;"><b>THIRD OFFENSE</b></p> Confiscate for remainder of year Detention Citation	

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>THEFT / BURGLARY * * *</b> (including possession of stolen property )	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Superstition Restitution Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Restitution Transfer Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Restitution Transfer Arrest</p>	<p><b>Ed:</b> 48900 (c, k, l) 48915 (c) <b>Penal:</b> 484, 487, 488 <b>Board Policy:</b> 5131(b)(7)(g)</p>
<b>THREATS</b> (Towards a school employee)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Suspension Arrest Expulsion</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Arrest Expulsion</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Arrest Expulsion</p>	<p><b>Ed:</b> 48900 (a,k) 48915 (b) <b>Penal:</b> 71 <b>Board Policy:</b> AR 5131(b)(7)(a)</p>
<b>TOBACCO</b> (Possession, smoking, chewing)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Warning Detention/Saturday School Referral to smoking clinic Citation</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Citation</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Citation Transfer</p>	<p><b>Ed:</b> 48900 (h,k) <b>Penal:</b> 308(b) <b>Board Policy:</b> AR &amp; BP 5131.6</p>

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT  
STUDENT DISCIPLINE GUIDELINES

DISCIPLINE	CODE VIOLATION
<b>VANDALISM****</b>	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Detention Suspension Restitution Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Detention Suspension Restitution Transfer Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Restitution Transfer Expulsion Arrest</p>	<p><b>Ed:</b> 48900 (f,k) 48915 (c) <b>Penal:</b> 594 <b>Board Policy:</b> AR &amp; BP 5131.5</p>
<b>WEAPONS *</b> (Including facsimiles)	
<p style="text-align: center;"><b>FIRST OFFENSE</b></p> <p>Suspension Transfer Expulsion Arrest</p> <p style="text-align: center;"><b>SECOND OFFENSE</b></p> <p>Suspension Transfer Expulsion Arrest</p> <p style="text-align: center;"><b>THIRD OFFENSE</b></p> <p>Suspension Transfer Expulsion Arrest</p>	<p><b>Ed:</b> 48900 (b, k, m) 48915 (2) <b>Penal:</b> 626.10, 626.95 (a), 653 (k), 12020, 12025 <b>Board Policy:</b> AR &amp; BP 5131.7</p>

# Drug /Alcohol Free Campus

## Alcohol, Drug and Substance Abuse Policy

It is the policy of Huntington Beach Union High School District to provide a safe and secure environment, which encourages students and staff in their efforts to lead healthy and productive lives.

It is the policy of Huntington Beach Union High School District that the maintenance of drug-free work places is essential to school and district operations.

- This is notice that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance including alcohol is prohibited in the work place. Employees who violate this prohibition are subject to disciplinary action. As a condition of continued employment, employees will abide by the terms of this policy and notify the employer, within five (5) days of any criminal drug status conviction, which he/she receives for a violation occurring in the work place.

For the purpose of this policy “conviction”: shall mean a finding of guilt, including a plea of nolo-contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug statutes.

- The District is required to notify the appropriate federal granting or contracting agencies within ten (10) days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the work place.
- The District shall initiate disciplinary action within thirty (30) days after receiving notice of a conviction from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.
- In taking disciplinary action, the board shall require termination when termination is required by law. When termination is not required by law, the board shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency. The board’s decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.
- The District shall make good faith effort to continue maintaining a drug-free and smoke-free work place through implementation of board policy.

## Alcohol, Drugs and Tobacco

In order to maintain the health and welfare of all students, school authorities may inspect school properties and student property. Reasonable suspicion is all that is necessary; students have less protection from searches by school employees than adults because warrants are not required. School officials need *reasonable cause*, not probable cause. Inspection for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purpose for inspection by school personnel, so long as such inspections are conducted in accordance with California law and Federal law.

Students involved in the possession, sales, and or use of any chemical substance shall be subject to disciplinary action by the school administration. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures.

The administration shall practice the following procedures relative to student's substance abuse (of any kind) while on school property or whenever the student is under the jurisdiction of the schools.

### Use or Possession of Alcohol or Narcotic

- No internal medication is to be administered to students by school personnel except prescribed by a doctor. (ED Code 49423) (cf. 5141.21 Administering Medication).
- Dangerous and narcotic drugs which a student has on prescription for ingestion as prescribed by a doctor must be in their original containers and kept in the nurse's or principal's office, whichever provides greater security.
- Whenever any staff member has reason to believe that a student may be under drug influence, he/she will immediately notify an administrator. The administrator, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home, to a physician, to medical facilities or to the jurisdiction of the police.
- In severe cases, if the parents cannot or will not come to the school, the administrator is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expense.
- In any first offense in which students illegally use or possess prescription or non-prescription drugs, including alcohol, marijuana, or inhalants, at school or at school activities, the following will result:
  - In House Suspension (2 days), Drug/Alcohol classes (3 days) held at Marina HS, 20 hours of Community Service, and placed Behavior Contract.
  - Referral to the proper police authority.

## **Mandatory Cross Reporting**

The Edison H.S. Administration works in close cooperation with the Huntington Beach Police Department to maintain school safety. School administration is responsible for contacting either the city police department when the need arises. Criminal activity that occurs on the school campus is initially handled by School Security and the School Supervision Office. Police assistance is requested through the office of Supervision. The Education and Penal Codes are adhered to and law enforcement officers are summoned when needed.

### **“SSA” Code**

In accordance with Education Code 49079A and Penal Code 243, teachers are notified with the use of a “SSA” code on student role sheets. The “SSA” indicates to teachers that the student in their class has caused, or attempted to cause, serious bodily injury or injury, as defined in section 243 of the Penal Code to another person. Also, any student arrested for possession of a dangerous weapon on campus should be identified as a “SSA” code student per agreement of district principals and the superintendent. Teachers that have a student in their class with a “SSA” code identified can seek information about the student from the Assistant Principal of Supervision. Information is confidential and will only be given out at the request of the teacher.

### **“SSA” Code (Cont.)**

In accordance with California Education Code 49079B requirements, teachers will be informed of pupils who have engaged, or reasonably suspected to have engaged in any of the acts described in any of the subdivisions, except subdivision (h) (Possessed or used tobacco), of Section 48900. The information shall be maintained while the student is enrolled in high school. The entering of the “SSA” code indicated that a student has been suspended for violation of one or more of the sections listed under Education Code 48900.

# **Parental Liability**

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According to California public law and Huntington Beach Union High School District Board policies, the parent or guardian of any minor attending public school is responsible and liable for the actions of his/her minor. Parent/Guardian responsibilities include any actions by minors resulting in injury or death to a pupil or employee, vandalism to school property, or personal property of a pupil or employee, and theft or loss of school property, or theft of personal property of a pupil or employee. The law is clear; parents are liable for actions of their children in the state of California when attending school or on school grounds.

## **Why Parental Liability**

The ensure accountability and the responsibility of a student and their parents for “willful” misconduct of a student at public schools. Parental liability is covered in Board policy 5131.5 and 5131.9. These policies are supported by education Code 48904 and Civil Code 17114.3.

## **Edison High School Policy**

- To implement and communicate the policies of the HBUHSD and the State of California laws to parents and students of their liability for damage done to the school’s property.
- Promote prevention.

## **Procedures**

- The principal/designee will utilize appropriate due process of students, for the return of or restitution for all district property assigned, checked out, or loaned to students.
- Property shall be returned in a condition, which is considered satisfactory by the principal/designee.
- Students who fail to return property in a satisfactory condition may be charged for the replacement fee, which will be equivalent to current cost of the item.
- Failure to return district property or to pay the replacement cost may result in disciplinary action, which may include, but not restricted to one of the following:
  - Withholding of grade reports.
  - Withholding of student transcripts.
  - Withholding of graduation diploma.
  - Withholding of the issuance of textbooks (students will be provided access to a textbook for use at school in the classroom).
  - Placing the student in a probationary status.

# **Sexual Harassment/Discrimination**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

## **The HBUHSD Board WILL NOT Tolerate:**

- Sexual Harassment.
- Harassment of any kind by another student, school employee or persons hired by the District. Such persons shall be subject to disciplinary action.
- Discrimination against an employee or applicant.

## **Reporting**

Confidentiality will be maintained without fear of reprisal. Privacy will be strictly adhered to in reporting.

If anyone (employee or student) feels he/she has been discriminated against because of his/her sexual orientation or has been harassed by anyone:

- Report incident to supervisor
- Report incident to supervisor of offending person
- Report incident to appropriate personnel (i.e. principal, principal's designee, etc.)
- Student should not attempt to resolve complaint with offending person

## **Determination of Discrimination/Harassment**

- Totality of circumstances will be investigated
- The nature of the harassment will be investigated
- The investigation of the alleged incident will be conducted by the appropriate personnel

# **Weapons Policy and Enforcement Procedures**

## **Zero Tolerance**

State law required the Superintendent or designee to immediately suspend and recommend for expulsion any student or employee who brings a firearm and/or dangerous object to school.

Weapons and/or dangerous instruments include, but are not limited to:

- Firearms: handguns, pistols, revolvers, shotguns, rifles, “zip guns”, “stun guns”, tasers, air guns, and any other device capable of propelling a projectile.
- Cutting and puncturing devices: dirks, daggers, knives, folding knives with a blade that locks into place or a razor.
- Explosives and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of flammable fluids, fireworks, and other hazardous devices.
- Disabling devices: mace, pepper spray, tear gas or tear gas weapons, or any other toxic chemical which could injure another person.
- Dangerous objects (miscellaneous): blackjacks, slingshot, billy, nunchaku, sandclub, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

## **Policy of the HBUHSD states that the school should be free from the fear and danger presented by firearms and other weapons.**

- Fighting that inflicts serious bodily injury to another person may result in expulsion, transfer, or dismissal.
- No students or employees shall possess weapons, or dangerous instruments on school grounds, buildings, buses, or any school related or school sponsored activity away from school facilities unless prior written permission has been obtained from the principal.
- Possession of devices may be a violation of the Penal Code. Violations need to be reported to the appropriate local law enforcement agency.
- School personnel are to refrain from taking any devices from a person when any person in the vicinity is in danger.
- All school personnel, certified and classified may take any weapon or dangerous object from any person on school grounds to maintain order and discipline in the schools and to protect the safety of students, staff and the public.

## Reporting

- School personnel seizing a device shall deliver the item to the principal or designee.
- Anyone suspected of possession of a weapon which has not yet been seized, shall report the matter to the principal or designee.
- Employees will complete a follow-up report to the principal which will include:
  - Name(s) of persons involved
  - Witnesses
  - Location
  - Circumstances of the seizure (if any)
  - Whether law enforcement was notified
- The principal shall take disciplinary action in accordance with the Board policies and regulation.
- The principal/designee shall make a reasonable effort to report the incident to the student's parents verbally, either by telephone or during a conference, and also in writing.

# **EMERGENCY RESPONSE PROCEDURES**

**EDISON HIGH SCHOOL  
2017-2018**

## **General Information**

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- This is an updated version of the Emergency Preparedness Plan for Edison High School in the Huntington Beach Unified School District.

### **The following Plan:**

- Is designed to provide staff with clear, easy-to-read instructions for dealing with all types of crises.
  - Incorporates valuable advice from local Police and Fire personnel to help us control any crisis until they arrive.
  - Will be placed in all classrooms, custodial and administrative offices, so that it is quickly accessible to anyone in need.
- Objectives of this Emergency Response Manual are to:
    - Minimize injuries and loss of life.
    - Provide maximum use of staff and facilities to care for crisis victims.
    - To protect school property.
  - Staff meeting will be held at the beginning of each school year to explain the Emergency Response Plan and assign duties.
  - All students will be taught Emergency Response technique annually so they know exactly what to do during a crisis without hesitation.

## General Staff Duties

All public and school employees are considered “Disaster Services Workers” under California Government Code Title I, Division 4, Chapter 8 and Labor Code Part I, Division 4, Chapters 1 and 10. During disasters, it is our responsibility by law to protect life and property and to participate in crisis response efforts. No staff member should leave the premises without permission from his/her supervisor. Staff may be required to stay at the school site for up to 72 hours. Following are specific duties.

### **Principal/Designee**

- Train and assign staff and update Emergency Response Plan at the beginning of each year. Insure that all staff, including part-timers, subs and volunteers is thoroughly familiar with this plan.
- Prepare a plan to be used during lunch, before and after school and when changing periods. Instruct staff that all students in their proximity are their responsibility.
- Submit updated Emergency Response Plan to the District Office each October.
- Procure and stockpile emergency supplies.
- Supervise all immediate and long-term crisis response.
- Train staff on new emergency procedures for Shelter in Place and Lockdown (Run, Hide, Fight).
- Direct an evacuation of building when needed.
- Plan a warning system to use during a power failure.
- Call together your school Emergency Response Team when needed.
- Arrange for transfer of students when safety is threatened.
- Notify Superintendent’s Office (#50, ext. 4200) as soon as possible.
- Coordinate with district’s Emergency Operations Center (EOC) in major disaster.
- Ask for a written report from all involved staff after any crisis occurs.

### **Teachers**

- Will train students the new Lock Down (Active Shooter) procedures of Run, Hide, Fight
- Retain students in classrooms (Shelter in Place), or evacuate students to pre-planned assembly; or to a secure location (if needed). **DO NOT** allow students to wander.
- Give **DROP** command for earthquakes, when loud noises are heard, etc.

- Take roll at your school's pre-planned assembly area.
- Report missing students via student runner to the Parent Call Gate via the Student Accountability Form.
- Students must stay with their classes – **STUDENTS MAY NOT BE RELEASED HOME UNTIL CHECKED OUT OF SCHOOL BY THEIR PARENT OR GUARDIAN.**
- Perform assigned duties as part of your school Emergency Response Team.

## **Custodians**

- Assist in the use of emergency equipment, the handling of supplies and the safe use of available utilities.
- Work with your school Search & Rescue and Damage Assessment teams to rescue victims, put out fires, etc.
- Control main shut-off valves for gas, water, and electricity and take other preventative measures to minimize hazards that may result from broken or down lines.
- Disburse emergency equipment as needed.
- Conserve usable water supplies.

## **Bus Drivers**

- Supervise and care for children when disaster occurs en route.
- Issue the **DROP** command as appropriate.
- Continue to first regular school stop, where the principal will assume responsibility. Immediately notify the District Office.
- If your bus is on the road delivering students to their homes, drop students as near to their homes as possible. Make sure an adult is at home to care for the student. If in doubt, leave a note at home and return the child to school. The principal will then assume responsibility for the student(s). Notify the District Office.
- In a nuclear or military disaster, drivers should transfer students to shelter or, if there is time, to school. If there is not time, pull to the side of the road and issue the **DROP** command.
- Transfer students to various locations as directed by the Emergency Operations Center (EOC) or school principals.
- Should a disaster occur while drivers are off duty, report to your supervisor for instructions.

## Other Classified Staff

- Give **DROP** command for earthquakes, when loud noises are heard, etc.
- Supervise students in your vicinity; help evacuate students and take roll.
- Perform assigned duties as part of your school Emergency Response Team.

## **Accidents**

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- Call 311 on any phone (goes directly to all Administrators and front desk).
- If appropriate, send a calm individual to get help (school nurse/health office). School nurse or an employee trained in first aid should respond if needed.
- Call 911 if necessary.
- The Principal/designee will make any appropriate calls/ email to the District Office.
- Call the parents, spouse or other individuals named on the injurer's emergency card, if it is a student or staff member.

## **Armed Student**

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Any staff member **must** report to the Principal (or designee) if a student is suspected of having a weapon on campus.

- Do **Not** contact the student!! Wait for the Police.
- Do **Not** try to retrieve the weapon!! Wait for the Police.
- Do **Not** restrain or discipline the student!! Wait for the Police.
- If the student is in class and the weapon is concealed, the staff member should quietly send a note in an envelope to the receptionist, using a messenger. Include as much info as possible:
  - ❑ the name of the student
  - ❑ student description
  - ❑ exact location of the student in class
  - ❑ type of weapon suspected
  - ❑ location of weapon
  - ❑ room number
  - ❑ number of student in class/where student sits
  - ❑ demeanor of student and any other useful information
- School office **Call 911.**
- Allow class or passing periods to occur as normal until Police arrive; do not alarm students.
- Allow Police to handle situation as they see fit. Police will generally try to isolate the student from others and apprehend him or her.
- With Police approval, activate school Emergency Response Team and assign duties as necessary.

**If the student draws a weapon, see page 57 for Hostage Situation procedures.**

## Bomb Threat

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- Any person receiving a telephoned bomb threat should:
  - Keep the caller on the line as long as possible.
  - Alert the principal or designee.
  - Take notes, using as many exact words as possible.
  - Write down description of background noise you may hear.
- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Turn off all radios. Do not use on-campus radios or walkie-talkies. These may activate some types of bombs.
- Evacuate all students and staff, away from threatened buildings, using fire drill. **Wait for Police to arrive.**
- If approved by police bomb detail, custodian should turn off power supplies, electricity and gas lines to threatened building.
- School personnel should **not** search for the bomb or enter area!
- If possible, tape off a 500-foot circle around the threatened area.
- Any witnesses should be gathered for Police questioning.
- Implement school Emergency Response Team as needed.
- Implement long-term follow-up procedures as needed.

## During the quake:

- At first sign of shaking, adults should give the **DROP** command.
- If students and staff are **indoors**, all should:
  - 1. Duck and Cover**
    - ❑ Get under a desk or table. Otherwise, stand next to an inside wall or under an inside doorway.
    - ❑ Drop to knees with back to the windows and knees together.
    - ❑ Clasp one hand firmly behind head, covering neck.
    - ❑ Wrap other arm around a table or chair leg.
    - ❑ Bury face in their arm, protecting the head.
    - ❑ Close eyes tightly.
    - ❑ Stay until the earthquake is over.
  - 2. Assess student safety and evacuate classroom. Take roll book.**
  - 3. Place the green “Evacuated” or red “Victim” sign over the doorknob as you exit the room. Close the door.**
  - 4. Proceed quickly to the designated assembly area.**
  - 5. Account for all students.**
  - 6. Send runner to commend post with student accountability report.**
  - 7. Hold students and stay in CHARGE until ALL CLEAR SIGNAL(Steady Tone). Return to classrooms.**
- If students and staff are **outdoors**, staff should:
  - ❑ Direct students away from buildings, trees, poles and wires.
  - ❑ Call **DROP** command – all students and staff should cover as much skin surface as possible, close eyes and cover ears.
- If earthquake occurs while students are on a **bus**:
  - ❑ Driver should pull to the side of the road, away from buildings, poles, wires, and bridges, and then issue **DROP** command.
  - ❑ Driver should set brakes and turn off the ignition.
  - ❑ After earthquake, driver should proceed with route, watching for hazards.
  - ❑ Driver should radio, or otherwise contact, Transportation Department to check in at (714) 536-7521.

- If students are **on the way to or from school**, instruct them to:
  - Stay in the open away from buildings, signs, trees, and wires.
  - **Do Not** run.
  - After the quake, continue home or to school.

### **Following the quake:**

- Evacuate all students and staff in an orderly manner using pre-planned evacuation routes. Refer to map.
- If earthquake occurs during a teacher's conference period, teachers should assist in evacuation and then report to the First Aid Station for assignment for duties.
- All teachers should take attendance and note missing students or staff. Fill out Student Accountability Form found in the Appendix and sent to Parent Call Gate via student runner.
- Assemble students in assigned area on field (see map).
- Office staff report to assigned area (see map).
- Search and Rescue Team Members should evacuate their students to the field and then report to the Search & Rescue Equipment Area.
- Students should remain outdoors, in evacuation area, until buildings are declared safe.
- Implement school Emergency Response Team (see pgs). The district will create an Emergency Operations Center (EOC) during any citywide disaster. Call district EOC.
- Be prepared to operate without Police or Fire assistance for an unknown amount of time.
- Implement long-term follow-up procedures as needed.

## **Electrical Outage**

- In the event of power outage open door to classroom to determine if outage is confined to the individual classroom or the whole hallway.
- Notify the receptionist (ext. 0) of the power outage.
- Keep students calm.
- If directed by administration, evacuate the building to a designated area. Take roll after evacuation.

## **Fights**

Take the following steps when a group of students within a building are affected by a situation, such as fighting students, vandalizing district property, or threats to staff.

### **Fights between Students:**

- Notify Supervision immediately at ext. 4407/4406 or send messenger.
- If possible, get other students out of immediate danger. Have them leave classroom/area and go to common area.
- Administer first aid as needed, using trained personnel.

### **Violent Student Vandalizing Classroom or Office:**

- Notify Supervision immediately at ext. 4407/4406 or send messenger.
- If possible, get other students out of immediate danger. Have them leave classroom/area and go to common area.
- Personal safety comes first. Do not physically confront student without assistance from Supervision or Police.
- If all students are evacuated and you feel endangered, leave room.

### **Student Threatening a Teacher:**

- Notify Supervision immediately at ext. 4407/4406 or send messenger.
- If possible, get other students out of immediate danger. Have them leave classroom/area and go to common area.
- Do not physically confront student without assistance from Supervision or Police.

## **Fire or Explosion**

- Notify the receptionist (ext. 0). The receptionist notifies school administrators via radio. The principal/designee will make the decision to call 9-1-1, and any appropriate calls to the District Office.

Note: If any explosion has occurred, Police will enter the area to investigate before Fire personnel take action.

- Treat injured as much as possible while awaiting Police/Fire.
- Evacuate all students and staff away from threatened buildings using a flexible fire drill via PA system. Maintain control of students and take roll.
- If smoke is in the immediate vicinity, instruct students to “**Get low and Get out**”, crawling to avoid breathing fumes.
- If no escape is possible, close as many doors as possible between you and the fire. Stuff cracks and openings with wet cloth and avoid fanning flames. Lie on the floor to avoid smoke. **Wait for help.**
- If anyone is injured or trapped, assign a Search & Rescue Team while waiting for Police and Fire personnel.
- Custodian should turn off power supplies, electricity and gas lines.
- If possible, tape off necessary area around explosion or fire to preserve Police investigation. Have staff assist if necessary.
- Any witnesses should be gathered for Police questioning.
- Implement school Emergency Response Team.
- Implement long-term follow-up procedures.

## **Fire Drill Procedure – Alarm: Continuous Beeps**

Designated Assembly Area: Rear Athletic Field

Steps for Evacuation of Classrooms:

1. “Shelter in Place” **Unless in imminent danger.**
2. When instructed, evacuate students. Take roll book.
3. Secure room - Doors should be closed but unlocked in a fire.
4. Proceed to designated assembly area together.
5. Account for all students. Send attendance report to command post on field.
6. Hold students in CHARGE until **ALL CLEAR SIGNAL** (steady tone).
7. Return to classroom.

A **flood watch** means conditions are favorable for flooding. Make staff aware but take no action.

A **flood warning** means rising water threatens to close roads, wash out bridges and inundate property. Move to shelter on higher ground.

## Before the Flood:

- Schools in flood-prone areas should store sandbags, plywood, plastic sheeting and lumber to protect windows and make repairs.
- Always keep emergency supplies available.
- Keep a battery-operated radio and flashlights in working order.
- Identify nearby dams. Be aware of what could happen if they fail.
- Map out two or three alternative evacuations routes or pick-up locations for parents.
- Evacuation locations – the park west of the school and the bleachers in the gym.
- Learn your community's flood evacuation route and the location of higher ground.
- Know different routes into the school and which ones may flood.

## During or after heavy rains “Shelter in Place”

- Notify the receptionist (ext. 0). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- If there is the possibility of a flash flood, evacuate students and staff to a designated area of high ground. Stay out of floodwaters.
- Listen to radio or television for weather information and instruction.
- Turn off utilities. Disconnect electrical appliances, but don't touch any electrical equipment if the floor is wet or under water.
- If evacuation is necessary, notify the Transportation Dept. (#17) or District Switchboard (#50)
- If driving, be alert for washed-out roadways and bridges. Roads that parallel streams or other drainage channels may be swept away or covered by water and debris. Do not use bridges.
- Report broken utility lines to authorities.
- Use battery-powered lanterns or flashlights to examine buildings.
- Locate usable doors and windows.
- Remember that water sources may become contaminated. Listen to the radio for advice on using tap water for drinking and cooking.
- Pump out flooded areas gradually to minimize structural damage.

## WEATHER - TORNADO

### OFFICE PROCEDURES AND INFORMATION

#### Definitions:

**Tornado Watch:** Conditions are favorable for a tornado to form or for severe weather conditions. There are no tornadoes but one could form.

**Tornado Warning:** Tornadoes may be imminent. Severe weather is occurring and/or tornadoes or funnel clouds (waterspouts) have been spotted in the area.

#### Upon hearing the alert from the Weather Radio, District or Emergency Services (HBPD):

- Listen and verify the general area to be affected.
- LOOK outside to verify the weather conditions.
- Listen to the radio and or television for additional information.
- Keep classrooms informed.
- Notify the district office.
- Determine IF the school is in the affected area.
- Prepare for a weather emergency by gathering your emergency material.

#### REMEMBER: DO NOT ACTIVATE THE FIRE ALARM

(This may confuse the staff and cause some to go outside.)

#### If the school IS in the affected area and the Tornado is imminent: Shelter in Place

- Make the announcement over the PA to all classrooms to activate their Severe Weather procedures and Shelter in Place (Lock Down).
- Bring all students into the building from the school grounds and send them to their classrooms.
- If school buses or other district personnel are at the school request that all drivers, students, parents come into the building and direct them to the designated safe shelter area.
- Move all staff, office visitors, and students to their designated safe area.

#### When the storm passes:

- Check all reports from staff for injuries and damage to the building.
- Evacuate the building if the building is damaged and unsafe.
- Do not allow students/staff to wade in water because of the danger of live electrical wires.
- If the building is damaged, have building maintenance staff cut off all gas, electric, and fuel oil at main disconnects, according to maintenance procedures.
- Contact the office and report any and all damage to your area.
- Report damage to District office and emergency services.

#### If the school is NOT in the affected area:

- School schedules proceed as normal.
- Keep the Radio/Television tuned for further weather updates.

## CLASSROOM PROCEDURES AND INFORMATION

### Upon hearing the Severe Weather/Lock down PA announcement:

- Listen for the PA announcement to activate the Severe Weather Procedures.
- Teachers will direct the students to their assigned safe shelter area (hallways or classrooms).
- Students will leave all belongings behind, if they move to another area, including books, bags, coats, etc.
- Students will move quickly, quietly and orderly to their assigned areas.
- Students will wait for instructions.
- REMEMBER - When a Lock Down is initiated ALL personnel and students are to remain in their assigned area. **Do not dismiss students to use restrooms, go to Supervision, etc.**
- Check your email for periodic updates and listen to P.A. announcements.

### REMEMBER: THE SAFE SHELTER AREAS MAY INCLUDE INTERNAL CLASSROOMS

- If you are evacuated to another area Teachers will take an attendance sheet or similar document with them.
- Teachers will make sure the classroom door is closed after the last person has left the room.
- Teachers/Administrators/Supervision Staff will check to make sure all students are out of bathrooms.
- If in a hallway, Teachers will instruct the students to line up and sit down against the inside wall of the hallway and be prepared to assume the Tornado Protective Kneeling Position (duck and cover). (See Below).
- Teachers will keep students calm.

### **Tornado Protective Kneeling Position/ Duck and Cover Position**

***Kneel or crouch on your knees and elbows, with your head between your knees and your hands clasp over the back of your head.***

### ***When the storm is imminent instruct the students to:***

- Assume the protective kneeling position with their hands covering the back of their necks and their faces protected by the floor and their knees.
- Remain in this position until instructed otherwise.

### **After the storm passes**

- Check all students for injuries.
- Take attendance
- Report the status of your class to the administration in the predetermined manner.
- Follow any further instructions from the administration.

## THINGS TO REMEMBER

### PROCEDURES AND INFORMATION

**Safe Shelter Areas should / could be**

- Internal hallways
- Internal classrooms without glass walls

Effectuated	Evacuation area...
P.E. Classes	Evacuate to the Locker Rooms
Colony Classrooms	<b>If directed</b> evacuate to interior hallway in 300 building (stay away from exterior windows)
Autism Classrooms	<b>If directed</b> evacuate to interior hallway in 300 building near hygiene center (stay away from exterior windows)
Athletic teams	Evacuate to the Locker Rooms
100, 200, 300 building classrooms	Shelter in place following procedures above (stay away from exterior windows)
Coast High School/Adult School classes	Shelter in place following the procedures above (stay away from exterior windows)
Before school, during break or lunch	Report to nearest classrooms and wait for Direction
Admin Building	Move to staff lounge and/or offices away from bowl side windows. (stay away from exterior windows)

**Do Not Shelter in these areas if at all possible:**

- Classrooms / rooms with high profile ceilings, such as Gyms and Auditoriums
- Classrooms with an outside glass walls and / or large windows.
- Adjacent to entrance / exit doors with glass inserts

References:

National Weather Service  
 NOAA, National Oceanic and Atmospheric Administration  
 City and County of Denver's Office of Emergency Management

## **Gang Fight**

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- Staff should **not** try to break up the fight! Wait for the Police.
- Notify the receptionist (ext. 0) or Supervision (4407).
- If you **call 9-1-1**, stay on the phone with the Police until they arrive. Relay as much information as possible.
  - Who and how many are involved.
  - Specific location of occurrence.
  - Number of wounded, if any.
  - Weapons involved/how many & what type.
  - Any background knowledge of trouble or participants.
  - **Keep radio clear for emergency.**
- Treat injured as much as possible until Police arrive.
- Evacuate other students from the area if possible.
- Gather witnesses in one room for Police questioning, but do not allow them to discuss the incident! Witness collaboration could jeopardize court proceedings.
- With Police approval, activate school Emergency Response Team and assign duties if necessary.
- Attempt to calm students. *Police will handle the investigation.*
- If the fight occurs on a Huntington Beach (HBUHSD) campus, notify Gang Prevention Specialists to provide follow-up to other schools and cities.
- Implement long-term follow-up procedures if necessary.
- Call Police with any rumors of fights or retaliations.

## **Hazardous Material Spill**

If there is a local hazardous material spill, you will likely be notified by local Police or Fire officials, warning sirens or horns, radio or television.

- Notify the receptionist (ext.0). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Evacuate danger areas. Move crosswind, never up or downwind. Check wind direction by looking at movement of trees or flag.
- To avoid fumes, ensure that all students are in school building away from danger areas. Someone will make an evacuation announcement via PA, staff memo, or administrative directive in person.
- Custodian should turn off all air conditioning and heating vents.
- Close all windows and doors. Seal gaps under doorways and windows with wet cloth, such as towels and thick tape.
- Close as many doors as possible.
- If local authorities warn of an explosion, close all shades and drapes. Instruct students to stay away from windows.
- If you suspect that gas or vapors have entered the building take shallow breaths through a cloth or towel. Evacuate if possible.
- Keep telephone lines clear for emergency calls.
- Do not release students or staff until the area is cleared by Police or fire officials. Release student only to parents or their designee.

## **Types of Hazardous Material**

### **Corrosives:**

Substances that cause visible destruction or permanent changes of the skin tissues on contact. They are especially dangerous to the eyes and respiratory tract.

- Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
- Get under a shower; remove all clothing; wash with soap.

### **Flammables:**

Liquids with a flashpoint below 100 and gasses that burn readily.

- Evacuate.
- Turn off the main electricity and gas jets.

**Toxics:**

Poisonous substances.

- Wash hands.
- Discard contaminated clothing or objects.
- Use the appropriate antidotes.

**Reactives:**

Substances which can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.

- Close all doors.
- Evacuate the danger area.
- Follow decontamination instructions from local fire or health authorities.

## Homicide

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- Notify the receptionist (ext. 0). The receptionist will notify school administrators. The Principal/designee will **call 9-1-1**, and any appropriate calls to the District Office.
- Treat any injuries as needed before the Police arrive.
- As Police are in transit, relay as much information as possible:
  - Is suspect still on campus? Where did he/she go?
  - **Specific** location of occurrence.
  - Number of wounded.
  - Type and location of weapon.
  - Any background knowledge of suspect.
- Secure crime scene with tape, signs and staff member “guards” to protect Police investigation. Have these same guards stay with crime scene until Police arrive.
- Secure campus and all exits.
- Wait for Police clarifications and instructions.
- If safe, evacuate students from area. **Do Not disrupt the crime scene.**
- Gather witnesses in one room but do not allow them to talk with each other (to protect investigation).
- With Police approval, activate school Emergency Response Team and assign duties.
- Implement long-term follow-up procedures.

# Hostage Situation

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## For the teacher if a classroom is taken hostage:

- Try to calm the suspect and listen to complaints or demands.
- Keep the students calm and don't allow them to agitate suspect.
- If possible and safe, call (311) or email Administration or the front office. If possible send a runner to the school office to report the situation. In the runner's note, try to include as much information as possible to speed Police response:
  - Number, identification (if known), and description of assailant(s).
  - Exact location of assailant(s).
  - Number of students and staff in classroom or hostage area
  - Type of weapon.
  - Any injuries.
  - Any demands the assailant has made.
  - Any other background information: past problems with the assailant, demeanor, possible motive, vendettas against staff, etc.
- Encourage suspect to release everyone.
- Make the effort to establish a rapport with suspect. Find out his/her **first name** and talk to him using your name throughout the conversation.
- If it is **not possible** to notify the school office:
  - Stay where you are. Others will become aware of the situation during dismissal time or passing period.
  - Be calm and patient and **wait for help**.

## Office staff instructions:

- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will **call 9-1-1**, and any appropriate calls to the District Office.
- Stay on the phone with Police and report:
  - Number, identification (if known) and description of assailant.
  - Exact location of assailant(s).
  - Number of students and staff in classroom or hostage area.
  - Type of weapon, any shots fired?
  - Any injuries.
  - Any demands the assailant has made.
  - Any other background information: past problems with the assailant, demeanor, possible motive, vendettas against staff, etc.
  - Lockdown, communicate with staff.

- When the Police arrive, provide them with:
  - A detailed map of your school.
  - Detailed blueprints showing electrical lines, plumbing, phones, air conditioning and heating ducts, gas lines, attic access for all buildings.
  - A detailed location of doors and windows, and the types of locks used.
  - Info on any chemical equipment (such as cleaners) that may be in the room with the suspect.
  - Full access to the campus.
- Keep other, uninvolved students, in the classrooms. **Do not** evacuate until instructed by the Police.

### **After the situation is resolved:**

- Gather witnesses in one room but do not allow them to talk with each other (to protect investigation).
- With Police approval, activate school Emergency Response Team and assign duties.
- Implement long-term follow-up procedures.

# Kidnapping

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Kidnapping is when a student is removed from the school by a non-custodial parent or other person without the custodial parent's permission and knowledge.

## If a kidnapping occurs:

- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will call **9-9-1-1**, and any appropriate calls to the District Office.
- If you call **9-9-1-1**, be able to state where and when the student was last seen, give a description of clothing and the names of close friends, suspect's description and description of the car.
- Check the school records to determine if there may be a legal custody issue.
- Call the student's legal parent or guardian.

## To prevent kidnapping:

- Make sure school office personnel have a list of students who are not to be released to anyone except a specific parent or guardian.
- Flag this status in Aeries under "Contacts" for these students.
- Before releasing a child to anyone except the parent or guardian on the list, have the school secretary check with the custodial parent for approval. The time and date of the phone approval should be noted.
- When a parent telephones a request that a child be released from school, confirm the identity of the caller (by a return call to the parent) before the child is permitted to leave the school. If there is any doubt, write the message and phone number down, and make a return call after cross-checking the phone number with those in the child's folder or emergency card.

## Emergency Lockdown Procedures Communication

- An Emergency Lockdown will be announced by intercom or other voice communication. The reason for the lock down will be communicated to you at that time i.e. intruder on campus.
- If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact Administration/ Supervision and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.
- If there is an active shooter (shots fired) **call 911 and notify office (311)**

## Lock Down Procedures (Run, Hide, Fight)

- Lock classroom and other doors.
- Close windows & window treatments.
- Turn off lights for intruders, not for weather related lockdowns.
- Everyone is to remain quiet and not enter hallways.
- **Run-If** there is a path to escape from danger attempt to evacuate.
  - Leave your belongings behind. You are important not your belongings.
  - Take note of the nearest exit (doors, windows, etc.).
  - Have an escape route and escape plan in mind prior to event.
  - Keep moving until you are in an area you can hide safely or as far away from danger to provide safety.
  - Help others escape if possible.
  - Prevent others from entering the area.
  - Keep hands visible to law enforcement.
  - Follow instructions of law enforcement.
  - Call 9-1-1 when you are safe.
- **Hide-If** evacuation is not possible, find a secure place to hide.
  - Act quickly and quietly.
  - Lock and /or barricade the door if possible.
  - Silence your cell phone.
  - Remain silent.
  - Limit movement.
  - Remain out of view.
  - Turn off source of noise (TV, radios, etc.).
  - Shut off lights.
  - Cover windows.
  - Try to leave a path of escape. Do not trap or restrict your options if you need to move again.
  - Your hiding place should provide protection if shots are fired in your direction.
  - Be prepared to defend yourself with anything readily available (books, stapler, fire extinguisher, chair, scissors, etc).
  - If safe to do so, remain in place until notified by school officials or emergency personnel on what actions to take. If personnel are unknown, verify identity.

- **Fight**-(Last resort) **If** your life is in immediate danger. If you can't run or hide and you are facing imminent injury or death from the intruder
  - Attempt to incapacitate the suspect
  - Act with physical aggression
  - Have the will to survive
  - Improvise weapons
  - Commit to your actions
  - Target vulnerable parts of the intruder's body such as the eyes and face, groin area
  - Be aware of the potential for multiple intruders
  - Use any measures available to fight off the threat and continue to engage until the intruder is incapacitated
  - Fight as a group if possible
  - Use the "Throw and Go" method (Throw something at the shooter and then engage him)
- Should the fire alarm sound, *do not evacuate the building unless:*
  - *You have first hand knowledge that there is a fire in the building,*
  - *You are in imminent danger, or*
  - *You have been advised by Administration to evacuate the building.*
- Crouch down in areas that are out of sight from doors and windows.
- Students in hallways are to seek shelter in the nearest classroom.
- Faculty who are in a planning period at the start of a lockdown should remain in their classrooms.
- Office and clerical staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.
- If there is a shooter get away from the area as safely as possible, it is ok to leave campus.

### **Outdoors**

- Students in outdoor areas should get away from the sound of gun shots. It is ok to leave campus.
- If outdoors and unable to get away from gun shots take cover immediately.
- If outside in a weather/health and safety lockdown take shelter in the nearest enclosed structure.

## **Multiple Occurrence**

Take the following steps when a group of students within a building is affected by a situation, such as inhalation of chemicals or gases, food poisoning or exposure to a communicable disease.

### **Allergic Reactions:**

- Summon the school nurse.
- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Evacuate the affected area of the building if needed.
- Administer first aid as needed, using trained staff.

### **Food Poisoning:**

- Summon the school nurse.
- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Administer first aid, using trained personnel.
- Notify the Food Service Director (ext 4605).

### **Communicable Diseases:**

- Notify the school nurse.
- Follow the district communicable disease policy.
- Notify the students' parents or guardians, as appropriate.

## Plane Crash

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- Notify the receptionist (311). The receptionist will notify school administrators. **Call 911**  
The Principal/designee will make appropriate calls to the District Office.
- Treat injured until Police arrive.
- If **no** buildings are damaged, evacuate all students and staff away from form wreckage using modified fire drill. Evacuate to a site uphill and up wind if possible. Maintain control of students and take roll.
- If any students or staff are injured or trapped, assign a Search and Rescue Team to work until Police or Fire personnel arrive.
- Custodian should turn off power supplies, electricity and gas lines in affected buildings.
- If possible, tape off area around entire wreckage to protect investigation. If safe, have staff stand guard.
- Any witnesses should be gathered for questioning.
- Teachers and staff should remain to I.D. injured and dead.
- If the wreck is serious, students may be moved by bus to an alternative location. Call transportation (536-7521 or #17).
- Implement school Emergency Response Team and assign duties (see pgs. 72-78
- Implement long-term follow-up procedures.

If a person is assaulted or raped on school grounds:

- Offer the victim care and first aid, but **avoid destroying any evidence** until authorities arrive.
- Detain/I.D. suspect or get a description.
  - Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Have as much information on the assailant as possible for the Police.
- If the victim is a student Call Child Protective Services (714) 940-1000 or 800-207-4464.
- Locate the student or staff member's emergency information card and notify the parent, spouse or another emergency contact.
- Take steps to protect the victim's identity and right to privacy. Ask all involved not to share information with others.
- Designate a staff member closest to the victim to talk to her/him about the types of support he/she needs, and the person the victim would like to provide that support.
- Accompany the victim to the hospital, if appropriate.
- Provide victim with counseling support or contacts for follow-up community resources.
- Keep any records in a confidential file.

## **Riot or Public Demonstration**

If a group on or near campus is disruptive or poses a direct threat to students or staff.

- **Do not** attempt to break up or enter a hostile situation. Be a good witness and look for weapons.
- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Alert classrooms through P.A. system or telephones, to instruct students and staff to stay in class.
- Isolate students from disruption.
- Curtail class changes and use P.A. system or runners to announce schedule changes.
- Direct a staff member to handle incoming phone calls.
- Do not authorize the release of any staff members or students without clearance from the Police.
- If necessary, implement school Emergency Response Team and assign duties.
- Implement long-term recovery procedures, if necessary.

# School Bus Accident

This plan is prepared by the Huntington Beach Union High School District. It has been designed to provide guidance and assistance to those persons involved in the activities following a school bus accident. All individuals who may play a role in responding, recording or reporting an accident should become familiar with these guidelines.

## **The Driver Shall:**

- Focus on the safety and well being of the students.
- Solicit help from bystanders, if needed
- Evacuate the bus in case of fire, smoke, potential fire or other threatening situations.
- Ensure evacuated students are clear of danger
- **Call 9-1-1** if applicable.
- Request paramedics, if injuries exist.
- Notify bus dispatcher
- **Report:** Exact location, injuries, condition of bus, and student count.
- Set warning devices at scene
- Maintain communications with the dispatcher via radio, telephone or cellular phone.

**Note: The driver involved in an accident will not drive a school bus the same day as the accident.**

## **The Dispatcher Shall:**

- **Call 9-1-1** if necessary
- Notify the California Highway Patrol (714) 567-7187

**Note: The California Highway Patrol will respond to and investigate all school accidents with students on board.**

- Notify Principal/designee (311). If student injuries occurred.
- Notify Director of Transportation (#17).
- Request on-scene assistance of a District Public Safety Officer.
- Dispatch the Driver Trainer to the scene to provide assistance as needed.
- Dispatch another bus and/or driver to transport remaining students.
- Arrange for another bus driver or the Public Safety Officer to photograph the scene.
- Notify parents of uninjured students, if delays are anticipated. **Do Not** discuss the accident with parents.
- Drivers will assist in identifying students on board.

- Maintain written record of all communications noting time and information reported.
- Notify maintenance with report of bus condition.
- Direct all parent or media questions to the Director of Transportation (#17).
- If the director is not available, notify M & O Manager or Assistant Superintendent, Business Service.

**Note: If the school bus driver is incapacitated the Dispatcher/Supervisor or another available driver may be sent to the accident scene to provide assistance.**

### **The Director Shall:**

- Coordinate all activities.
- Dispatch School Police Officer to the scene
- Notify the Assistant Superintendent, Business Services and Risk Manager.

### **The School Principal Shall:**

- Notify all parents of any injured students.

# Shooting

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding into classrooms, bullets ricocheting:

- **Call 9-1-1 as soon as possible.**

## **If outside:**

- **Be aware of Run, Fight, Hide procedures (see pages 60-61)**
- Get away from the direction of the shooting.
- Instruct students to drop to the ground immediately, face down as flat as possible. (If you are within 15-20 feet of a safe position, duck and run for it.)
- Move or crawl away from gunfire, trying to create obstruction between you and gunfire.
- Try to get behind or inside a building and stay down.
- When you reach a relatively safe area, stay down and don't move. **Do not** peek or raise your head.
- Call the office from a classroom, or run to the office (only if safe!) to report the situation.
- Listen for directions from the Police.

## **If inside classroom (with assailant outside):**

- **Be aware of Run, Hide, Fight procedures on Pages 60-61)**
- Close and lock the outside door to the classroom, close the blinds, turn off the lights and stay on the floor. If unable to lock door, place a barrier in front of door (file cabinet, bookshelf, desk, etc.)
- If unable to leave classroom safely, find a place to hide out of direct site of intruder.
- Call the office (if possible) to report location of the shooter.
- When safe run and find a secure place to hide.

## **Office Personnel:**

- If any students, other staff, or visitors are nearby, they should be called into your secure location before you secure it.
- Lock doors and windows, shut off light and close blinds.
- Duck and cover on the floor, making phone calls from that position.
- Notify the receptionist (311). The receptionist will notify school administrators. **Call 9-1-1**, Principal or designee calls the District Office.
- Use P.A. System to instruct students and staff to "Lockdown". Keep P.A. on to provide continued announcements.
- If possible, the main office staff should act as the Emergency Operations Center (EOC) and be prepared to answer phones and coordinate communication among administrators, staff, and emergency personnel.

- Be prepared to move when in danger.
- Be prepared to fight as a last resort.
- As Police are in transit, relay information:
  - ❑ Is suspect still on campus? Where did he/she go?
  - ❑ Specific location of occurrence.
  - ❑ Number of wounded.
  - ❑ Type and location of weapon.
  - ❑ Any background knowledge of suspect.
- Call the Transportation Department (536-7521 or #17) or Switchboard (ext. 0) to advise buses to avoid the area.
- Allow Police to set up a command post on school grounds; assign a staff member to stay with Police to provide information or run errands. Allow Police full control of grounds and classrooms. Assign a liaison (preferably an administrator) to stay with Police and Fire.
- With Police approval, implement your school Emergency Response Team and assign duties.
- Gather witnesses in one room for Police questioning. Have one teacher or administrator stay with them and calm them down. To protect Police investigation, do not allow witnesses to talk.
- Implement long-term follow-up procedures.

## If a suicide attempt occurs in class:

- Notify the receptionist (311). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- When you **call 9-1-1**, have as much information for Police as possible.
- Evacuate the room, leaving crime scene as is. **Protect the scene!**
- Gather affected students in one room for care. Gather witnesses in another room for Police questioning. **Do not** allow them to leave until Police arrive. Assign staff to stay with them.
- Implement school Emergency Response Team and assign duties.
- Implement long-term follow-up procedures.

## Emergency Intervention:

- Show concern but avoid being consumed by the student's emotional distortions.
- Listen with genuine interest. Ask the student questions in a calm, straight forward manner.
- Accept and encourage appropriate expressions of grief or anger.
- Help the student clarify the issues that are bothering him/her.
- Don't leave the student. Accompany him/her to the school psychologist or principal.
- Notify the student's parent or guardian.
- Document actions taken.

## Suicide Prevention:

Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a plan are shared or if a student suggests he/she is thinking about committing suicide in the near future.

- Notify a trained psychologist (under no circumstances should an untrained person attempt to assess the severity of a suicidal risk).
- Notify the receptionist (ext. 0). The receptionist will notify school administrators. The Principal/designee will make the decision to **call 9-1-1**, and any appropriate calls to the District Office.
- Ask the school psychologist to notify the student's parent, or guardian or other emergency contact.
- The school office should maintain a confidential record of actions.

## **Weapons**

If staff or students have concerns, suspicion, or witness possession of a weapon, please adhere to the following steps:

1. Notify receptionist immediately at extension 311. If reception not available notify supervision office at ext. 4406 or 4407. If neither is available send messenger with note to supervision office. Do not disclose your suspicion to student.
2. Supervision will contact the police.
3. Police or Supervision will remove student from classroom or area. The student will be searched away from students and teachers.
4. If a weapon is drawn in the classroom or office, react as in a hostile situation unless individual presenting weapon will allow people to leave premises.

# **Emergency Organization Plan**

## **Incident Commander: Principal – Jennifer Graves**

### **Operations Center (JV Baseball Field)**

#### **Back-up: Andrea Tellez**

- Decision-maker for the school
- Assess the situation/Monitor how the plan is working
- Determine strategies
- Control telephone communications in and out of school
- Responsible for communication with District EOC by radio of school damage status
  - District Emergency Radio – Channel 7

**Liaison & PIO: Andrea Tellez**

**Principal's Secretary – Kelly Prouty**

**Receptionist – Virginia Turner**

## **Student/Parent Communications Team Leader:**

### **AP Guidance – Andrea Tellez**

#### **Operations Center (JV Baseball Field)**

- Receives Student Accountability Forms from teachers.
- Sends runners (teachers on conference period and other available staff) to find students on the field.

## **Student/Parent Communications Team (Fire Lane Entrance Between Tennis Courts and the 300 Building)**

### **Assistant Principal of Guidance**

**Guidance Specialists** (Berta Rodgers, Maria Trujillo, Triona O'Mahony)

**Registrar** (Yvonne Hernandez)

**Secretary** (Catherine Lawlor)

### **VIPS Coordinator**

- Assist in reuniting students with parents/guardians
- **Supplies taken to the track by Attendance Clerks and Supervision, Activities, Guidance Secretaries**
  - Locators
  - Master Schedule
  - Call Slips
  - Student Emergency Release Card
  - Pens
  - Release Forms
  - Megaphones (Activities Secretary to bring these)

- District Emergency Radio  
(Supervision Secretary/Staff  
take to Operations Center)

## **Planning/Intelligence: Operations Center (JV Baseball Field)**

**Activities Senior Secretary – Debbie Stocks**

**Supervision Senior Secretary – Jan Nagle**

## **Logistics: Operations Center (JV Baseball Field)**

**Crisis Counselors – Jill Beideman, Steve Kaplan, Linda Temple, Tim Baker**

- Before reporting to the Operations Center, lock and be present at the North (Kaplan and Beideman) and South (Baker and Temple) Bowl Gates to keep students from leaving.

**Finance-Financial Clerk – Jacqueline Amran**

## **Assistant Principal – Matt White**

### **Operations Center (JV Baseball Field)**

**Back-up: John Elliott      Supervision Secretary - Jan Nagle**

- Accounts for presence of all student & staff by receiving reports on conditions of personnel & Faculty from the Parent Call Gate.
- Controls internal and external communications.
- Oversees search and rescue, security, damage assessment, evacuation center, student/parent communications, and emergency services.
  - Equipment - Certificated & Classified Emergency Cards, Student Locators & Map/Locations of each teacher, search and rescue equipment, medical supplies

## **Search and Rescue Leader: Assistant Principal - John Elliott**

### **Back up: Matt Cox**

- Coordinates with Search and Rescue and assists with parent check-in at the parent re-unification area

**Connex Box (Red +) Location – Rear of Colony**

**Search & Rescue Team – Supervision and Assigned Teachers**

**Security/Transportation – John Elliott**

**Safety/Damage Assessment - Plant Supervisor - Seamus Lawlor and Jacinto Marquez (night)**

- Proceeds in orderly and pre-established sweep pattern, checking each classroom, storage room, etc.

- Reports the location of all injured students and staff medical first aid team via radio.
- Reports conditions of the school to school EOC (Principal)
- Distributes available resources for immediate use: water, power, radio, telephones, sanitary supplies, first aid, and search & rescue supplies.

## **Designated Assembly Area Leaders**

### **Assistant Principal – Jason Ross (Football Practice Field)**

**Student Supervisor – Rich Boyce**

### **SAC – Joey Loomis (Tennis Courts)**

### **SAC Student Supervisor – Chris Shay**

- Lock Front and Side doors of the Administration building (Raschke)
- Establishes portable P.A. System set up at Assembly Area.
- Assists each other (buddy system) in the evacuation of classes to their specific station at the Emergency Assembly Area.

### **Medical Services Team Leader (Connex near 500 colony located with large **Red +** on outside)**

#### **Nurse – Irene Igual**

**Health Clerk, Health Aides**

- Triage victims – administers first aid and records information on extent of injuries and first aid administered.
- Determines need for medical assistance.
  - **Equipment** – emergency supplies connex box

***ANY UNASSIGNED TEACHER (i.e., Conference Teachers) OR PERSONNEL SHOULD REPORT TO THE Connex Box (**Red +**) to be assigned duty***

## **Damage Assessment Team (meet Seamus at Football Practice Field)**

### **Leader: Seamus Lawlor - Plant Supervisor**

#### **Maintenance Crew**

#### **Teachers: C. Chinn, R. Cherney, B. Cluff, D. Grace**

The team is responsible for shutting off utilities and assessing damage to school grounds. It should include, any maintenance employee, school employees, and school administration as needed.

- Move all emergency supplies to assembly area.
- Provide parent re-unification area with the following
  - Provide two 8-foot tables and four chairs to the track
  - Make sure the track is unlocked
- Lock South and North gates to the parking lot
- Open Colony restrooms and Porta-Potties
- Put out any fires if possible; request assistance if needed.
- Determine if the gas needs to be shut off; shut off if necessary.
- Check other utilities; water, electricity, sewage and telephone. Shut off as needed.
- Mark all damaged buildings with pre-printed signs and alert students and staff **not** to return to these buildings.
- Document all damage and nature of the damage.
- Report damage and utility information to the Emergency Response Team.
- Request help from the City Building Inspector if necessary.
- When duties are complete, report to the Principal or your emergency Response Team for another assignment.

## **Emergency Response Team**

In the event of an emergency situation it is the responsibility of the principal/designee to immediately establish an Emergency Response Center (ERC). The ERC will supervise all emergency efforts and be responsible for implementing the appropriate action plan based on the situation. All available administrators will assist the principal/designee in coordinating the action plan, development of sub-teams, and manage communication efforts with the District Office, local police, parents, news media and community resources.

- Notify Asst. Principal of Supervision (x4406).
- Establish Emergency Response Center
- Determine and initiate plan of action.
- Establish communication with police, District Office, school staff, students, etc.
- Initiate use of volunteer teacher emergency response team if needed.

## Communication Methods

- Telephone
- District Radios – Located in Supervision Office
  - (Channel 7 – District Emergency Channel)
  - (Channel 6A – District Maintenance)
- Battery operated radios
  - Receptionist (1) **Virginia Turner**
  - Athletics Office (3) **Rich Boyce (4275)**
  - Boys and Girls Locker rooms (Luis Renteria-Boys, Susan Tarrant-Girls)
  - Training Room (3) Holli Jackson
  - Maintenance Office (3) Seamus Lawlor, Raul Ruiz, Jacinto Marquez
  - Health Office (1) Bree Poor
  - Hygiene Center (1) Irene Igual
  - SAC office (2) Jamie Kruis and Jody Davis
  - Supervision (6), Jan Nagle, Diane Johnson, Pete Escandon, Rebecca Volz, Staci Calhoun-Richardson, Kyle Cavazos
  - Administrators (6) Jennifer Graves, John Elliott, Jason Ross, Andrea Tellez, Matt White, Joey Loomis
- P.A. System, to relay info to staff/students.
- Bullhorn (A.P. Supervision Office)

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## Emergency Supply List

### Emergency Medical Supplies

Emergency supplies located in Connex box located near 500 colony (Large Red + painted on the outside of box)

Additional supplies are located in the nurse's office and hygiene center.

### Emergency Food Supplies

Food supplies located in Connex box near 500 colony Large Red + painted on the outside of box)

## **First Aid Team**

This team will operate under the direction of the school nurse to provide immediate first-aid to injured students or staff. All members should have CPR, triage and first aid training.

Teachers: S. Costa, C. DeStefano, M. Douglas, B. Yonts, H. Quinoniz, T. Jackson, W. Matheny, K. Porter, H. Jackson

Set up first aid station

- Lay out first aid supplies for easy access.
- Triage victims: sort out by injury, those you can help with your level of training and supplies.
- Report major and moderate injuries to the Emergency Response Center. Let them know of any victims you are unable to handle so they can request further help.
- Log all injuries and treatment on a first aid log.

## **Search and Rescue Duties**

This team is responsible for performing an organized search of school grounds following a major crisis (earthquake, fire, plane crash, etc.). Team members should be able to lift heavy objects. Team members may work under direction of Police or Fire personnel.

- Report to Disaster Equipment Center (Connex box), **AFTER EVACUATING TO THE FIELD.**
- Pick up search and rescue equipment.
- Start search when all 3 team members are present. If team member is missing, **get support** at First Aid Station resource pool.
- Perform an organized search of all facilities, putting an "X" with chalk on doors of all searched rooms.
- Rescue victims and transport them by stretcher to the first aid area.
- Escort walking wounded out to the First Aid Station. If assistance is needed for others, **report via radio** to First Aid Station.
- When all duties are complete, return to the Resource Pool at the First Aid Station. **Check in with Team Captain.**
- Return to the Assembly Area (to your class) only if released by your team captain.

# Search and Rescue Team

\*Denotes Team Captain

- Team 1**            **101 to 117, Media Center**  
                        Josh Bammer\*  
                        Brian Boone  
                        Dave Lemons
- Team 2**            **120 to 138, AV/, Career Center, and Gate Lab**  
                        Matt Whitmore\*  
                        Tom Coupe  
                        Jason Bronkar
- Team 3**            **201 to 228**  
                        Brian Hawkes\*  
                        Tricia Lindquist  
                        J.P D'Brot
- Team 4**            **229 to 248**  
                        Matt Cox\*  
                        Ryan Hayes  
                        Aaron Pines
- Team 5**            **300 Building/Cafeteria**  
                        Jan Baltgalvis\*  
                        Todd Hutton  
                        Chris Shay
- Team 6**            **Gym & Lockers**  
                        Rick Justice\*  
                        Suzy Mathieson  
                        Dave White  
                        Susan Tarrant
- Team 7**            **Administration Bldg.**  
                        Rich Boyce\*  
                        Gus Hernandez

## Long-term Follow-up

- Principal should follow-up with **staff**:
  - ❑ If acceptable to families, distribute hospital-stay or funeral info.
  - ❑ Debrief with the Emergency Response Team.
  - ❑ Provide opportunity for staff to discuss feelings.
  - ❑ Identify staff who may need mental health support.
  
- Provide follow-up support to students:
  - ❑ Identify students requiring additional support and assign staff to monitor. Assign psychologist to help.
  - ❑ Consider shortening or restructuring student assignments. Postpone or reschedule tests if necessary.
  - ❑ Give students an opportunity to talk about their feelings, concerns.
  - ❑ Acknowledge emotions through discussion and activities.
  - ❑ Discuss funeral arrangements. Plan student transport if needed.
  - ❑ Psychologist may provide a list of suggested readings to teachers, parents, and students.
  
- Communicate with parents:
  - ❑ Provide a brief statement about the incident, a summary of what has taken place throughout the day, changes to watch for in students, contact numbers for community assistance, and request to notify the office about any student concerns.
  
- Take care of administrative duties:
  - ❑ Update staff as new info becomes available. Emphasize the need for prepared statements to minimize rumors.
  - ❑ Continue to refer media to the District Public Information Officer.
  - ❑ Staff should be visible to make students feel safe.
  - ❑ Send thank you cards to all who assisted.
  - ❑ Plan an appropriate memorial for the deceased (if it was not a suicide). Suggestions include an assembly, yearbook dedication, scholarship fund, ceremonies, letters to the family.
  - ❑ Determine whether to lower the flag to half-staff.
  - ❑ Remove all messages from the school marquee.
  - ❑ Set up a system to answer cards and letters to the school.
  - ❑ Strengthen campus security, if necessary through carpools, neighborhood watch, and security officers/school police.
  - ❑ Remember the anniversary of the crisis.

# Emergency Release Plan

Once administration has notified parents that they may pick up their children, the following plan will be used to ensure a safe and orderly release process.

## The Edison track will be the parent re-unification area.

### Main Entrance to Parking Lot (near marquee)

- One supervision aide with a cart (block the entrance with cart) and post signs directing parents where to park (**Parents to park on street, at park, etc. – not in school lot.**) and directing them to the check-in tables.
- One guidance specialist will assist in directing parents where to park when they arrive. Supervision aide and guidance specialist will give parents the **check-out form** to be completed. There will also be forms at the check-out table on the track.

### Front of Administration Office

- One supervision aide to direct parents who may arrive there by walking onto campus to go to the track. (The office will be locked).

### Parent Check-in Tables

Emergency Rd. near Tennis Crts. –Assistant principal (Guidance), three attendance clerks; the guidance secretary.

- Parents will submit their completed form and ID to assistant principals (activities and guidance) who, after collecting five forms, will give them to a runner. White form to be kept at check-out table; yellow copy to be given to runners. Runners will give yellow forms to students.
- Runners will be teachers on conference period + Student Support Psychologist + other available supervision aides and staff [to be coordinated by Activities Secretary].
- Runners will wait until they have received five checkout slips. They will then take the checkout slip to the back field to find the students. Give the yellow form to the student.
- Students will be directed to walk along the back side of the black top, along the baseball field and tennis courts to enter the track on the visitors' side and to the bleachers where they will meet their parents.

### Bleachers (Parent Waiting Area)

- ASB Bookkeeper will direct parents where to wait.

### Back Field (APs of Curriculum and Supervision and AD)

- Student waiting area.
- Equipment Needed.
  - Table for teachers to check-in attendance.
  - Bullhorns here to assist with communication to teachers and students.

# Procedure for Health Emergencies

Before School: Hours between 7:00 – 7:30am – Call Receptionist (311).

During School Hours: 7:30 – 2:45pm Responsible adult call 311 receptionist will notify Nurse.

Hygiene Center (ext. 4318) Nurse's office (4430).

## **Location of AED**

Attendance Office

Hygiene Center

Gym

Trainers Office

Football Office

Summer School: Notify Receptionist (311)

Be prepared to give the following information:

- Name of student/employee – nature of injury- EXACT location of person.
- Whether wheelchair or stretcher is needed – send responsible party to assist with direction to injured person.
- Nurse will assume responsibility for injured at this time and direct care.
- If appropriate, an accident report will be completed and sent to the Health Office.

After School Hours or If Nurse Is Not Available:

Responsible Adult will:

- Call 311 before 4pm / Call 911 after 4pm.
- Give First Aid (do not move if back, head-face, or neck injuries are suspected). Keep warm. Reassure him/her.
- Notify school administrator and parent/authorized person on Emergency Card.
- **If unable to reach the above, or injury appears to be more serious, call paramedics (911) and give information under paragraph from above.**

If Critical Emergency Involving Serious Bleeding or If Breathing Has Stopped: (Whether accident occurs on campus or in neighborhood).

- **Call 911 immediately.**
- Responsible adult employee will administer immediate first aid utilizing Universal Precautions for:
  1. BLEEDING – application of direct pressure – (using a barrier or latex glove).
  2. STOPPED BREATHING – mouth to mouth resuscitation.
  3. CARDIAC ARREST – persons trained in basic life support systems apply external cardiac compressions combined with rescue breathing, DO NOT WAIT FOR NURSE.

- . Direct another responsible adult to call the office {(714) 962-1356 ext. 0} and give the following information: If you haven't called 911 ask the operator to make the call.
  1. Location of injured or ill person.
  2. Brief description of situation.
  3. Injured person's name.
  4. When injury occurred.
- Notify School Nurse and School Administrator
- Notify parent, guardian, or person authorized on Emergency card.

**Remember: Stay with person and continue first aid until paramedics take over!** Death and/or brain damage from cessation of breathing occurs within 3 – 5 minutes and death from major bleeding can occur within 1 – 2 minutes.

# **Emergency Contacts**

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## **Police – call 9-1-1 for emergency**

Huntington Beach Police Department	(714) 536-5333
Westminster Police Department	(714) 897-2577
Garden Grove Police Department	(714) 638-6611
Orange County Sheriff's Department	(714) 647-7000

## **Fire and Paramedics – call 9-1-1 for emergency**

Huntington Beach Fire Department	(714) 536-2501
Westminster Fire Department	(714) 893-6565
Garden Grove Fire Department	(714) 534-4341
Orange County Fire Department	(714) 538-3501

## **City Emergency Operations Centers**

(Command centers instituted during city or countrywide disasters – usually coordinated with Huntington Beach District Office, not individual school sites)

City of Huntington Beach	(714) 536-5980
City of Westminster	(714) 894-0165
City of Garden Grove	(714) 741-5600

## **Medical Care/Hospitals**

Huntington Beach Community Clinic 17962 Beach Blvd., H.B.	(714) 847-4222
Huntington Beach Medical Center 17772 Beach Blvd., H.B.	(714) 842-1473
Hoag Urgent Care 500 Superior Ave. Ste. 160, N.B.	(949) 631-8300
Prompt Care 15464 Goldenwest St., Westminster	(714) 891-9008
SOS Free Clinic 1550 Superior, Costa Mesa	(714) 650-6040
UCI Medical Center 101 S. City Drive, Orange	(714) 456-6011

## **Shelter/Clothing Information**

American Red Cross (24 hours) (714) 835-5381  
American Red Cross Emerg. Srv Direct line (714) 558-7754  
Huntington Beach Youth Shelter (714) 847-5437

## **Law Enforcement**

Orange County Probation Department (714) 569-2000  
California Youth Authority – parole services (714) 898-4177  
Juvenile Hall – Orange (714) 935-6660  
Huntington Beach Gang Prevention Specialists  
    Detective Garcia (714) 536-5942  
    Detective Faust (714) 536-5941  
HBUHSD School Police Office (714) 536-7521

## **Suicide Prevention**

Suicide Prevention Help Center Hotline (714) 441-1414  
Suicide Prevention (714) 639-4673  
Suicide : A Crisisline and Referral Service (800) 827-7571

## **Children's/Family Social Services**

Orange County Social Services (general) (714) 541-7700  
Orange County Children and Youth Services (714) 375-3740  
California Department of Children's Services (714) 834-8400  
Children's Home Society of California (714) 542-1147  
California Youth Crisis Hotline (714) 448-4663  
National Runaway Switchboard (800) 662-4000  
California Missing Children's Hotline (800) 222-3463

## **Domestic Abuse and Rape Hotlines**

Orange County Domestic Violence Assistance (714) 973-0134  
O.C. Social Serv. Agency Child Abuse Registry (714) 938-0505  
O.C. Sexual Assault Victim Services (714) 957-2737  
Child Sexual Abuse Network (714) 547-0168

## **Mental Health and Substance Abuse**

O.C. Mental Health and Drug Abuse Service (714) 896-7566  
O.C. Public Health Alcohol Program (714) 896-7574  
Alcoholics Anonymous (714) 556-4555  
Narcotics Anonymous (714) 776-8581

## **District Contacts**

HBUHSD District Office (714) 964-3339  
HBUHSD Emerg. Operations Ctr. (District Office) #50 ext 4200  
Superintendent's Office #50 ext. 4200  
Bilingual – Spanish/Vietnamese Translators #50 ext 4250  
Transportation #17

Food Services Department		ext 4605
Maintenance Department		ext 4610
Nurses		ext 4935/4430
Psychologists	(Tim Baker )	ext. 4480
	(Steve Kaplan)	ext. 4479
Counselor	(Jill Beideman)	ext. 4470
School Support Psych.	(Linda Temple)	ext. 4682

## Others

African Honey Bee Information		(714) 971-2421
Animal Control		(714) 935-6848
Coroner		(714) 647-7000
County Emergency Management Division		(714) 834-7255
Flood Control Management Division		(714) 834-6192
Flood Control Maintenance		(714) 567-6300
Highway Condition Information		(800) 427-7623

# **Edison High School**

## **Emergency Plan for Innovation Lab**

- I. Edison High School experienced an unplanned power outage in November 2016. As a result of this power outage, approximately 75 fish perished from the various tank systems within the Innovation Lab (Room 315B) because the power was shut off for more than 7 hours, and at the time, we did not have a backup power generator to power the proper life-support system for our aquatic organisms.
- II. **Emergency Equipment Acquisition to Support the Aquatic Systems in the Innovation Lab and Outdoor Innovation Lab**
- a. **Two – Cabela’s Outdoorsman Series (Champion Power System) 11250 Starting Watts / 9000 Running Watt Generators** (One generator is dedicated to Innovation Lab – Room 315B & one generator is dedicated to the Outdoor Innovation Lab).
  - b. **One – 16 GFCI Electrical Junction Box** to support critical life support systems within the Indoor Innovation Lab.
  - c. **One- Sensaphone Sentinel SCD-1200:** Notifies an unlimited number of people by e-mail, text message or voice phone calls in the event of an alarm, which would be if there is a power outage within the Innovation Lab or Outdoor Innovation Lab.
  - d. **16 –100 feet waterproof exterior electrical cords** will be used to connect to the various tank systems within the Indoor Innovation Lab. Each of the electrical cords will be colored coded to the corresponding aquatic tank system for ease of identification.
  - e. **6 - 100 feet waterproof exterior electrical cords** will be used to connect to the various tank systems for the Outdoor Innovation lab. Each of the electrical cords will be colored coded to the corresponding aquatic tank system for ease of identification.
  - f. **Two - 5 gallon OSHA approved gasoline cans** – Gasoline cans (Labeled Indoor Innovation Lab and Outdoor Innovation Lab) must stored in the **Maintenance/ Groundskeeper Area** or in an approved **flammable storage cabinet** in the SAC Recycling Area under lock and key.
- III. **Notification of Power Outage – Procedures to deal with sudden power outage:**
- a. If a power outage occurs at Edison High School, a team of District Maintenance Personnel, EHS Administrators, EHS Teachers, and the EHS Plant Manager will be notified by an automated call, text message, and/or by email through the Sensaphone Sentinel SCD 1200 system.
    - i. **\*Notification List:**
      1. Pat Stellhorn – District Head of Maintenance
      2. Jennifer Graves – Principal EHS
      3. Jason Ross – Assistant Principal EHS
      4. Elliott Skolnick – Special Program Administrator EHS
      5. Matt White – Assistant Principal EHS
      6. Seamus Lawlor – Plant Manager EHS
      7. Greg Gardiner – Science Teacher EHS
      8. Dave Grace – Science Teacher EHS
      9. Michael Hantsche – SAC Teacher EHS
      10. Kelly Porter – Science Teacher / Science Department Coordinator EHS
      11. Brittany Yonts – Science Teacher / Science Department Coordinator EHS
      12. Pam Porter – Science Teacher EHS

- b. Once notification takes place to the team listed above, the team members will respond to the Innovation Lab **within 30 minutes to 1 hour to set up the generator.** If power outage occurs at night, a flashlight or battery powered lantern will be located near the door entrance (Room 315B) to the Innovation Lab located on a wooden shelf or coat hanger device.

#### **IV. Indoor Innovation Lab --- Power Outage / Set-up of Emergency Generator**

- a. The generator in the Indoor Innovation Lab is located in the southwest corner of the lab near the Robotics chain-linked cage area. The 16 GFCI electrical outlet box is located in the same vicinity where the generator is located.
- b. Next, you will roll the generator carefully outside to the SAC Recycling Center between the two roll up doors. You will plug-in the 16 GFCI electrical outlet box electrical cord to the generator 120/240 Volt plug and placed the 16 GFCI electrical outlet box in the center of the Indoor Innovation lab.
- c. **Always CHECK the gasoline tank** of the generator to see if it is full before starting the generator.
- d. **Never add gasoline to a generator when it is operating.** Turn off the generator to refill gasoline tank. Run time for the generator is up to 8 hours at 50% load on a 9.5-gallon fuel tank.
- e. **The three starting options are for the generator consist of: (See attached directions for starting generator)**
  - i. Wireless remote
  - ii. Electric push-button on the generator
  - iii. Pull-start
- f. On a wooden rack (location TBD) in the Innovation Lab will be colored coded exterior waterproof electrical cords that will be attached to the critical life supports systems to maintain basic operations of tank systems. Each colored coded electrical cord from the tank systems **MUST** be attached to the colored coded electrical extension cords that you have removed from the wooden rack to the 16 GFCI electrical outlet box. See Table 1 below for a list of what exterior waterproof cords attach to what systems.

Table 1. Indoor Innovation Lab -- Attaching colored coded exterior waterproof electrical cords to Critical Life Support for Tank Systems to 16 GFCI electrical outlet box.

Tank System	Colored Coded Exterior Waterproof Electrical Cord	Critical Life Support System for Tank System
1. White Seabass Tank (SW)	Blue	Main Pump
	Blue	Sweetwater Aeration Pump
	Blue	Protein Skimmer
2. Coral Tank (SW)	Yellow	Main Pump
	Yellow	Protein Skimmer
3. Coral Frag Tank (SW)	Silver	Main Pump
	Silver	Protein Skimmer
4. Tilapia Tank System #1 (FW)	Orange	Main Pump
	Orange	Aeration Pump
	Orange	Bio-filter Can Aeration Pump Closest to Coral Tank System
5. Tilapia Tank System #2 (FW)	Black	Main Pump (Sump)
	Black	100 gallon Pump (Sump)
	Black	Aeration Pump
	Black	Bio-filter Can Aeration Pump Closest to Coral Tank System
6. Trout Tank System (FW)	Red	Main Pump

FW – freshwater & SW – saltwater

- V. As you bring each tank system on-line, **make sure each piece of equipment is running** before moving onto the next tank system.
- VI. **Check sump water levels** within each of the tank systems and refilled sump if water level is below the red or blue taped mark in the sump. **All freshwater tank systems** must get de-chlorinated freshwater and saltwater tank systems can receive either de-chlorinated freshwater or saltwater depending on the previous salinity reading. **Check water quality readings** on clipboards in the Innovation Lab. Water Quality clipboards are located on a table in front of a large electrical panel near the Trout Tank System.

## Outdoor Innovation Lab --- Power Outage / Set-up of Emergency Generator

- a. This generator will be located in the Connex box area of the Outdoor Innovation Lab. You will need to roll the generator out the Connex Box are, and then and set-up the generator in the open area within the Outdoor Innovation Lab.
- b. **Always CHECK the gasoline tank of the generator to see if it is full** before starting the generator.

- c. **Never add gasoline to a generator when it is operating.** Turn off the generator to refill gasoline tank. Run time for the generator is up to 8 hours at 50% load on a 9.5-gallon fuel tank.
- d. **The three starting options are for the generator consist of: (See attached directions for starting generator)**
  - i. Wireless remote
  - ii. Electric push-button on the generator
  - iii. Pull-start
- e. In the Connex Box on a wooden rack will be colored coded exterior waterproof electrical cords that will be attached to the corresponding critical life supports systems to maintain basic operations of the outdoor tank systems. Each colored coded electrical cord from the tank systems **MUST** be attached to the colored coded electrical extension cords that you have removed from the wooden rack to the generator. See Table 2 below for what exterior waterproof cords attach to what systems.

Table 2. Outdoor Innovation Lab -- Attaching colored coded exterior waterproof electrical cords to Critical Life Support for Tank Systems to Generator.

<b>Tank System</b>	<b>Colored Coded Exterior Waterproof Electrical Cord</b>	<b>Critical Life Support System for Tank System</b>
1. Large Aquaponics Tank (FW)	White	Main Pump
	White	Aeration Pump
	White	1000 Watt Heaters

FW – freshwater

- VII. As you the tank system on-line, **make sure each piece of equipment is running** before moving onto the next piece of equipment.
- VIII. **Check sump water levels** within each of the tank systems and refilled sump if water level is **below the red or blue taped mark in the sump.** All freshwater tank systems **must get de-chlorinated freshwater.** **Check water quality readings** on clipboards in the Connex Box Outdoor Innovation Lab. Water Quality clipboards are located on a workbench inside the Connex Box.

\* The Notification List reflects the current staff members and while the staff members may change over time, it is important that the notification process includes members of District Maintenance, EHS Administration, EHS Teaching staff, and EHS Plant Manager.