

Comprehensive School Safety Plan SB 187 Compliance Document

School Year 2019-2020

School: Providencia Elementary School
CDS Code: 19- 64337- 6011993
District: Burbank Unified School District
Address: 1919 North Ontario St.
Burbank, CA 91505-1231
Date of Adoption: December 10, 2018



COMPREHENSIVE SAFE SCHOOL PLAN

DATE: December 19, 2018

TO: Matt Hill, Ed.D., Superintendent

FROM: Jen Culbertson, Principal

Providencia Elementary School Comprehensive Safe School Plan For the 2019/2020 School Year

In compliance with California law, our School Site Council (or Safety Committee), in partnership with the local police and fire departments and other stakeholders, have engaged in a systematic planning process that included assessing factors known to impact school safety.

As a result of these assessments, we have set two reasonable goals for the upcoming school year intended to support a safe and orderly campus conducive to learning. Each of these goals are included in the report and are supported by defined objectives and time specific tasks for accountability.

The entire plan was shared in a public meeting at our school on January 15, 2019, and is now being submitted for Board review.

Table of Contents

Senate Bill 187: Comprehensive School Safety Plan Purpose	6
DEFINITIONS.....	7
Components of the Comprehensive School Safety Plan (EC 32281).....	10
Existing Programs and Procedures.....	11
(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166).....	13
Child Abuse Reporting Assessment.....	15
(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100).....	18
Disaster/Earthquake Plan Assessment.....	19
(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines	20
Suspension/Expulsion Assessment	21
(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079).....	22
Procedures to Notify Teachers of Dangerous Pupils Assessment.....	25
(E) Discrimination, Harassment & Bullying (EC 212.6 [b]).....	26
Discrimination, Harassment & Bullying Assessment.....	30
(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183).....	31
Dress Code Assessment	32
(G) Safe Ingress/Egress	33
Safe Ingress/Egress Assessment	34
Traffic Safety Survey	35
(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)	36
(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)	36
School Discipline Rules & Procedures Assessment	37
(J) Hate Crime Reporting Procedures and Policies.....	38
Hate Crime Assessment	41
Safety Plan Review, Evaluation and Amendment Procedures	43
Safety Plan Appendices.....	44
Emergency Contact Numbers	45
Safety Plan Review, Evaluation and Amendment Procedures	46

Providencia Elementary School Incident Command System.....	47
Incident Command Team Responsibilities	48
Incident Command System Functions.....	48
Incident Command System Principles.....	48
Incident Command System Components.....	48
UNIFIED COMMAND	49
Advantages of using Unified Command	49
Command Staff Responsibilities	49
General Staff Responsibilities: Function Chiefs.....	50
General Staff Responsibilities: Search & Rescue.....	51
General Staff Responsibilities: Medical First Aid.....	51
General Staff Responsibilities: Evacuation Area Supervision & Release (this is currently under review).....	51
General Staff Responsibilities: Campus Security.....	52
General Staff Responsibilities: Emergency Supplies	52
General Staff Responsibilities: Unassigned Staff.....	52
Emergency Preparedness.....	53
Methods for Reporting Emergencies	53
Alarm System	53
Staff Training Requirements (this is currently under review)	54
Lockdown Assessment	55
Annual Schedule for Emergency Practice Drills	56
Staff Release Order Determination	57
EMERGENCY RESPONSE PROCEDURES	58
Reporting an Incident.....	58
Common Communication Plan Procedures	58
Types of Emergencies & Specific Procedures.....	60
Aircraft Crash	60
Bomb Threat/ Threat of violence.....	60
Campus Security Procedures	60
Chemical or Hazardous Material Exposure Procedures – Shelter in Place Procedures	61

Demobilization & Post-emergency Procedures	63
Earthquake	63
Explosion or Risk of Explosion	64
Fire on School Grounds (this practice is currently under review)	64
Flooding	65
High Heat & Heat Illness Procedures	65
Lockdown Procedures	70
Medical First Aid Procedures	70
Return-to-Play Considerations	71
Search & Rescue Procedures	71
Shelter in Place.....	74
Shelter in Place Assessment.....	75
Suicide Prevention	76
DOCUMENTATION & RECORDKEEPING	88
Planning Recordkeeping	88
Exercises Recordkeeping.....	88
Training Recordkeeping	88
Performance Recordkeeping	88
Existing Resources.....	89
Campus Crime	90
Desired Change Log.....	91
People/Place Goal and Action.....	93
Certification of Assurances	96
Emergency Evacuation Map.....	97

Senate Bill 187: Comprehensive School Safety Plan Purpose

Background

The development of a comprehensive school safety plan is mandated by California Education Codes 32280-32289 and guided by district policies. According to the education code, the School Site Council may delegate the writing of the plan to a School Safety Planning Committee. However, the committee must include the following members and must consult with a representative from a law enforcement agency in the writing and development of the plan:

- Principal or designee
- Teacher/BTA representative
- Parent Whose Child Attends the School
- Classified Employee/Burbank-CSEA representative

Upon completion of the plan, the public must be notified in writing of a meeting in order for the public to express an opinion on the plan. Please complete and submit the completed draft plan to the Superintendent or designee by December 15th of each year as the Board must review and approve each plan by March 1 each year. By July 1 each year, please include the four key elements of the plan into the School Accountability Report Card. The four elements include: *Personal Characteristics of Students and Staff, School's Physical Environment, School's Social Environment, and School's Culture.*

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code [32281](#). In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session.

Mission

The Burbank Unified School District recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. Evidence-based strategies that establish schools as safe and caring places can include social emotional learning where impulse control, empathy, and interpersonal communication skills are taught with guided and independent practice scenarios. Schools that reframe how student with student, student with adult, and adult with adult interactions occur can ensure fairness, equity, and continuous improvement in both behavior and academic outcomes. BUSD continues to implement school-wide, group, and individual interventions like Positive Behavior Interventions and Supports (PBIS) and Second Step to help reframe policies, protocols, and practices at our schools.

Statement of Philosophy

The Burbank Unified School District desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which students and adults can feel safe and take pride in their school and their achievements. Modeling empathy, care, and respect, teaching interpersonal communication skills, engaging and empowering youth, and sincerely recognizing appropriate and expected behaviors in others are protective factors. Schools characterized by caring and respectful interpersonal relationships contribute to schools being caring, empathetic, safe and welcoming places to work, learn, and visit.

School Climate Components

Personal Characteristics of Students and Staff

Providencia Elementary School is a place where parents, teachers, staff, and members of the community work collaboratively to provide a secure, supportive, and enriched environment for all students. Providencia's mission is to provide rigorous standards based instruction for every child, every day, in an environment that is centered on students' individual learning needs. We strive to enable all students to develop their greatest potential, become life-long learners, critical thinkers, and valued members of society. We value each child for his/ her individuality and giftedness. We believe that every child can learn. We encourage each child to have a healthy and positive self-concept.

School's Physical Environment

Providencia strives to create a physical environment that communicates respect for learning and for individuals by maintaining classrooms and grounds that are pleasant places to meet and learn. We share our Providencia field with the community and the AYSO during after- school hours to ensure that the school is an important part of the community. Campus supervisors monitor and supervise all areas. Our custodial staff, campus supervisors and cafeteria staff provide a pleasant eating area and healthy food. Our custodial staff maintains clean and safe restrooms and adequate lighting in all areas.

School's Social Environment

Connectedness and Belonging: Students are more apt to come to school when they feel like the adults and other children care about them. Making sure that students feel a sense of connectedness and belonging to school is critical. To this end, all adults work hard to help all students feel happy and safe at Providencia. For the first fifteen minutes of each school day, we have a school wide mainstreaming time where all special education students start off the day in their homeroom class. During this time, teachers engage in class and team building activities that allow students to connect with each other in fun, non-academic ways. Another way to build solid relationships is through our School Wide Buddy Program. Classes from differing grade levels are paired up (K/3, 1/4, 2/5) in order to work together and take part in a variety of activities such as buddy reading, poetry, art lessons, and field trips. Finally, Providencia teachers take part in a relationship building campaign each school year. For the first three weeks of a new year, each child gets a positive communication home. This can be in the form of praise slips, emails, phone calls, postcards, etc. After the first three weeks, each teacher and adult on campus selects 3-5 students to continue the weekly positive communication. The students selected often come from homes where parents are divorced or where one parent is absent. The students chosen may have also experienced something traumatic in their life or are simply having difficulty succeeding in school. Whatever the reason, the teachers work hard to connect with these students to make them feel safe, special and loved. Each morning, the principal welcomes all students to school with a high five and a good morning. The principal makes it her goal to know the 400 students by name and address them all personally each morning. The systems we have put in place at Providencia to increase the sense of connectedness and belonging help our students feel safe and secure and motivated to attend school on a daily basis!

School's Culture

At Providencia Elementary School, we pride ourselves on providing opportunities for enrichment that go above and beyond the required academic standards in an effort to create a climate in which all students can find their personal area of strength. Through the involvement of an active parent body and support from our community partners, we offer weekly general music classes for all students, weekly visits to the library and computer lab, and a robust instrumental music program and after school orchestra. All of these activities are at no charge to the student.

DEFINITIONS

Action Plan – The plan prepared, containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies

Activate – Means, at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Command Staff – Individuals with assignments and responsibilities under the Command function of the ICS organizational Structure. The Command Staff is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. Assignments are activated as needed and in correlation with the severity of the incident, the IC can perform any or all of the Command Staff roles if the situation warrants.

Emergency Operations Center (EOC) – A location (established at the District Level) from which centralized emergency management can be performed.

Emergency Response Agency – Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel – Personnel involved with an agency's response to an emergency.

General Staff – Individuals with assignments and responsibilities under the Operations, Planning/Intelligence, Logistics, or Finance/Administration functions of the ICS organizational Structure. The Command Staff is composed of the Operations Chief, Planning/Intelligence Chief, Logistics Chief, Finance/Administration Chief, and their subordinates. General Staff Chiefs and their subordinates are activated as needed and in correlation with the severity of the incident.

Incident – An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Command Post (ICP) – When an emergency or crisis impacts a school, an Incident Command Post is established by the Command Staff. An ICP is always located at the field or school site level. It is a designated location where the Incident Commander and his/her emergency crisis team can gather to manage the incident, report information, track status of incident, and organize the response. Generally, an ICP is located in a multi-purpose room, gymnasium, parking lot, or on an athletic field.

Incident Command System (ICS) – The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Local Agency – Any city, city and county, county, county office of education, community college district, school district, or special district.

Local Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Multi-agency or Interagency Coordination – The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid – Voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid System – The system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) that are consistent with the Master Mutual Aid Agreement. All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual Aid Agreement.

Operational Area – An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

School District – Any and all public school districts, regardless of kind or class, except a community college district. School district includes those districts defined in sections 80 through 87 of the Education Code.

State of Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency – The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

Components of the Comprehensive School Safety Plan (EC 32281)

Providencia Elementary School Safety Committee

The School Site Council may delegate the task of writing the Comprehensive School Safety Plan to a Safety Planning Committee as long as the committee is made up of the school principal/designee, a teacher/BTA representative, a parent of a child who attends the school, and a classified employee who represents the Burbank-CSEA and other members if desired.

Assessment of School Safety

As per BUSD AR 0450, an assessment of the current status of school crime at the school and at school-related functions should, at a minimum, include local crime reports, suspension/expulsion rates, and student/staff/parent/guardian surveys regarding their perception of safety. Additional data may include, office referrals, attendance rates / SARB data, local law enforcement juvenile crime data, property damage data or other related data.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Please use the “Existing Programs and Procedures” on the next page.

Existing Programs and Procedures

This assessment is an opportunity to take credit for the hard work and innovative programs already in place at your school. You may give a brief description of the program and include the estimated number of participants. Frequently, one of your goals for the upcoming year will be to boost attendance or participation in one or more of these programs.

Some things you might include:

COMMUNITY PARTNERSHIPS, AFTERSCHOOL PROGRAMS, SCHOOL CLUBS, PARENT ORGANIZATIONS, PEACE BUILDERS, DARE, SCHOOL GOVERNMENT, KINDNESS WEEK, MENTORING PROGRAMS, ANTI-BULLYING CAMPAIGN, VALET, VOLUNTEERS, COUNSELING PROGRAMS, COMPUTER/VOCATIONAL PROGRAMS, ARTS/SPORTS PROGRAMS, SAFETY COMMITTEE, SSC.

Program/Procedure	# Participating
Safety Valet Program	40
Peaceful Playgrounds Program	410
PeaceBuilders Program	410
Second Step	410
Burbank Family Services Counseling	25
Student Council	20
Providencia Around the Bell Program	20
After School Daze Program	83
Raptor Visitor Management System	60-80
Buddy Classroom Activities	410
Providencia PTA	15-20
Providencia Boosters Club	15-20
English Learner Advisory Council (ELAC)	10-20
Red Ribbon Week	410
School Site Council	10
Muffins with Moms	150-200
Donuts with Dads	150-200
Art Gallery Night	60
Student Recognition Ceremonies	410
Coffee with Culbertson	20
Fall and Spring Concerts	410
Talent Show	40
Parent Education Nights and Family Literacy/Math Nights	100-150
Harvest Festival	300

Program/Procedure	# Participating
Spring Carnival	300
ELA and Math Intervention Programs	410
Monthly Spirit Assemblies	410
Character Trait of the Month	410
Lango After School Spanish Classes	20
Parent and Child Ukulele Club	14
After School Orchestra	60
Jog A Thon	410
Scholastic Book Fairs	410
Positive Behavior Intervention Support (PBIS)	410
Garri Dance Classes	410
Young Story Tellers	30
Dental Clinic	350-410
TK and Kinder Orientation	90-120
Art Day	410
Community Read In	460
Read Across America Day/Dr. Seuss' Birthday Celebration	410
Accelerated Reader Club	30-50
iReady Computer Program	350
Lexia Computer Program	70

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

BP 5141.4 <http://gamutonline.net/district/burbank/DisplayPolicy/1036810/5>

AR 5141.4 <http://gamutonline.net/district/burbank/DisplayPolicy/1036811/5>

On an annual basis all BUSD employees are required to complete a Mandated Reporting training.

Definition of Child Abuse: Any conduct, acts, or omissions that endanger a child's physical or emotional health and development. A child is under 18 years of age.

Types of child abuse:

- **Physical abuse – non-accidental act resulting in injury;** cutting twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (report to Burbank Police Department, BPD-see below for details)
- **Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to BPD)
- **Neglect – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (report to Department of Children & Family Services, DCFS 1-800-540-4000)
- **Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (report to DCFS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All BUSD employees are mandated reporters, and must:

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf
- **Contact site administrator for assistance** > If the mandated reporter has any question – call DCFS- they will advise the mandated reporter.
 - If possible, make report in presence of site administrator or inform site administrator that you are making a report.
 - Site administrator can cover class so reporter can leave their classroom. DCFS handles only in-home abuse.
 - **Physical Abuse and Sexual Abuse – if child is in immediate physical danger** report to BPD. All schools call BPD (818) 238-3000.
 - Complete on-line SCAR found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf and hand deliver to officer (does not need to be in an envelope) or contact DCFS and complete on-line form, see next line below.
 - **Neglect and Emotional Abuse** – if child is not in immediate danger report to DCFS 1(800) 540-4000. They will give you a 19-digit number to be used to complete the on- line SCAR at <https://mandreptla.org/index.asp?OpenStatus=Return>
 - **Items below apply to all reports:**
 - In the field, Mandated Reporter Category, insert "Educator"
 - Once completed, print and sign the form
 - Send a copy of all SCAR's in a sealed envelope to the Director of Student Services
 - Student Services shall complete annual statistical report to the Los Angeles County Office of Education
 - Reporter may keep a copy but the document **must be kept confidential**.
 - **SHALL NOT** be placed in cum or with any other student records
 - Administrator may keep a separate secure file for child abuse reports

If you have ANY questions or problems with reporting, call Student Services (818) 729-4502.

California Penal Code 11174.3
"School Interview Law"

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**. The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

Assessment Sheet for the Mandated Child Abuse Reporting Policy on Next Page.

Child Abuse Reporting Assessment

Assessed By: Jennifer Culbertson, Principal

Date Assigned: 11/5/2018

Date Completed: 12/10/2018

This assessment is tied to the fact that child abuse, as well as all other forms of domestic violence, frequently manifests as violent behavior on campus. It is important that all staff members understand their responsibilities as mandated reporters and are sufficiently trained in recognizing and responding to the signs of abuse.

Current District policy/procedure reviewed?

If no, why not?

Yes

Required staff trained and aware of mandated reporting requirements?

Briefly describe how you came to your answer.

Yes

All staff completed the online training modules through Target Solutions per District Guidelines.

Are reporting forms readily available to staff?

Yes

Staff trained in procedure to comply with Penal Code Section 11174.3 regarding interviewing child abuse victims on campus?

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=11174.3

Yes

Area of Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

No change needed at Providencia. All employees were trained. This year the training module was available as of August 1st so all employees were allowed to complete it during the pre-school week.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL
		OFFICIAL CONTACTED - TITLE		TELEPHONE ()		
C. VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX ETHNICITY
	ADDRESS			Street	City	Zip TELEPHONE ()
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)	
	PRIMARY LANGUAGE SPOKEN IN HOME					
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)
			<input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND			<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT
			<input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			<input type="checkbox"/> OTHER (SPECIFY)
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK
D. INVOLVED PARTIES	<small>VICTIM'S SIBLINGS</small>					
	NAME		BIRTHDATE	SEX	ETHNICITY	
	1. _____		3. _____			
	2. _____		4. _____			
	<small>VICTIM'S PARENTS/GUARDIANS</small>					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX ETHNICITY
	ADDRESS			Street	City	Zip HOME PHONE () BUSINESS PHONE ()
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX ETHNICITY
	ADDRESS			Street	City	Zip HOME PHONE () BUSINESS PHONE ()
	<small>SUSPECT</small>					
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX ETHNICITY	
ADDRESS			Street	City	Zip TELEPHONE ()	
OTHER RELEVANT INFORMATION						
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

BP 3516 Business and Noninstructional Operations

Emergencies And Disaster Preparedness Plan

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

BP 3516 <http://gamutonline.net/district/burbank/DisplayPolicy/477337/3>

AR 3516 <http://gamutonline.net/district/burbank/DisplayPolicy/477338/3>

AR 3516.1 <http://gamutonline.net/district/burbank/DisplayPolicy/477339/3>

E 3516.1 <http://gamutonline.net/district/burbank/DisplayPolicy/477340/3>

Public Agency Use of School Buildings for Emergency Shelters

Procedures exist to allow the American Red Cross, Burbank Fire Department and Burbank Police Department to use the school buildings, ground, and equipment for mass care and welfare shelters during disasters or other emergencies.

Assessment Sheet for the Disaster/Earthquake Plan Policy on Next Page.

Disaster/Earthquake Plan Assessment

Assessed By: Elizabeth King, Office Manager

Date Assigned: 11/5/2018

Date Completed: 12/10/2018

Your task is to review related policy specific to your assignment (Incident Commander, Medical, Search & Rescue – so, 3 separate assessments) and make sure all required or recommended tools/supplies are in place and serviceable.

If you are assessing the plan as the Incident Commander, please include that you verified who has access to your disaster bin/supplies, that there is a fresh water supply, and that all radios are functioning. Also, please verify that the Incident Commander and Alternate Incident Commander(s) have completed ICS 100/200 and NIMS 700/800 training.

Assignment

(Incident Commander/Medical/Search & Rescue, etc.)

Comprehensive/Overall Review of all Assignments

Were all of the required/recommended supplies in place and serviceable?

If no, BRIEFLY add what was missing or unserviceable in the desired change field.

Yes

Have you and the members of your team/assignment received adequate training?

If no, BRIEFLY describe desired training in the desired change field.

Yes

Area of Desired Change

Briefly detail desired change here.

Some suggestions/concerns that came from various staff members during the drill.

1. Vests for student runners to make them more visible and identifiable.
2. Walkie talkies do not work at the release and request gates.
3. Staff awareness of staff health concerns. Allergies, medical conditions. medical restrictions, etc.
4. Request gate, release gate and 1st Aide area could an use a table and chairs.
5. Binoculars
6. Staff photos with names.

All staff has access to the Disaster Bin/Supplies. A gate key opens the Bin.

The water in the barrels needs to be refreshed. We do have boxed water.

Radios function well. When they are put on Channel Sector B we do experience a lot of static especially when near a building. The static is less when outside.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

These guidelines from the Burbank Unified School District Board policies and Administrative Regulations.

Burbank USD BP 5144.1 Suspension and Expulsion /Due Process

<http://gamutonline.net/district/burbank/DisplayPolicy/1036812/5>

AR 5144.1 <http://gamutonline.net/district/burbank/DisplayPolicy/1036813/5>

Assessment Sheet for the Suspension/Expulsion Procedures and Policy on Next Page.

Suspension/Expulsion Assessment

Assessed By: Jennifer Culbertson, Principal

Date Assigned: November 5, 2018

Date Due: December 10, 2018

This assessment is designed to assure your school is compliant with suspension and expulsion rules and that the rules are consistent with District averages. Your task is to read BUSD suspension & expulsion procedures and then obtain suspension/expulsion numbers from your school as well as other campuses. You DO NOT need to obtain students' names or other specific information regarding suspensions/expulsions.

Your school number of suspensions in the previous school year:

2

District average number of suspension for the previous school year:

Only from the same grade levels as your school - Elementary Schools / Middle Schools / High Schools

2

Reason for suspensions

Give a brief account of behavior(s) leading to suspensions, i.e. "Behavior," "Crime," etc.

Behavior- physically hurting or attempting to hurt another student

Your number of expulsions in the previous school year:

Same rule as suspensions

0

District average number of expulsions for the previous school year:

Same rule as suspensions

0

Reason for expulsions

Same rule as suspensions

Not applicable as there were no expulsions at elementary.

Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

No desired change at Providencia. Putting PBIS into place has dramatically decreased our suspension numbers.

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Please refer to the sample *Notifying Teachers of Dangerous Pupils* form as well as EC 49079.

49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Notification to Teacher(s) of Dangerous Pupils

BURBANK UNIFIED SCHOOL DISTRICT

Confidential Memo

Suspension or Expulsion Notification

You are hereby also informed of your responsibility to hold this information in strict confidence. Discussion of this information outside of this process could result in a violation of Federal and State laws concerning the privacy rights to students. If you have specific questions or concerns you may discuss them with the principal or designee.

This is to inform you that (Name) was suspended from school effective _____ through to _____ for the following Ed Code violation(s):

E.C. 48900		E.C. 48900.2	
<input type="checkbox"/> (a1) Fighting	<input type="checkbox"/> (a2) Battery	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> (b) Possessed dangerous object
<input type="checkbox"/> Hate-Violence		<input type="checkbox"/> (c) Controlled substance/alcohol	<input type="checkbox"/> (d) Look-a-like controlled substance
E.C. 48900.4		<input type="checkbox"/> (e) Robbery/extortion	
<input type="checkbox"/> Severe and pervasive threats and intimidation			
<input type="checkbox"/> Damage to school property	E.C. 48900.7		<input type="checkbox"/> (f) Vandalism/damage
	<input type="checkbox"/> Terrorist threats		<input type="checkbox"/> (g) Theft
<input type="checkbox"/> Obscene act	E.C. 48915		<input type="checkbox"/> (h) Tobacco
<input type="checkbox"/> Intimidation behavior	<input type="checkbox"/> (a1) Serious physical injury		<input type="checkbox"/> (i) Profanity/vulgar
<input type="checkbox"/> Property	<input type="checkbox"/> (a2) Possession: knife, explosive, dangerous object		<input type="checkbox"/> (j) Drug paraphernalia
<input type="checkbox"/> In	<input type="checkbox"/> (a3) Controlled substance		<input type="checkbox"/> (k) Disruptive/defiant
<input type="checkbox"/> Of battery	<input type="checkbox"/> (a4) Robbery or extortion		<input type="checkbox"/> (l) Received stolen
<input type="checkbox"/> Intimidated witness	<input type="checkbox"/> (a5) Assault/battery school employee		<input type="checkbox"/> (m) Intimidation threat
	E.C. 48915		<input type="checkbox"/> (n) Sexual assault
	<input type="checkbox"/> (a1) Possessing, selling, furnishing firearm		<input type="checkbox"/> (o) Harassment/threat
	<input type="checkbox"/> (a2) Brandishing a knife at another person		<input type="checkbox"/> (p) Sale of firearm
	<input type="checkbox"/> (a3) Selling a controlled substance		<input type="checkbox"/> (q) Hazing
			<input type="checkbox"/> (r) Bullying
			<input type="checkbox"/> (s) A student may
			for acts which are on
			and related to school
			that occur at any time
			to any of the following
			1-While on school grounds
			coming from school
			whether on or off campus
			going to or coming to
			activity
	<input type="checkbox"/> (a4) Committing or attempting sexual assault or battery		<input type="checkbox"/> (t) Adding and abet
	<input type="checkbox"/> (a5) Possession of an explosive		
s regarding this suspension, please contact me directly.		If you have any question	
Principal	Date		
9079 This information is given in confidence and should not be further		Per Education Code 4	
each.		disseminated by the t	

Assessment Sheet for the Notification of Dangerous Students Policy on Next Page.

Procedures to Notify Teachers of Dangerous Pupils Assessment

This assessment to be conducted by Principal or Administrator Only!

Assessed By: Jennifer Culbertson, Principal

Date Assigned: 11/5/2018

Date Completed: 12/10/2018

Your task is to review the related policy to see if there are any training or clerical matters that should be addressed such as where related documents are maintained and when they should be purged etc.

DESIRED CHANGE

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

No desired changed needed. I reviewed the policies. Teacher and staff are notified through suspension paperwork and in person.

(E) Discrimination, Harassment & Bullying (EC 212.6 [b])

Discrimination

BP 5145.3 <http://gamutonline.net/district/burbank/DisplayPolicy/943563/>

AR 5145.3 <http://gamutonline.net/district/burbank/DisplayPolicy/1054744/>

Sexual Harassment

BP 5145.7 <http://gamutonline.net/district/burbank/DisplayPolicy/477753/5>

AR 5145.7 <http://gamutonline.net/district/burbank/DisplayPolicy/1054745/5>

Personnel Sexual Harassment

BP 4119.11 <http://gamutonline.net/district/burbank/DisplayPolicy/477468/4>

AR 4119.11 <http://gamutonline.net/district/burbank/DisplayPolicy/528553/4>

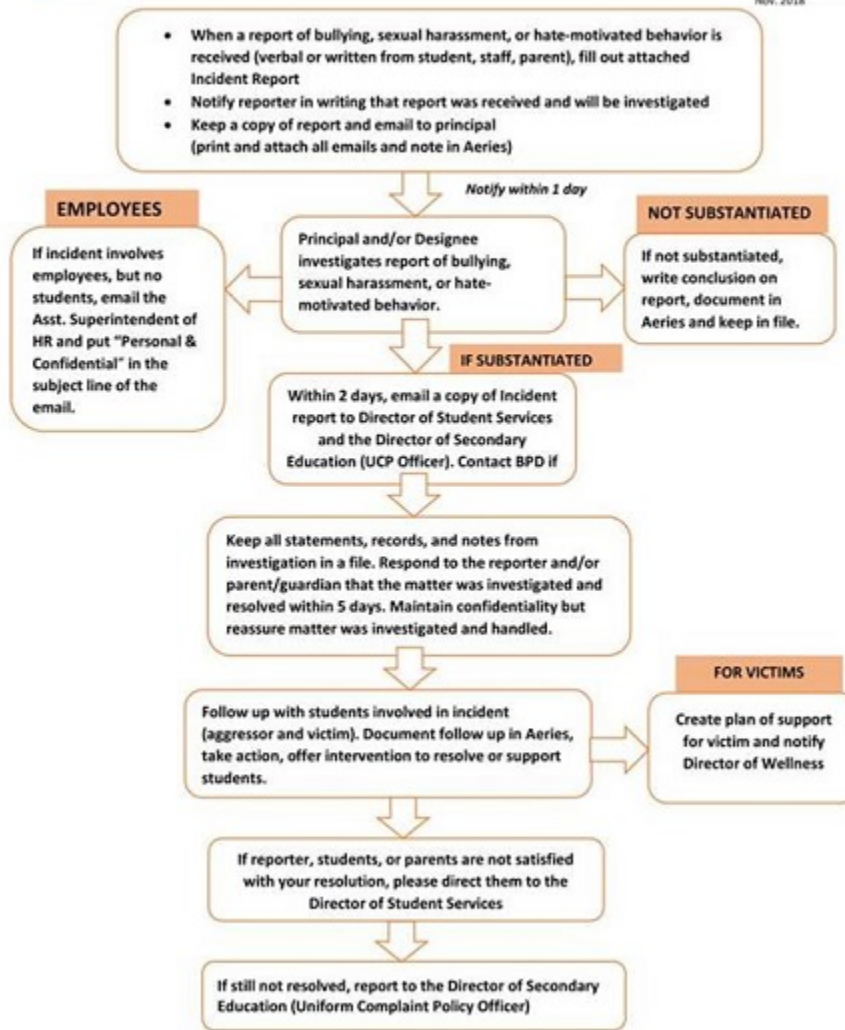
Bullying

BP 5145.9 <http://gamutonline.net/district/burbank/DisplayPolicy/477757/5>

BP 5131.2 <http://gamutonline.net/district/burbank/DisplayPolicy/1054760/5>

BUSD REPORTING PROCEDURES FOR BULLYING, SEXUAL HARASSMENT, AND HATE-MOTIVATED BEHAVIOR

Nov. 2018



Per BP 5133.2, BP & AA 5145.7, and BP 5145.9

INCIDENT REPORT



INCIDENT REPORT

Bullying Sexual Harassment Hate-Motivated Behavior

(Please circle one and email to school principal or designee within 1 day)

Nov, 2018

Discrimination, Harassment & Bullying Assessment

Assessed By: Jennifer Johnson, Parent

Date Assigned: 11/5/2018

Date Due: 12/10/2018

Your task is to review related BUSD and make sure all required training, forms, materials are up to date.

Was the current version of District policy reviewed?

If no, please provide a brief description why the policy was not reviewed.

Yes

Is your school compliant with required/recommended training?

If no, please describe in desired change

Yes

Is your school compliant with required/recommended forms/materials?

If no, please describe in desired change

Yes

Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

Policies and procedures are reviewed each year in the Parent and Student Rights handbook. The Uniform Complaint Procedure was reviewed with ELAC and School Site Council members in December, 2018. At school, students are taught about the PeaceBuilder principles and also about the Peaceful Playgrounds program. Second Step lessons are reviewed with students. The Intervention Specialist, Miss Carly, does a whole unit on bullying and making wise choices for the whole school.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

BP 5132 <http://gamutonline.net/district/burbank/DisplayPolicy/477708/5>

AR 5132 <http://gamutonline.net/district/burbank/DisplayPolicy/477709/5>

Student Gangs

BP 5136 <http://gamutonline.net/district/burbank/DisplayPolicy/477712/5>

AR 5136 <http://gamutonline.net/district/burbank/DisplayPolicy/477713/5>

Personnel Dress and Grooming

BP 4219.22 <http://gamutonline.net/district/burbank/DisplayPolicy/477479/4>

Uniforms

BP 5132.1 <http://gamutonline.net/district/burbank/PolicyCategoryList/2262/5>

AR 5132.1 <http://gamutonline.net/district/burbank/DisplayPolicy/477711/5>

Assessment Sheet for the Dress Code Policy on Next Page.

Dress Code Assessment

Assessed By: Patti Reinoso (staff) and Sidia Valqui (parent)

Date Assigned: 11/5/2018

Date Completed: 11/30/2018

This assessment involves reading the policy and then performing a “walking” survey for a random few days or week. You will be looking for and documenting violations of policy. This includes any expectations/requirements of staff, including displaying BUSD ID. You should also check with the Principal or administrative staff to determine how many violations were reported during the previous school year, if any.

Did you review the policy?

If no, give a brief description why not.

Yes

How many violations did you document during your survey?

0

How many violations were reported during the previous school year?

1 (hat)

Area of Desired Change

Based on your research and survey, do you have any recommendations regarding the school dress code?

The students are adhering to the dress code, so there is no need for change.

(G) Safe Ingress/Egress

Visitors

AR 1250 <http://gamutonline.net/district/burbank/DisplayPolicy/477240/>

Safe Ingress/Egress Assessment

Assessed By:	Kirsten Jackson (teacher) and Talar Topalian (Curriculum Specialist)
Date Assigned:	11/5/2018
Date Due:	12/10/2018

This assessment addresses how students and staff enter and exit the school.

Best practice would be to minimize entry and exit points for the purpose of monitoring those points during high use times. It is recommended to use the **NCEF Campus Access Assessment Tool** for this task (www.ncef.org/pubs/accesscontrol.pdf), dividing the tool among two or more assessors. It is also suggested to have safety team members/volunteers use the CSG Traffic Survey for this assessment

Desired Change(s)

Based on the information from your assessment have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

URGENT CHANGE: The chain link fence behind the new kindergarten bungalow is connected to another fence with rope, meaning if someone cut the rope they could easily pull back the fence and gain access to campus.

PTA/Booster sheds by room 23 could allow someone to hide behind them.

Exterior lighting at night isn't as bright as it could be by the staff parking lot. There is also a very dark corner behind the new kindergarten bungalow due to lack of lighting when the new bungalow was installed.

Climbing resistant fence should be installed in the exterior areas of the school where the old chainlink fence has holes large enough for a person to climb (specifically the fence adjacent to the faculty parking). This area of the school is also less visible due to the lack of staff/classrooms in the back part of the school.

All call extension should be posted on all telephones in the school so staff can initiate lock-down easily.

Teachers are unable to draw their blinds in the event of a lock-down as they are old/broken.

The exit door to the teacher parking lot (which has minimal surveillance) has a push bar which means students could easily exit.

Traffic Safety Survey

For many campuses, “drop-off” and “pick-up” times can be an extremely dangerous convergence of cars and kids. This survey is designed to assess the scope of your school’s potential danger in order to more efficiently respond to the problem.

How this works Volunteers print out to this form and count the number of traffic violations at your primary drop-off and pick-up points. The survey should last about a week, taking no more than 10 to 15 minutes in the morning and afternoon. It IS NOT the surveyor’s job to enforce laws or confront violators. You are just establishing some baseline numbers for to consider in your safe school planning process. At the end of the week, add up the violations and divide by the number of days in the survey to establish dropoff and pick-up averages. Place those averages on the digital form that gets returned to the Principal.

Dates Surveyed November 5-9

Surveyor(s) Jen Culbertson and Lucienne Carrillo (campus supervisor)

Double Parking

Drop-off Average

Pick-up Average

1

2

Driving on the Wrong Side of the Road

Drop-off Average

Pick-up Average

0

0

Cell Phone

Drop-off Average

Pick-up Average

0

0

Unsafe Pedestrian Crossing

Drop-off Average

Pick-up Average

3

3

Dropping Off/Picking Up While Blocking Traffic

Drop-off Average

Pick-up Average

2

2

Parking Violations (Red Zone, Fire Hydrant)

Drop-off Average

Pick-up Average

0

0

Unsafe Speed

Drop-off Average

Pick-up Average

1

1

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

People Related Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

Place Related Component:

Element:

Opportunity for Improvement:

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Student Conduct Code: Reference BUSD AR 5144 Student Discipline and BP 5144 Student Discipline

Conduct Code Procedures Reference BUSD AR 5144 Student Discipline and BP 5144 Student Discipline

BP 5144 <http://gamutonline.net/district/burbank/DisplayPolicy/477739/>

AR 5144 <http://gamutonline.net/district/burbank/DisplayPolicy/477740/>

Assessment Sheet for the School Discipline Rules and Procedures on Next Page.

School Discipline Rules & Procedures Assessment

Assessed By: Talar Topalian (Curriculum Specialist) and Dee Tennyson (parent)

Date Assigned: 11/5/2018

Date Due: 12/10/2018

This assessment is designed to identify behavioral trends as well as to assure student are being treated fairly within disciplinary practices.

Were disciplinary policy and procedures reviewed?

Yes

If no, provide a brief explanation why.

Based on your review, is your school in compliance with disciplinary policy and procedures?

Yes

Consider any required training, reporting documents, etc. If no, describe in desired change.

Number of disciplinary office referrals in the previous school year:

Only the numbers. You should not ask for or get students names.

20

District average of disciplinary office referrals in the previous year:

As compared to the same grade level schools

N/A

Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

Office referrals have decreased significantly in the last year. Two years ago approximately 40 referrals were sent to the office. Due to this, we created a Positive Behavior Intervention and Supports (PBIS) Plan for the 2017-2018 school year. Last year, after the plan was initiated, we saw a decrease of referrals to the office and had a total of only 20 the whole year. We are now in year two of our schoolwide PBIS plan. We need to continue to monitor discipline and make changes to the PBIS plan as needed. Principal, Intervention Specialist, and two teachers are going to PBIS trainings this year through the Los Angeles Office of Education (LACOE). The school's PBIS team, which also includes a parent, meets monthly. Assessors noted that more social media training is necessary. Per the updated California Dashboard, we also need to focus on students who are chronically absent and see what supports they need.

(J) Hate Crime Reporting Procedures and Policies

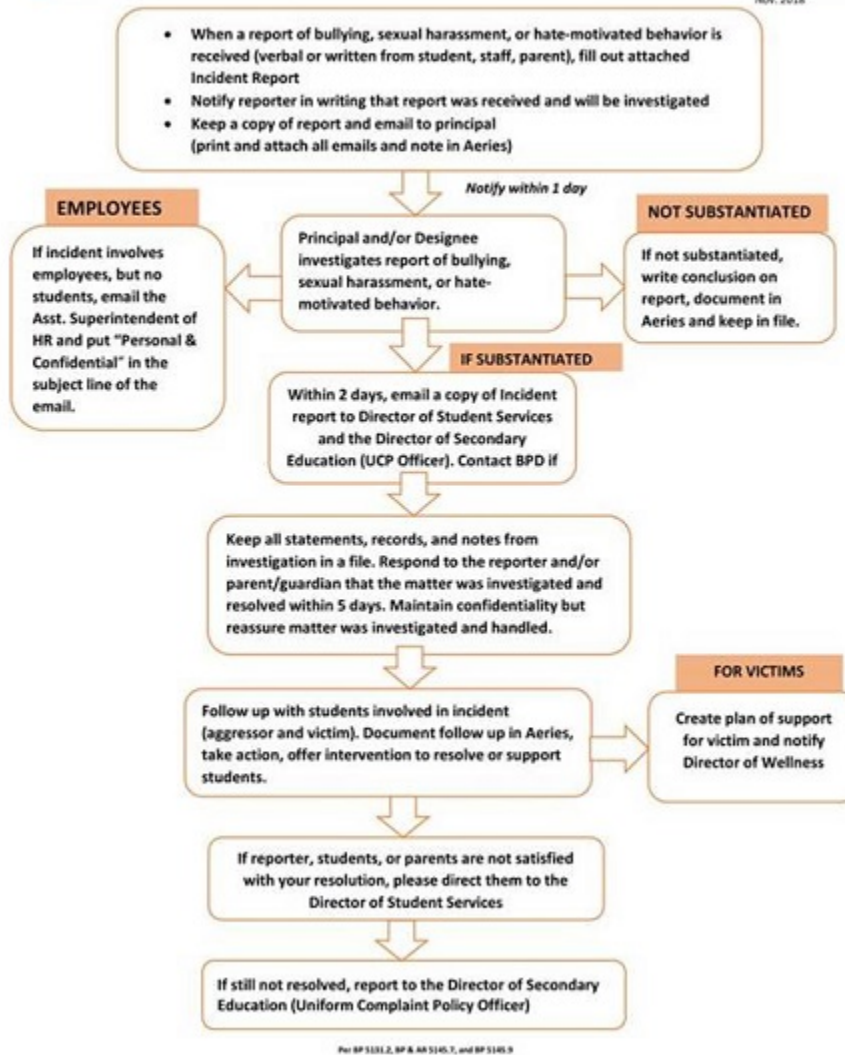
Hate-Motivated Behavior

BP 5145.9 <http://gamutonline.net/district/burbank/DisplayPolicy/477757/5>

Assessment Sheet for the Hate Crime Policy & Procedure on Next Page.

BUSD REPORTING PROCEDURES FOR BULLYING, SEXUAL HARASSMENT, AND HATE-MOTIVATED BEHAVIOR

Nov. 2018



INCIDENT REPORT



INCIDENT REPORT

Bullying Sexual Harassment Hate-Motivated Behavior
(Please circle one and email to school principal or designee within 1 day)

Nov, 2018

2

Hate Crime Assessment (optional)

Assessed By: Patti Reinoso (staff) and Regina Ainsworth (parent)
Date Assigned: 11/5/2018
Date Due: 12/10/2018

Your task is to review BUSD's policy on Hate Crimes and determine any trends. You are also asked to make sure all required training, forms, materials are up to date.

Number of hate crimes reported on campus from the previous year:
Just the number. You do not need to include names or circumstances

0

Compliant with required training?

If training is required in the policy, check to make sure all requirements are met. Training may be an area of desired change.

Yes

Compliant with any required forms/materials?

If forms or materials are required in the policy, make sure those forms and materials are in place.

Yes

Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

No changed needed.

Safety Plan Review, Evaluation and Amendment Procedures

Our School Site Council functions as our Safety Committee. Each year we come together, assign assessments, review data, and come up with our people and place goals. We are continually evaluating both the physical and emotional safety of our school and programs. For some of the assessments, we consulted with Burbank PD (Officer Totemwongs, SRO and Officer Munoz, Traffic Division). All staff members on the Safety Committee also participated in the Active Shooter Training from Officer Cornils. Officer Cornils was able to review our lockdown procedures and will continue to work with our team as needed.

Safety Plan Appendices

Emergency Contact Numbers

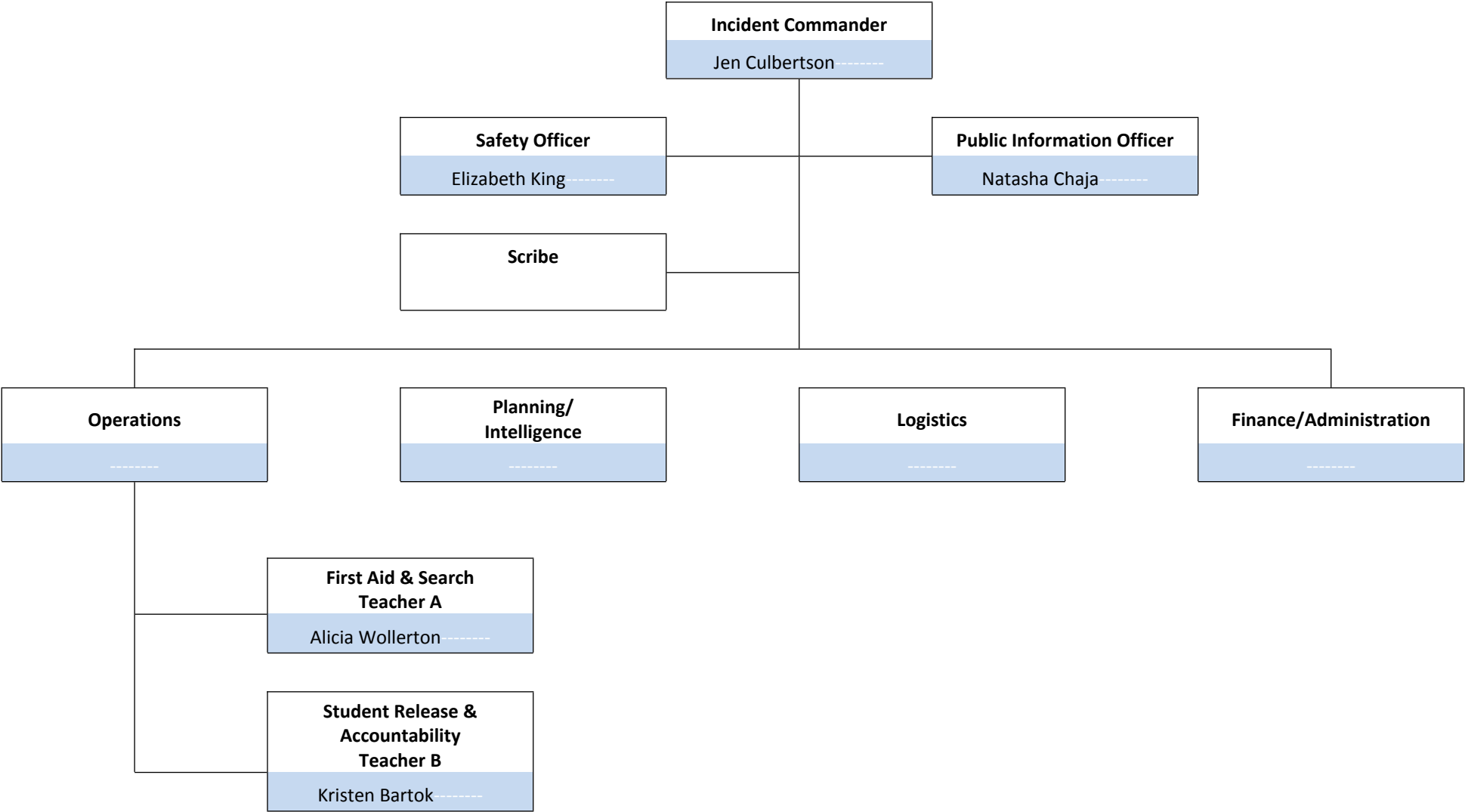
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement /Fire / Paramedic	Burbank Police Dispatch	818-238-3000	
Public Utilities	Burbank Water and Power	818-238-3700	
	So Cal Gas	800-427-2200	
Local Hospitals	Providence St. Joseph Medical Center	818-843-5111	
Burbank USD	Director of Wellness	818-272-0770	
	Main Number	818-729-4400	
American Red Cross	Glendale	818-243-3121	
	Pasadena	626- 799-0841	
Fire Alarm	GMS Monitoring	888-467-1119	
Intrusion Alarm	Edgeworth Monitoring	800-318-9486	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
SSC Meeting to review steps of annual plan and assign assessments	November 5, 2018 3:15 p.m.	See documentation in the attachment section of this document
SSC Meeting to review assessments and create people and place goal	December 10, 2018 3:15 p.m.	See documentation in the attachment section of this document
Approved Safety Plan was shared at a public meeting. Mayor was invited, but could not attend.	January 15, 2019 7:00 p.m.	See documentation in the attachment section of this document

Providencia Elementary School Incident Command System



Incident Command Team Responsibilities

School sites responding to an incident shall utilize the functions, principles, and components of the Incident Command System (ICS), per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405.

Incident Command System Functions

The five functions of the ICS are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Individuals working under the Command function will be referred to as the Command Staff, while personnel assigned responsibilities under Operations, Planning/Intelligence, Logistics, or Finance/Administration will be referred to as the General Staff. Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. An individual can execute more than one function.

1. The Command Function is responsible for the directing, ordering, and controlling of resources by virtue of explicit legal, agency, or delegated authority. The function is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. The IC position must always be filled. The IC remains responsible for all five functions of the ICS structure, which have not been formally activated. In addition to the primary ICS functions, the IC is also responsible for the Safety Officer, Public Information Officer, and Agency Liaison Officer positions, unless otherwise delegated. Depending on the severity of the incident, the IC may also activate a Deputy IC for support.
2. The Operations Function is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. This is the most complex and primary established function.
3. The Planning/Intelligence Function is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.
4. The Logistics Function is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
5. The Finance/Administration Function is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

Incident Command System Principles

1. The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple-jurisdictional responsibility with multiple-agency involvement.
2. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
3. The system shall be applicable and acceptable to all user agencies.
4. The system is readily adaptable to new technology.
5. The system expands in a rapid and logical manner from an initial response into a major incident and contracts just as rapidly as organizational needs of the situation decreases.
6. The system has basic common elements in organization, terminology and procedures.

Incident Command System Components

1. Common terminology is established in regards to common titles for organizational functions, resources, and facilities within ICS.
2. Modular organization is established by which the ICS organizational structure assignments are activated based upon the kind and size of the incident (top down command).
3. Unified Command.
4. Action plans identify objectives, determine strategies, identify tactical and support activities required, and establish an operational period time frame for completion.
5. The manageable span-of-control for any assigned Chief, Director, or Supervisor is established to be between 3-7 personnel

6. Pre-designated incident facilities are identified (Incident Command Post, Student evacuation site, offsite evacuation site, First Aid Station, Emergency Supplies location, Communication Center, etc.). The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
7. Comprehensive Resource management is established to identify, group, assign, and track resources.
8. Integrated Communication is managed through the use of a common communication plan and an incident-based communication center established for the use of tactical and support resources assigned to the incident.

UNIFIED COMMAND

Unified Command is a structure used during incidents consisting of Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. It allows all agencies with geographical, legal or functional responsibility to manage an incident by establishing a common set of objectives, strategies, and a consolidated Incident Action Plan. Under a Unified Command system, a single Operations Chief is assigned. The Operations Chief position is filled by the most qualified and experienced person available.

The use of a Unified Command is a valuable tool to help ensure a coordinated multi-agency response. A Unified Command assures agencies do not lose their individual responsibility, authority, or accountability. When appropriate, a Unified Incident Command System will be established in conjunction with the school's Incident Commander and responding agencies' Incident Commander(s) to form a unified team in which Incident Commanders within the Unified Command make joint decisions, speak as one voice, integrate general staff, and develop a single Incident Action Plan.

Unified Command is an important component of the required ICS, per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405 (a)(3)(C-D) .

Advantages of using Unified Command

1. One set of objectives and strategies are developed for the entire incident.
2. All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
3. Duplicative efforts are reduced or eliminated, thereby reducing cost, frustration, and potential conflict.

Command Staff Responsibilities

Incident Commander:

- Direct the overall emergency response and make final decisions
- Activate School Emergency Plan and Incident Command System
- Establish and set up an Incident Command Post
- Establish, set up, and manage a Communication Center
- Initiate Common Communication Plan & maintain communication with District Level EOC to provide district with site specific status report
- Develop Incident Action Plan which identifies objectives, determines strategies, identifies tactical and support activities required, and established an operational period time for completion.
- Set plan priorities and control actions undertaken by staff
- Ensure all available master keys are brought to the Command Post
- Ensure student emergency cards are taken to Command Post during an evacuation
- Determine which special assignments require substitute or additional personnel and assign from those available at the field.
- Initiate student release procedures (when it is safe to do so)
- Release teachers as appropriate during demobilization using the Staff Release Order Plan (found in the Demobilization section of this plan).
- Declare end of emergency—initiate recovery if appropriate
- Remain in charge of your campus until redirected/released by superintendent of schools or relieved by fire or law enforcement incident commander
- Ensure staff and students are properly instructed and trained in assignments and emergency procedures

Deputy Incident Commander:

- Assist the Incident Commander by initiating response strategies, response team coordination, and communication

Safety Officer:

- Assess emergency or threat and impact to students, staff, school property and surrounding community
- Monitor safety conditions of incident
- Assures the health and safety of students and staff

Public Information Officer:

- Coordinate communication with the district for the public, stakeholders, and news media
- Supervise telephones and monitor radio emergency broadcasts

Agency Liaison Officer:

- Notify appropriate governmental agencies if necessary
- Serve as point of contact for representatives of other involved local agencies, organizations, or private sector parties to provide input on policies, resource availability, and other incident related matters

General Staff Responsibilities: Function Chiefs

Operations Chief:

- Manage on-scene tactical operations to accomplish corrective action and the objectives established by the IC's action plan
- Supervise and direct activities of all personnel assigned under the Operations Function
- Report to the Incident Commander
- Coordinate Search and Rescue
- Coordinate Medical First Aid
- Coordinate Evacuation Area
- Coordinate Campus Security
- In conjunction with the Evacuation Area Director and the Search & Rescue Director, account for staff and student attendance and identify all missing individuals using the compiled attendance reports & search and rescue team findings.
- Relay reported missing students to Search & Rescue Teams
- Make sure teams have the necessary supplies to perform tasks
- Reassign staff as needed
- Schedule breaks and back-ups for staff

Planning/Intelligence Chief:

- Collect all information pertinent to documenting the incident
- Analyze information for potential impacts or changes
- Document and update status reports
- Manage and update status boards
- Disseminate incident related information to the Incident Commander
- Prepare necessary written reports

Logistics Chief:

- Meet service and support needs of the incident by managing and distributing general emergency supplies, equipment, food, first aid supplies, volunteers, etc.
- Open Emergency Supplies container
- Delegate help for setting up the Incident Command Post (if needed)
- Delegate help for setting up any necessary emergency stations
- Sign in volunteers and assign to various sections needing assistance
- Determine whether additional equipment, supplies or personnel need to be requested from the District EOC
- Make arrangements for transport of supplies and lodging of personnel
- Report to the Incident Commander

Finance/Administration Chief:

- Analyze all financial and cost analysis related to the incident
- Document all expenses related to emergency

- Document all personnel time as pertinent to emergency (number of hours with description of activities performed)
- Report to the Incident Commander

General Staff Responsibilities: Search & Rescue

Search & Rescue Director:

- Report to Operations Chief
- Supervise, organize, and direct Search and Rescue Teams
- Maintain communication with Search and Rescue Teams
- Consult with Operations Chief regarding any known missing persons obtained from the attendance reports submitted by Teachers
- Act as a check-in point for reporting missing Staff or Students
- Keep records on Search & Rescue Team incident reports

Search & Rescue Team(s):

- Report to Search & Rescue Director
- Search assigned areas following search & rescue procedures
- Complete a directed sweep of designated campus areas for missing, trapped, or injured staff and students if the situation safely permits
- Complete maps and mark doors
- Identify the location of trapped/injured persons
- Assist injured persons to the Medical First Aid station

General Staff Responsibilities: Medical First Aid

Medical First Aid Director:

- Report to Operations Chief
- Supervise, organize, and direct Medical First Aid & Morgue Teams
- Initiate Triage/Medical First Aid area set up
- Triage injured persons
- Maintain an updated list of students with allergies, in need of daily medication, or special medical needs

Medical First Aid Team(s):

- Reports to Medical First Aid Director
- Set up Triage/Medical First Aid area
- Retrieve Medical First Aid supplies from Logistics Emergency Supplies Team
- Provide first aid to injured persons

Morgue Team:

- Reports to Medical First Aid Director
- Set up Morgue Area location
- Move deceased to morgue area
- If possible, identify and cover deceased

General Staff Responsibilities: Evacuation Area Supervision & Release (this is currently under review)

Evacuation Area Director:

- Reports to Operations Chief
- Supervise, organize, and direct the Parent Check-in Gate Team, Student Check-out Team, Student Release Team & Staff Buddy Assignments
- Manage and coordinate Evacuation Area supervision
- Collect attendance reports from all Teachers at the Evacuation Area
- Immediately communicate with the Operations Chief and Search & Rescue Director any reported missing students or staff
- Evacuate with an extra set of student schedules (properly grouped alphabetically)
- Bring emergency release forms (may be stamps, stickers, or documents depending on the site)

Parent Check-in Team(s):

- Organize and control the parent check-in area

- Receive parents at the check-in station where they will indicate which student(s) they are to pick up.
- Ensure students are only being released to adults listed on emergency cards
- Organize and control student release by calling student names over the portable speaker system or sending runners to retrieve the student.

Student Check-out Team(s):

- Go to your assigned alphabetical grouping area and help check-out students
- Check the emergency release authorization card to be sure that the student is authorized to leave with whoever is there to pick him/her up.
- Students who are 18 may sign themselves out.
- ~~18-year-old students may sign out their younger siblings.~~
- Any adult named on their emergency cards must sign out students who do not fit into the above categories.

Authorized Student Release Gate Team(s):

- Verify students have properly checked out before allowing them to exit.
- Students without proper proof of Check-out must be redirected back to the Student check-out station.

Staff Buddy Assignments (Teachers):

- Reports to Evacuation Area Director
- Engage in Staff Buddy Assignments (check-in with Buddy)
- If buddy is incapacitated, inherit responsibility of their students
- Evacuate and escort students to assemble in the designated Evacuation Area (if required by incident)
- Complete an attendance report for both classrooms (take roll of students and note missing students, staff buddies, or other staff)
- Submit the attendance report to the Evacuation Area Director adjacent to the Incident Command Post.
- Submit any observed room damage to the Evacuation Area Director
- Supervise classroom students at Evacuation Area, help manage the evacuation area, or report to IC Post for additional tasks, if needed.
- Provide reassurance and support to students

General Staff Responsibilities: Campus Security

Campus Security Director:

- Reports collected data to Operations Chief
- Supervise, organize, and direct the Security Team and Utilities Team
- Conduct or Initiate a property damage assessment

Security Team(s):

- Reports to Campus Security Director
- Maintain a safe and secure campus environment
- Secure and manage gates
- After search & rescue missions are complete, lock or control access into buildings
- Place yellow caution tape around areas deemed unsafe

Utilities Team:

- Reports to Campus Security Director
- Carry out process of evaluating and shutting off utilities (water, gas, electric) if needed
- Determine presence of fire or other hazard – resolve with help of volunteers if able to do so
- Assess damage to buildings and communicate findings to the Campus Security Director

General Staff Responsibilities: Emergency Supplies

Emergency Supplies Team (Logistics):

- Reports to Logistics Chief
- Open Emergency Supplies container and gather necessary supplies/equipment for distribution
- Set up microphone on stand at Parent Check In.

General Staff Responsibilities: Unassigned Staff

Unassigned Staff:

- Staff lacking an established Assignment must report to the Incident Command Post for further instruction

Emergency Preparedness

Methods for Reporting Emergencies

For the purpose of reporting emergencies, in case of a fire, emergency, or disaster, the following reporting methods may be used:

1. School Alarm System
2. Public Address System
3. Staff Two-way Radios
4. Telephones (emergency telephone numbers are posted adjacent to phones)

Alarm System

The school alarm system provides warning for necessary emergency action. Temporal tone signals and Voice Announcement alarms are capable of being perceived above ambient noise. The set fire alarm is distinctive and recognizable as a signal to evacuate. The standard audible emergency evacuation signal established consists of repetitive 4.0 second cycles (0.5 second "on," 0.5 second "off," 0.5 second "on," 0.5 second "off," 0.5 second "on," 1.5 seconds "off"). Recorded Voice Announcement alarms such as, "Evacuate the Building", "Shelter in Place" or "This is a Lockdown" may be activated

Alarm System Maintenance & Testing Requirements

1. Alarm systems are maintained in operating condition.
2. Alarm systems are tested at least annually for reliability by properly trained persons in the designed operation.
3. Alarm system power supplies are maintained or replaced as often as is necessary.
4. Fire alarm signal will be sounded not less than once every calendar month (Education Code, Section 32001).

Staff Training Requirements (this is currently under review)

To ensure the school and its staff are prepared to implement the School Emergency Plan and take action during an incident the training requirements in this section are met. Staff receives the appropriate level of SEMS training; Level of training will depend on staff member's potential assignment during an emergency response. All assigned Officers, Chiefs, Directors, and staff members are trained before implementing the program.

NIMS/SEMS Training Requirements:

1. The California State Emergency Management System (SEMS) unifies all elements of California's emergency management community into a single integrated system with standardized key elements. SEMS training is provided to maintain personnel's minimum training competencies with the SEMS "Approved Course of Instruction (ACI)" as the basis for their training programs.
2. Staff SEMS training and performance is maintained and demonstrated by the:
 - o Completion of level-appropriate SEMS training
 - o Execution of drills that incorporate performance objectives into exercises
3. The National Incident Management System (NIMS) enables all government, private-sector, and nongovernmental organizations to work together during domestic incidents. As mandated by the Post-Katrina Emergency Reform Act of 2006, NIMS training is offered through the Federal Emergency Management Agency (FEMA) and ready.gov

Emergency Plan Training Requirements:

1. The school shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees, students, and visitors.
2. The school shall advise employees of his/her responsibility under the plan when the plan is developed and whenever responsibilities or actions under the plan have changed.
3. Employer shall review with employees those parts of the plan which will be of aid in the event of an emergency. This includes, but is not limited to:
 - o Individual assignments and responsibilities
 - o Emergency procedures
 - o Location of emergency equipment & supplies
 - o Location and operation of manually activated alarm systems
 - o Location and operation of communication equipment

Practice Drills

To ensure staff and students are knowledgeable and prepared to implement the School Emergency Plan the following required practice drills are conducted as indicated throughout each school year.

Earthquake Practice Drills:

1. Practice of drop and cover procedures are held once each semester in elementary and in secondary schools and at the Horace Mann Childcare Center and the Burbank Adult School.
2. During the drill each pupil and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by one arm, and the back to the windows. With the other hand, hold on to the furniture leg.
3. Drills are conducted following the established Earthquake Procedures of this plan.

Fire & Evacuation Practice Drills:

1. Fire alarm signal must be sounded not less than once every calendar month.
2. Fire drills are established and conducted at least once every month at the elementary level, and once every 5 weeks at the secondary level and Burbank Adult School.
3. During the drill each pupil and staff member implements and practices the established Evacuation Procedures of this plan.

Lockdown Practice/Shelter in Place Drill:

*****These drills are currently under a revision process so they can be two separate drills.*****

1. At the elementary and secondary levels, at least one drill a year must be conducted during lunch, recess or nutrition.
2. All students and staff shall quickly get into a lockable room. Lock the doors, turn out the lights and cover windows.

Lockdown Assessment

Assessed By: Jennifer Culbertson (Principal) and Elizabeth King (Office Manager)

Date Assigned: November 5, 2018

Date Due: December 10, 2018

Your task is to review policy and procedure to lockdown a campus in case a dynamic event should happen. This could be anything from off-campus police activity to a medical emergency or an active threat on campus. Although the threat to students and staff may vary, the action to secure everyone behind locked doors as quickly as possible is the same.

*Board policy exists, but is currently under review. Make sure that your school has a plan consistent with policy and recent training.

Does staff know how to activate a lockdown and who may initiate?

Yes, but we are still needing to put the "all call" extension on all telephones in the school so staff can initiate a lock down easily.

Does the whole staff know how to make a campus-wide announcement from their class/office phone?

Yes, but we are still needing to put the "all call" extension on all telephones in the school so staff can initiate a lock down easily.

Are there any rooms or interior or exterior areas that do not receive P/A announcements through overhead or phone speakers? If so, is there a plan to communicate with them separately?

Sometimes, the all call system isn't as loud out on the playground. We would communicate via our walk talkies or the new emergency bell system.

Is there an internal communication plan to use during a lockdown?

Yes, teachers know what to do during a lock down regarding communication and how to signal to the office if all students are accounted for.

Has the staff received adequate training in how to conduct a lockdown?

Yes, but more training could always be beneficial.

If no, briefly describe desired training in the "desired change" field.

Desired Change

Ongoing training on Reverse Drills and Lockdowns would be helpful. Continued focus on "Run, Hide, Fight" would be beneficial. Table talk discussions and scenarios would help us work through various circumstances that could arise.

Annual Schedule for Emergency Practice Drills

All dates are subject to change or cancellation.

10/18/2018 @ 10:18 AM	The Great Shakeout Earthquake Drill
8/24/2018 @ 9:50 a.m.	Fire Drill
9/26/2018 @ 11:00 a.m.	Fire Drill
10/29/2018 @ 1:10 p.m.	Fire Drill
11/1/2018 @ 8:45 a.m.	Reverse/Lockdown Drill
11/26/2018 @ 11:00 a.m.	Fire Drill
12/14/2018 @ 1:15 p.m.	Fire Drill
1/30/2019 @ 11:00 a.m.	Fire Drill
2/8/2019 @ 1:10 p.m.	Fire Drill
3/7/2019 @ 8:45 a.m.	Reverse/Lockdown Drill
3/14/2019 @ 11:00 a.m.	Fire Drill
4/8/2019 @ 1:10 p.m.	Fire Drill
4/25/2019 @ 10:00 a.m.	Shelter in Place Drill
5/16/2019 @ 11:00 a.m.	Fire Drill

Staff Release Order Determination

After an incident, staff members will be released from their emergency response duties according to this established release order.

Staff Release Order Plan:

1. Hold staff meeting and determine the release order
 - Determine this during the first staff meeting using the “Staff Release Determination Form.”
 - The principal will keep the release order list in the Demobilization Procedures section of the emergency plan
 - List will be updated annually.



EMERGENCY RESPONSE PROCEDURES

In order to best prepare for the unexpected, the procedures established in this section have been developed for the safety of our students and staff.

Reporting an Incident

Typically, incidents involving a school will come to the attention of a faculty or staff member by observation or telephone notification. Emergency phone numbers will be posted adjacent to telephones, at employee notice boards, and/or at relevant conspicuous locations. The individual discovering or receiving information regarding an incident will do the following:

1. Notify the local emergency responders. The number is 911.
2. In case of a fire, activate fire pull alarm.
3. To activate the Incident Command System, notify the Incident Commander (Principal) and provide them the following information:
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage
 - Call back telephone number
4. The Incident Commander/Command Staff will sound the necessary alarms or voice announcements and notify the district EOC.
5. Take action to protect students, faculty, staff, and property. Immediate actions may include:
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to students and personnel
 - Directing public safety responders to the scene

Common Communication Plan Procedures

When emergencies occur, communication is critical to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below are systems and methods as to how emergency communication may be conducted:

Communication hardware and systems available:

1. Telephones/Cell phones
2. Public address system
3. Two-way radios
4. Blackboard Call & Email Program
5. E-mail
6. Runners

The following individuals will have two-way radios:

1. Incident Commander
2. Operations Chief
3. Search & Rescue Team leaders
4. Custodians
5. First Aid Station
6. Evacuation Area Director

Communication Center Set-up Procedures:

1. Pre-designated Communication Center location is subject to change, and may be dependent upon incident.
2. Communication Center location should be established within close proximity of the Incident Command Post.
3. The Command Staff will be responsible for setting up and operating the Communication Center during an incident.
4. The Command Staff will be responsible for contacting the District EOC and emergency responders (if necessary).

Internal Communication during an Incident:

1. Maintain an open telephone line for communication. Limit classroom telephone use to emergencies only.
2. The site's public address system may be used for communication and announcements.
3. Internal two-way radio communication will be available on the site's designated Channel. Radios are available in the main office.
4. During a lockdown, communication will take place via cell phone, telephone & radio.
5. During a lockdown with an immediate threat from an armed individual, cell phones will be silenced.
6. Runners may be used as an alternate communication option.

External Communication during an Incident:

1. Communication between the Command Staff, District EOC, and local emergency responders will take place via telephone or two-way radios.
2. Incident Command Staff will use channel 1 when communicating with the District EOC via two-way radio.
3. The Command Staff will process incident information through the superintendent or designated District EOC personnel in order to notify persons outside of the school of an existing emergency and the immediate action to be taken, if any.
4. All staff members are asked to refer inquiries and visitors to the Command Staff.

During an incident, families will be contacted through the InTouchK12 system and/or mobile app for information on school closure, student release, assembly areas, etc.

Site Specific Emergency Procedure

Types of Emergencies & Specific Procedures

Aircraft Crash

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to the designated assembly area and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Bomb Threat/ Threat of violence

Immediately after receiving a bomb threat the following procedures shall be followed:

1. If a bomb threat is called to the school, make every attempt to keep the caller on the phone as long as possible to gain information. Try to determine the sex and age of the caller. Try to have the caller tell you the exact location of the bomb and the time of threatened detonation.
2. The Command Staff will immediately notify the District EOC, who has the immediate responsibility to notify the Police Department.
3. The Police Department may not send units to the school at this point, but will automatically notify the Fire Department to stand by.
4. If the location of the suspicious object is not known, **STUDENTS WILL REMAIN IN THE CLASSROOMS**. Teachers should move students to the center of the room. If possible, have the students stay low and take cover under a sturdy object (desk).
5. The Principal, in conjunction with law enforcement, will make the decision to evacuate the buildings.
6. **SWEEP TEAM:** Staff will be asked to volunteer for the Sweep Team. Sweep Team members will report to the Incident Command Post.
 - a. Sweep Team members will be paired up and assigned a region of the campus to search.
 - b. Principal will coordinate with police to supervise Sweep Teams.
 - c. Upon completion of sweep of assigned areas, sweep team should report back to Incident Command Post to report "all clear" of their area.
7. Students and staff will return to the buildings only when they have been cleared by law enforcement and the Principal or designee has authorized the reoccupation and return to class upon hearing the **ALL CLEAR** bell, which is one long, continuous ring.

Campus Security Procedures

Campus Security & Utilities Teams will assign a Team Leader and report all activity and incident information to the Campus Security Director. The Campus Security Director will report to the Operations Chief. During an incident the following procedures will be followed:

Campus Security Procedures

1. Visually assess campus for fires & damage.
2. Open **designated gates** for parent ingress and egress as appropriate to the emergency.
3. Keep log of activity and assessments.
4. Maintain communication with the Campus Security Director regarding additional need for personnel to fight a fire or resolve other hazards if possible.
5. Determine the need for personnel to guard buildings or use yellow caution tape to rope off access.
6. Unlock and secure the designated exit for use by Emergency Responders and their vehicles.

7. Survey building for structural damage and report damaged areas.

Utilities Team Shutoff Procedures

1. The District EOC will deploy Maintenance & Operations teams to the school site during an emergency. All technicians are familiar with each site and its utility shut offs. In addition, the Day and Night Custodians at each site have been instructed in who to report to, where the shut off locations are, and where to find the tools.
2. If needed, shut off the necessary Utilities. See map for specific locations.
 - Gas: Can be turned off at each meter using the crescent wrench provided at each site to turn the valve into the shut off position.
 - Electrical: Electric service can be shut off at the disconnect switch at each main panel.
 - Water: Water can be shut off at the main valves using the 2-inch square water key provided at each site.
 - Alarms: Can be temporarily disabled by calling Kathy Yaeger in Facilities, at ext. 45502, before each drill.
 - Fire Alarm Monitoring - GMS Fire Alarm Monitoring – 888.467.1119
 - Intrusion Alarm Monitoring - Edgeworth Monitoring LLC – 800.318.9486

***The shut off tools are kept on-site in the Emergency Bin Containers. In addition, each of the Maintenance & Operations work trucks are equipped with these tools.**

Site Specific Emergency Campus Security Procedures

Chemical or Hazardous Material Exposure Procedures – Shelter in Place Procedures

In the event of a chemical, hazardous material, or biological attack it is highly unlikely that the dangerous materials will be detectable by sight, smell, or taste. The Principal or designee will notify classrooms and teachers in the event of such an emergency. Immediately after knowledge of exposure the following procedures shall be followed:

1. If a hazardous material incident, a chemical material incident, or a biological weapons incident occurs, **STAY INDOORS**. Do not attempt to evacuate the buildings.
2. **SHUT ALL DOORS AND WINDOWS**. Use duct tape (from emergency bags) to seal off all seams on the doors and windows.
3. **CONTACT ADMINISTRATOR OR CLERICAL ASSISTANT WHO WILL CONTACT APPROPRIATE MAINTENANCE TO TURN OFF THE HEATER/AIR CONDITIONERS**.
4. Remain in the sealed rooms and follow all instructions given by the Principal, or designee, and Burbank Fire/Police Departments until the emergency is over.

Assessment Sheet for the Hazardous Materials Policy on Next Page.

**Hazardous Materials Assessment
Procedures for Responding to a Release from
Properties or Thoroughfares Located within ¼ Mile of School
(optional)**

Assessed By:

Date Assigned:

Date Due:

This assessment provides an excellent opportunity to work with your local Fire Department. The closest station to the school will probably have a list of the businesses working with hazardous materials close to the school. You should also consider major transportation thoroughfares such as highways, rail, and airports.

Is there a business/thoroughfare posing a possible hazardous material concern with ¼ mile of the school?

If yes, list the business(s) / thoroughfares

Does your school have a “Shelter in Place” (SIP) plan?

Shelter in place is different than a “lock-down” plan. If your school does not have a written SIP, please see the SIP Assessment.

Does the school campus evacuation plan include these locations?

If your school does not have a written evacuation plan, please refer to the Evacuation Plan Assessment. If there is a plan, make sure it accounts for the above businesses

Desired Change

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here.

Demobilization & Post-emergency Procedures

Demobilization Procedures:

1. Be sure staff members understand that as a government employee they are required to stay on campus and provide assistance for up to 72 hours if they are needed. Emphasize the need to make arrangements with their families in case this occurs.
2. After completing assignments, staff members are required to check-in with their superior or the Incident Command Staff to await a second assignment or approved dismissal.
3. Staff members will be released according to the established Staff Release List.
4. Develop an after action report for any emergency response due to a declared local emergency for which the governor proclaims a state of emergency, and submit it to the District EOC. The report shall include a review of the response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.
5. The District EOC will then review and submit the after action report to the Office of Emergency Services (OES) within 90 days of the close of the incident period.
6. Conduct a post-incident performance debriefing meeting to discuss incident response actions and determine areas of improvement.

Earthquake

Prior to Earthquake

1. Please discuss all our emergency procedures with students as soon as possible.
2. Maintain evacuation backpack, bucket and clipboard in a visible & easily accessible location adjacent to the evacuation exit.
3. Know your evacuation route and ensure evacuation maps are posted at exit(s).
4. Participate in practice drills and maintain knowledge of emergency procedures.
5. Ensure tall furnishings are secured to the walls to prevent them from falling on individuals and potentially obstructing exits or walk paths.
6. Do not store unsecured heavy items above 72 inches.
7. Maintain exits free from obstructions.

During an Earthquake

1. The teacher or other staff member will shout the command, "Drop!"
2. The students are to "Drop, Cover and Hold."
3. If inside the school building students and school employees shall:
 - Get under equipment (desks, tables, etc.) where available.
 - Drop to your knees with your back to the windows and your knees together.
 - Clasp both hands firmly around the legs of a table or a desk; if this equipment is not available clasp your hands firmly behind your neck.
 - Remain in this position until a staff member says the emergency is over.
 - Once the shaking has stopped, initiate an evacuation.
4. If students and staff are outside of the school building during an Earthquake:
 - Move away from building, overhead electrical wires and stay away from objects that might fall during an Earthquake.
 - Drop to your knees and clasp your hands firmly behind your neck to protect your head.
 - Wait for shocks to subside.

After an Earthquake

1. Evaluate the classroom situation.
2. If safe, have students line up outside of the classroom.
3. **Leave the lights as they were prior to the earthquake.** Do not turn them on or off, especially in rooms where natural gas lines exist.
4. Leave doors opened and unlocked so that the search & rescue teams can check rooms for missing students.

5. Triage and stabilize students (30 seconds maximum per student) who are unable to follow your directions or have severe/life threatening injuries (Airway, Bleeding and Shock). **REMAIN WITH INJURED STUDENT IF IT IS SAFE TO DO SO.**
6. Escort the students including mobile injured students (by the safest route) to the Evacuation Area. Be careful not to aggravate any injuries. Take mobile injured students to the Medical First Aid Area.
7. Evacuate with your emergency evacuation backpack, bucket and clipboard.
8. Complete an attendance report (take roll when you arrive in the Evacuation Area). Report any missing persons, injured persons left behind, individuals taken to First Aid, and room damage to the Evacuation Area Director.
9. Supervise students at the Evacuation Area or report to the Incident Command Post as designated for your assigned job responsibility.

Explosion or Risk of Explosion

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to their designated location and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Fire on School Grounds (this practice is currently under review)

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are clearly posted by the exits in each classroom. For the protection of all occupants of the building, in case of a fire or disaster, the following evacuation procedures have been established:

1. The set alarm is distinctive and recognizable as a **signal to evacuate**. The evacuation alarm signal established can include "A possible fire has been reported in the building, please exit the building."
2. Order a verbal evacuation if the fire alarm does not sound.
3. **Call 911.**
4. Notify the Superintendent.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should **clear the building immediately**. WALK - Do not run.
7. Teachers will supervise egress from the classrooms into the designated Evacuation Areas according to the Emergency Evacuation Routes marked on the maps posted in every classroom and office.
8. If heavy smoke is present, crawl or stay near the floor for breathable air.
9. In case of FIRE ONLY, close the doors upon evacuating.
10. **Teachers will take their roll books and emergency bags** to the evacuation site, **take roll**, and complete an attendance report. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
11. If an emergency evacuation occurs when you are in the corridors, join the nearest class in leaving the building and then report to your designated Evacuation Area.
12. If an exit is barricaded, then the next nearest exit should be used.
13. The Utilities Team shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
14. The Command Staff will take the student emergency forms to the Evacuation Area.
15. Notify students and staff if and when it is safe to return to the school site and/or building under the direction of the Fire Department and in consultation with the Superintendent or designee.
16. If it is unsafe to return to the building, students will be supervised and release procedures will be initiated.

Flooding

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station. In the event of a flood, the following guidelines should be followed as much as possible:

Incident Commander

1. Determine if evacuation is required.
2. Notify District Superintendent or District Office of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
3. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
4. Post a notice on the office door stating where the school has relocated and inform the District Office.
5. Monitor local radio and television stations for flood information.
6. Notify District Superintendent of school status and action taken.
7. Delegate a search team if students or staff have been determined to be missing.
8. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

General Staff:

1. If warranted, evacuate students using evacuation plan.
2. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
3. Teachers will supervise egress from the classrooms into the designated Evacuation Area according to the established Emergency Evacuation Routes marked on the maps posted in every classroom and office.
4. Teachers will take their roll books to the evacuation site, take roll, and complete an attendance report.
5. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
6. If students or staff have been determined to be missing, a search & rescue team will conduct their duties.
7. Follow the Student Request and Release Procedures if school dismissal is warranted by the District Office.

Students and staff will be notified if and when it is safe to return to the school site and/or building under the direction of emergency responders and in consultation with the Superintendent or designee. Do not return to school building until it has been inspected and determined safe by property authorities.

High Heat & Heat Illness Procedures

AR 3514.11

The Board of Education is aware of research the health hazards of smog/smoke/weather extremes. It is intent of the Board to protect the general welfare of parents/guardians, staff and students regarding the health hazards of smog, smoke, and weather extremes.

The Superintendent or designee shall develop administrative regulations for the proper implementation of the policy with the recommendations of the Southern California Air Quality Management District and recognized public safety organizations.

Policy BURBANK UNIFIED SCHOOL DISTRICT

adopted: January 18, 2007 Burbank, California

BP 3514.11

Unhealthy Air Episodes

1. Notification

- a. The Pupil Services Department office will receive notification of the air quality index from the Air Quality Management District (A.Q.M.D.). Designated district employees will receive the information daily pertaining to Air Quality Index (AQI) readings and predictions for the day.
- b. If a smog episode is predicted, the Pupil Services/Health Services will notify each school site and Directors of Maintenance/Operations, Grounds, and Special Education to prepare for modified activities. Each school and department head will be notified again when an episode has ended.
- c. Upon receipt of notification that an unhealthy air episode has been declared, each principal/designee shall be responsible for notifying all students and staff members present that an episode has been declared. Directors of Maintenance/Operations, and Grounds shall be responsible for notifying department employees of the declared episode.
- d. School Principal or designee and Special Education Director/designee shall notify transportation companies.
- e. Once a smog/smoke episode has been declared, the procedures required by these regulations shall remain in effect until notification has been received that the episode has ended or until sunset, whichever occurs first.

2. Health Advisories

a. Sensitive (AQI 101-150)

- (1) Sensitive people: includes students with asthma, other respiratory problems or heart disease, students with notes from physicians, and students who are complaining about the effects of unhealthy air.
- (2) Students designated with sensitivity to unhealthy air may participate in an activity/event while self-limiting their participation

b. Unhealthy (AQI 151-200)

- (1) Everyone, including healthy adults and children, should avoid prolonged periods of vigorous outdoor exercise (not to exceed 10 minutes). Short bursts of physical activity that do not increase the rate and depth of respiration for extended periods of time may be acceptable.
- (2) Less vigorous activities that may be continued for extended time periods.

c. Stage 1 Smog Alert - Very Unhealthy (AQI 201-274)

- (1) Any student with respiratory or heart problems, or whose physician has so requested, should be exempt from and physical activity during this stage and should remain indoors where possible. This includes students who are complaining about the effects of unhealthy air.
- (2) The intent of this directive is to allow the continuance of a modified physical education and recreation program during the first stage while avoiding strenuous exercise, which might injurious to a student's health.
- (3) In determining whether a proposed activity can be conducted during declared smog alert, supervising personnel shall examine each proposed activity to determine its potential for unmistakably increasing the respiration rate for an extended period. The intensity of an activity may be the deciding factor as to whether it shall be included in, or excluded from, the program of the day.

(4) League regulations governing interscholastic competition will be honored. It is the responsibility of the home school principal to cancel an outdoor athletic event if a prediction is made by the S.C.A.Q.M.D. at least one hour prior to the scheduled event. The intent of this regulation is to provide enough lead-time on cancellation to stop officials and visiting teams from unnecessary travel and to minimize confusion, which will always accompany a cancellation. This is based on the assumption that any Stage 1 alert that might develop without a prediction would be at a minimal level.

d. Stage 2 Smog Alert (AQI 275-299)

(1) All unnecessary physical activity will be avoided. Scheduled non-physical activities such as board games, video games, arts and crafts, and slow walking. Every effort should be made to keep students indoors.

(2) In the event that an unpredicted Stage 2 alert is declared, the interscholastic competition and physical exercise shall cease immediately.

e. Stage 3 Smog Alert (AQI 300 or above)

All schools will be closed if notification is received by 11 a.m. on the day prior to the anticipated Stage 3.

Heat/Humidity

1. Outdoor activities by students and staff shall be modified to prevent heat stroke/heat exhaustion during hot weather.

2. When temperatures are 80 to 94 degrees Fahrenheit, the following precautions shall be taken for students involved in outdoor exercise and/or events:

a. Provide adequate time (at least 10 minutes per hour) for water breaks, rest and cooling for every half hour of physical activity.

b. Staff should review the Confidential Health Concerns notification provided by Health Service for those students who may be at risk.

c. During period of moderate to high humidity, avoid prolonged vigorous activity.

3. When temperatures are above 94 degrees Fahrenheit, the following precautions should be taken:

a. Follow items 2a and 2b above.

b. All vigorous outdoor activity may be suspended.

c. Limit outdoor activities to short periods of time.

d. Watch carefully all athletes/students and especially those with health concerns.

e. Limit athletic practices to short, non-vigorous work-outs.

Cold Weather

1. During periods of cold weather, school staff shall determine the availability of outdoor activity for students based on:

a. Wind factor

b. Student history of cold-related illness such as circulatory impairment, diabetes, etc.

2. The following precaution shall be taken to avoid cold-related illness:

- a. Vary activity level according to the temperatures.
- b. Avoid prolonged periods of outdoor exposure, especially during less vigorous activity.

Site Modifications

1. In addition to district regulations, each school shall establish guidelines to be used in implementation of the policy at the site. The principal/designee shall appoint a school site team to:

- a. Assess the physical site, including the availability of shady areas, amount of grass, blacktop and accessibility of drinking fountains.
- b. Define and identify sensitive students at the site, using the Confidential Health Concerns notification provide by health services. Consider also:

Students with notes from physicians regarding activity restrictions relative to unhealthy air and/or temperature.

- c. Develop a plan to quickly notify these identified students when necessary.
- d. Identify indoor areas for student activity and establish a plan for supervision.
- e. Develop a list of suggested outdoor and indoor activities related to specific unhealthy air episodes, temperature extremes, and weather conditions considering school population, equipment and space available.
- f. Consider modification of class schedules to allow physical education classes to be conducted in the morning.
- g. Identify resources for student curriculum regarding effects of unhealthy air, temperature extreme, and preventative measures.
- h. Develop a site plan based on the above considerations, with review by student Services/Health Service staff.
- i. Communicate the school site plan to the Chief Facilities and Development Superintendent/designee for review.
- j. Communicate the school site plan to students, parents/guardians, and staff.

Regulation BURBANK UNIFIED SCHOOL DISTRICT

approved: January 18, 2007 Burbank, California

Heat Illnesses: Symptoms, Causes, and Immediate Treatment

The three major forms of heat illnesses are heat cramps, heat exhaustion, and heat stroke. If a student shows any of the heat illness symptoms listed, first aid procedures are to be initiated immediately.

Heat Illness	Symptoms	Causes	Immediate Treatment
Sunburn	<ul style="list-style-type: none"> Redness, pain, and/or swelling of skin Blisters Fever & headaches 	<ul style="list-style-type: none"> Exposure to high heat and ultraviolet radiation from the sun 	<ul style="list-style-type: none"> Leave water blisters intact to speed healing and avoid infection If blisters break, apply dry sterile dressing Refer serious cases to a physician
Dehydration	<ul style="list-style-type: none"> Dry mouth Thirst Headache Dizziness 	<ul style="list-style-type: none"> Lack of hydration 	<ul style="list-style-type: none"> Move student athlete to cool environment Initiate oral rehydration Maintain hydration throughout

Heat Illness	Symptoms	Causes	Immediate Treatment
	<ul style="list-style-type: none"> • Muscle cramps • Excessive fatigue • Decreased performance 		<ul style="list-style-type: none"> • If student fails oral rehydration (due to excessive nausea or vomiting) transport to medical facility for intravenous fluids
Heat Cramps	<ul style="list-style-type: none"> • Heat cramps are muscle pains or spasms, usually in the abdomen, arms, or legs that might occur in association with strenuous activity • Frequently occur sometime later after strenuous activity, or when relaxing 	<ul style="list-style-type: none"> • Caused by heavy sweating during strenuous activity • Sweating depletes the body's salt and fluids. • Low salt levels in the muscles can cause painful cramps 	<ul style="list-style-type: none"> • Stop all activity and sit in a cool place • Drink water, clear juice, or a sports beverage • Avoid drinking alcohol, soda, caffeine and sugar drinks • Avoid strenuous activity for a few hours after the cramps subside
Heat Exhaustion	<ul style="list-style-type: none"> • Heavy sweating • Paleness • Muscle cramps • Tiredness/weakness • Dizziness • Headache • Nausea or vomiting • Fainting • Cool & moist skin • Fast & weak pulse rate • Fast & shallow breathing 	<ul style="list-style-type: none"> • Heat exhaustion can develop after several days of exposure to high temperatures • Inadequate or unbalanced replacement of fluids • Exercising in a hot environment 	<ul style="list-style-type: none"> • Move out of the sun and seek a cool air-conditioned environment • Rest • Take a cool shower, bath, or sponge bath • Remove restrictive clothing, equipment, and helmets • Drink water, clear juice, or a sports beverage • If nausea occurs, discontinue drinking water and seek immediate medical attention
Heat Stroke	<ul style="list-style-type: none"> • Rectal body temperature of 104°F or higher • Red, hot, and dry or moist skin • Rapid, strong pulse • Throbbing headache • Dizziness • Nausea • Confusion • Unconsciousness 	<ul style="list-style-type: none"> • Body Temperature rises rapidly • Sweat process fails • Body is unable to cool down 	<ul style="list-style-type: none"> • If heat stroke is suspected, CALL 911 IMMEDIATELY • Move to shade/cool environment • Remove restrictive clothing, equipment, and helmets • Rapidly cool the ill person (immerse in cool water, cool shower, spray or sponge with cool water, apply ice bags at the neck, armpit, and groin area) • Monitor temperature and continue cooling until temperature drops to 101-102°F • Remove person from water to prevent overcooling • Provide sips of water • If emergency personnel are delayed, call the emergency room for further instructions • Ill person should be transported to the hospital for observation even after all field treatment has been successful

Lockdown Procedures

*****BUSD Lockdown procedure is under revision. This is a generic Lockdown Procedure*****

A lockdown will be initiated for one or more of the following situations: a major incident in the community or on campus or information from the police department. This may include situations such as rioting, a hostage situation, or a weapon or threat on campus. For the protection of all occupants of the building, in case of a lockdown, the following procedures have been established:

1. A continuous verbal announcement, *"The school is in lockdown"* will initiate a lockdown. Do not dismiss class and secure doors and windows.
2. Ignore all other bells. If a fire bell sounds during a lockdown, you are to remain in your room or secured location until advised what to do via E-mail, text, telephone, or public address system. Do not automatically evacuate until you receive specific instructions.
3. Command Staff or Campus Security Director should shut off main bell system to prevent unwanted bells from sounding.
4. Notify police, call 911. Advise police if you know the location, description or identity of the threat, or if you need medical direction for a victim.
5. Notify Superintendent or designated District EOC.
6. Lock the doors, turn off lights, close the blinds, and stay out of sight. **Do not open a door after a lockdown initiation under any circumstances.**
7. Students, staff, or visitors found outside of classrooms during a lockdown initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
8. Do not attempt to restrain a student who runs outside.
9. Remain seated on the floor and out of sight during the lockdown.
10. Silently take roll and account for students and staff. Notify Command Staff (via E-mail, text, or phone) of any missing persons or persons who were swept in from the outside.
11. Communication during the lockdown will take place via text or E-mail. Continue to monitor your texts or e-mail. Once the school is secured, a text or e-mail will be sent giving information relative to the situation. For extended lockdowns, regular texts or E-mails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time. NOTE: When dialing 911, the school's black digital Cisco phones inform Burbank police dispatch of your exact building and room location.
12. Until specific directions are given, students should not use cell phones to place calls, send texts, or access the Internet. All cell phones must be silenced. If the lockdown lasts for an extended period of time, directions will be given to teachers by e-mail, text, or phone as to how cell phones or other communication devices may be used by students.
13. The door to your room may be opened by administration or emergency responders to put in students/visitors who are caught out in the hallways during the lockdown.
14. The lockdown will be lifted when judged to be safe by the police department, district personnel, or the Incident Commander. At that time, a school wide announcement will be made, or authorized personnel will go door-to-door, with a master key, and notify each classroom individually.

PLEASE NOTE: Lockdowns may last for several hours. Create relief stations" for your students and yourself using the emergency buckets.

Site Specific Lockdown Procedure

Medical First Aid Procedures

All Medical First Aid & Morgue Teams will assign a Team Leader and report all activity and incident information to the Medical First Aid Director. The Medical First Aid Director will report to the Operations Chief. During an incident the following First Aid & Morgue procedures will be followed:

Medical First Aid & Morgue Procedures

1. Retrieve Medical First Aid supplies from the emergency supplies container.

2. Set up Medical First Aid and Morgue areas. The Morgue area should be in as private an area as possible and as far from human activity as possible.
3. As victims arrive conduct proper triage procedures.
 - Sort victims according to injury severity (Immediate, delayed, deceased) and tag all victims with a chief complaint using a triage tag or duct tape.
 - List on the tag or tape: Category, time & victim number. If possible, identify individual.
4. Place victims in separate and distinct treatment areas, laying victims head to toe (one row per First Aid Team member).
5. If an individual must be moved, prepare victim for transport (cover all open wounds, splint fractures, and make patient comfortable).
6. Monitor victims' condition(s) and recheck periodically to evaluate if condition has changed. "Treat as you go...from head to toe."
7. Keep log of information and destinations of patients.
8. Maintain cleanliness throughout area!

Return-to-Play Considerations

When staff members are determining whether or not students should return to play after exhibiting signs of or diagnosed heat illness, the following considerations must be made during the assessment.

Dehydration:

- If degree of dehydration, as assessed by the supervising staff or coach, is minor and the student is symptom-free (see symptoms list), continued participation may be deemed as acceptable.
- If there is any concern for continuation of symptoms after oral rehydration on the field the student should be held out from continued participation.

Heat Cramps:

- Student should refrain from physical activity until resolution of symptoms.
- When symptoms have resolved, student should be assessed to determine if he/she can perform at the level needed for successful participation.
- If the episode was acute or severe, the student's diet, rehydration practices, electrolyte consumption, fitness status, level of acclimatization, and use of dietary supplements should be reviewed and modified to reduce the risk of recurrence.

Heat Exhaustion:

- Student should be symptom-free and fully hydrated.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Physician clearance is recommended to rule-out possible underlying condition(s) that may predispose the student athlete for further problems.

Heat Stroke:

- Student should be symptom-free and fully hydrated.
- Medical clearance from student's physician is strongly recommended.
- To avoid recurrence, be sure to rule out any underlying condition or illness that predisposed the athlete to the heat illness.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Correct any acclimatization and fitness level problems before player returns to full intensity training in heat.

Search & Rescue Procedures

All Search & Rescue Teams will assign a Team Leader and report all activity and incident information to the Search & Rescue Director. The Search and Rescue Director will report to the Operations Chief. During an incident the following Search & Rescue procedures will be followed:

1. After you have taken your class to the designated assembly area, take attendance.
2. Team up with other members of your S&R team. If any of your team members do not arrive, please notify someone at the S&R Team Command Post. You may be assigned another partner.
3. If you are a team leader, get a walkie-talkie and a master key from the Sweep Team Command Post.
4. Retrieve a backpack with your supplies.
5. You will be given a map of your assigned rooms to search based on intel that a person was last seen in that room.
6. Enter room only if directed or if you see or hear something requiring investigation, and then, only if it seems safe. Make a slash (\) on the door to indicate that you entered.
7. If you find any casualty, administer lifesaving first aid only. Locate a person in the area with a walkie-talkie and call for a stretcher if necessary.
8. After searching a classroom and conducting any necessary rescues, make another slash (/) to create an X upon exiting the room. Write the date and time in the upper quadrant of the X, your SR Team # in the left quadrant, any hazards discovered in the right quadrant, and number of remaining live or dead victims in the lower quadrant of the X.
9. Upon conclusion of your search, return to the Incident Command Post.

Important: While conducting a rescue, use radios for emergency contact only, such as, reporting an injured team member, requesting additional assistance to rescue victims, or reporting severe room damage and aborting the rescue.

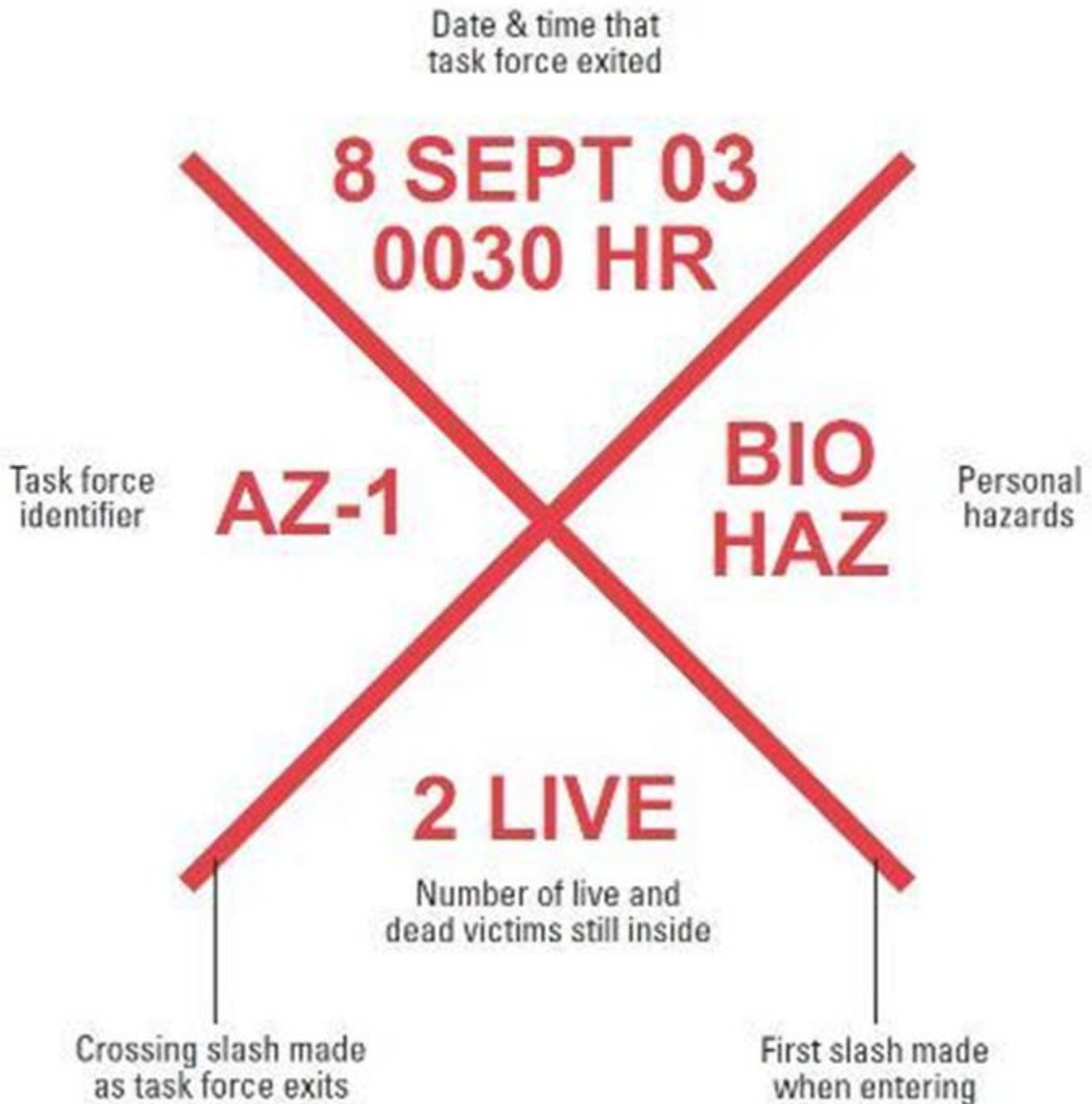
Site Specific Search and Rescue Procedure



Search & Rescue Marking System for Rooms

Enter room only if directed or if the team sees or hears something requiring investigation, and then only if it seems safe to enter. Make one slash if entering room and the other when exiting (or moving on to next room). Have paper, tape and Sharpies in S&R kit unless you just want to write on the door. Fill in as much info as possible, but if time is limited, try to at least get the time & date on there.

Other hazards might be wires down, broken glass, flooding.



Shelter in Place

*****BUSD is revising this procedure. This is a generic Shelter In Place procedure.*****

Shelter in place will be initiated when there is a need for personal protection within buildings on a school campus or within a district building. Shelter may be necessary during one or more of the following situations: an incident involving an airborne contaminant from a hazardous material exposure, outdoor environment contamination, a chemical or biological or natural disaster. For the protection of all occupants of the building the following procedures have been established:

1. A public address announcement will initiate Shelter-in-Place. For example, *"Shelter in Place, a hazardous chemical leak has been reported in the neighborhood surrounding our school."*
2. During an incident involving a hazardous material exposure or outdoor environment contamination the Command Staff or Campus Security Director should **immediately shut off fans and/or HVAC systems** to prevent indoor contamination. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled. (*Shutting down HVAC may require shutting down entire electrical system.)
3. If necessary, notify emergency responders, call 911. Advise emergency responders if you know the location of the threat or if you need medical direction for a victim.
4. Notify Superintendent or designated District EOC.
5. Immediately close doors, close windows, seal air vents, and stay inside. Do not go outdoors unless otherwise instructed. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
6. Students, staff, or visitors found outside of classrooms during a Shelter-in-Place initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
7. Avoid Shelter-in-Place in a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors. Gyms and auditoriums may not be able to be sealed.
8. Take roll and account for students and staff. Notify Command Staff (via email or telephone) of any missing persons or persons who were swept in from the outside. Report anyone in need of medical attention.
9. Communication during Shelter-in-Place will take place via email, P/A and/or telephone. Continue to monitor your email, information relative to the situation will be distributed. For extended Shelter-in-Place situations, regular emails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time. NOTE: Communication with substitutes will take place via telephone. Please limit classroom telephone use to emergencies only.
10. Listen for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Shelter in Place Assessment (Optional)

Assessed By: Jennifer Culbertson (Principal) and Elizabeth King (Office Manager)

Date Assigned: 11/5/18

Date Due: 12/10/18

Your task is to review policy and procedure to shelter in place in the event of an environmental, weather or wildlife related incident on or near campus.

*Board policy exists, but is currently under review. Make sure that your school has a plan consistent with policy.

Does staff know how to activate a Shelter in Place and who may initiate?

Yes, but we are still needing to put the "all call" extension on all telephones in the school so staff can initiate a lock down easily.

Does the whole staff know how to make a campus-wide announcement from their class/office phone?

Yes, but we are still needing to put the "all call" extension on all telephones in the school so staff can initiate a lock down easily.

Are there any rooms or interior or exterior areas that do not receive P/A announcements through overhead or phone speakers? If so, is there a plan to communicate with them separately?

Sometimes the all call system isn't as loud out on the playground. We would communicate via our walk talkies or the new emergency bell system.

Is there an internal communication plan to use during a Shelter in Place?

Yes. Teachers know what to do during a Shelter in Place Drill regarding communication and how to signal to the office if all students are accounted for.

Has the staff received adequate training in how to conduct a Shelter in Place?

Yes. More training could always be beneficial.

If no, briefly describe desired training in the "desired change" field.

Desired Change

On going training on Reverse Drills and Lockdowns would be helpful. Continued focus on "Run, Hide, Fight" would be beneficial. Table talk discussions and scenarios would help us work through various circumstances that could arise.

Structured Reunification of Students with Parents/Guardians

Depending upon the emergency response circumstances, family reunification with children may occur offsite.

1. Upon arrival parents check in at a Request Gate, show identification, verify emergency contact, and request their child for pick up.
2. Staff direct families to the Reunion Gate while additional staff call for or collect the children to reunite with families at the Reunion Gate.

Suicide Prevention

BUSD BP 5141.52

The Board of Education recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. [1020](#) - Youth Services)

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. [6142.8](#) - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

(cf. [5145.9](#) - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code [215](#))

Policy BURBANK UNIFIED SCHOOL DISTRICT

adopted: January 18, 2018 Burbank, California

BUSD AR 5141.52

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of the district Director of Wellness in cooperation with one or more community mental health agencies and applicable staff.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

Training materials shall include research-based approaches to addressing youth suicide, how to identify appropriate mental health resources at the school site and within the community, and when and how to refer youth and their families to resources and services. Training materials may be provided virtually for self-review. (Education Code [215](#))

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance abuse disorders; students who are experiencing homelessness or who are in out-of-home

settings such as foster care; students experiencing harassment, trauma, or violence; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, trauma, family instability, impulsivity, and other factors

(cf. [5131.6](#) - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a person's suicide risk, such as personal/social skill development including interpersonal communication skills, problem-solving skills, and accessing resources; resiliency building skills such as goal-setting, problem-solving, and coping skills; access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. [5141.6](#) - School Health Services)

(cf. [6164.2](#) - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy physical, mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Recognize signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can spark feelings of hopelessness, helplessness, or worthlessness leading to self-harm including suicide

2. Personal/social skill development including decision making, coping, goal setting, interpersonal communication, analyzing influences, and managing personal health choices leading to resiliency and self-efficacy

3. Destigmatize substance abuse, trauma, mental illness, mental disorders, and self-harm including suicide

4. Identify trained and trusted adults at school or within the community as well as crisis intervention resources where youth can get help for themselves or suicidal peers

(cf. [1020](#) - Youth Services)

(cf. [5131.6](#) - Alcohol and Other Drugs)

(cf. [5141.6](#) - School Health Services)

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6164.2](#) - Guidance/Counseling Services)

Intervention

Students shall be encouraged and empowered to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of self-harm, including suicide, or when they suspect or have knowledge of another student's self-harm or suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal and school counselor, nurse, or other designated qualified personnel.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code [49602](#))

(cf. [5141](#) - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code [215](#))

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [5141](#) - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. [5125](#) - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors, school psychologists, or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. [1112](#) - Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Regulation BURBANK UNIFIED SCHOOL DISTRICT

approved: January 18, 2018 Burbank, California

Preventing Youth Suicide: A Guide

Warning Signs of Suicide

- Direct threats of suicide such as "I am going to kill myself".
- Indirect threats of suicide such as "I wish I could fall asleep and never wake up."
- Seeking out ways to die or kill oneself.
- Talking about feeling trapped or in unbearable pain.
- Displaying mood swings, showing rage or talking about seeking revenge.
- Prior indicated risk of suicidal or prior suicidal behavior.
- Suicidal posts, plans, notes, or messages.
- Deliberate self-injury such as running into traffic, jumping from heights, or cutting/scratching/markings the body.
- Unusual changes in behavior, appearance, feelings, or actions.

The more of these signs, the greater the risk.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

What to Do if Warning Signs Exist

- Try to remain calm.
- Provide constant supervision, do not leave the person alone.
- Remove any firearms, alcohol, drugs, or sharp objects that could contribute to a suicide attempt.
- Ask: "Are you thinking about suicide?"
- Listen and focus on concern for the person in non-judgmental tones and words.
- Seek immediate support from your pediatrician, community mental health provider, local police mental health team, or hospital. You may also phone **1-800-273-8255** 24/7 for immediate support.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

Suicidal Risk Factors

Individual level: history of depression and other mental illnesses, hopelessness, substance abuse, certain health conditions, previous suicide attempt, violence, victimization and perpetration, and genetic and biological determinants.

Relationship level: high conflict or violent relationships, sense of isolation and lack of social support, family/loved one's history of suicide, stress at work, school, or with finances.

Community level: inadequate social or community connections, barriers to or lack of health care.

Social level: availability of lethal means of suicide, unsafe media portrayals of suicide, stigma associated with help-seeking and mental illness.

CDC, 2017

Suicidal Protective Factors

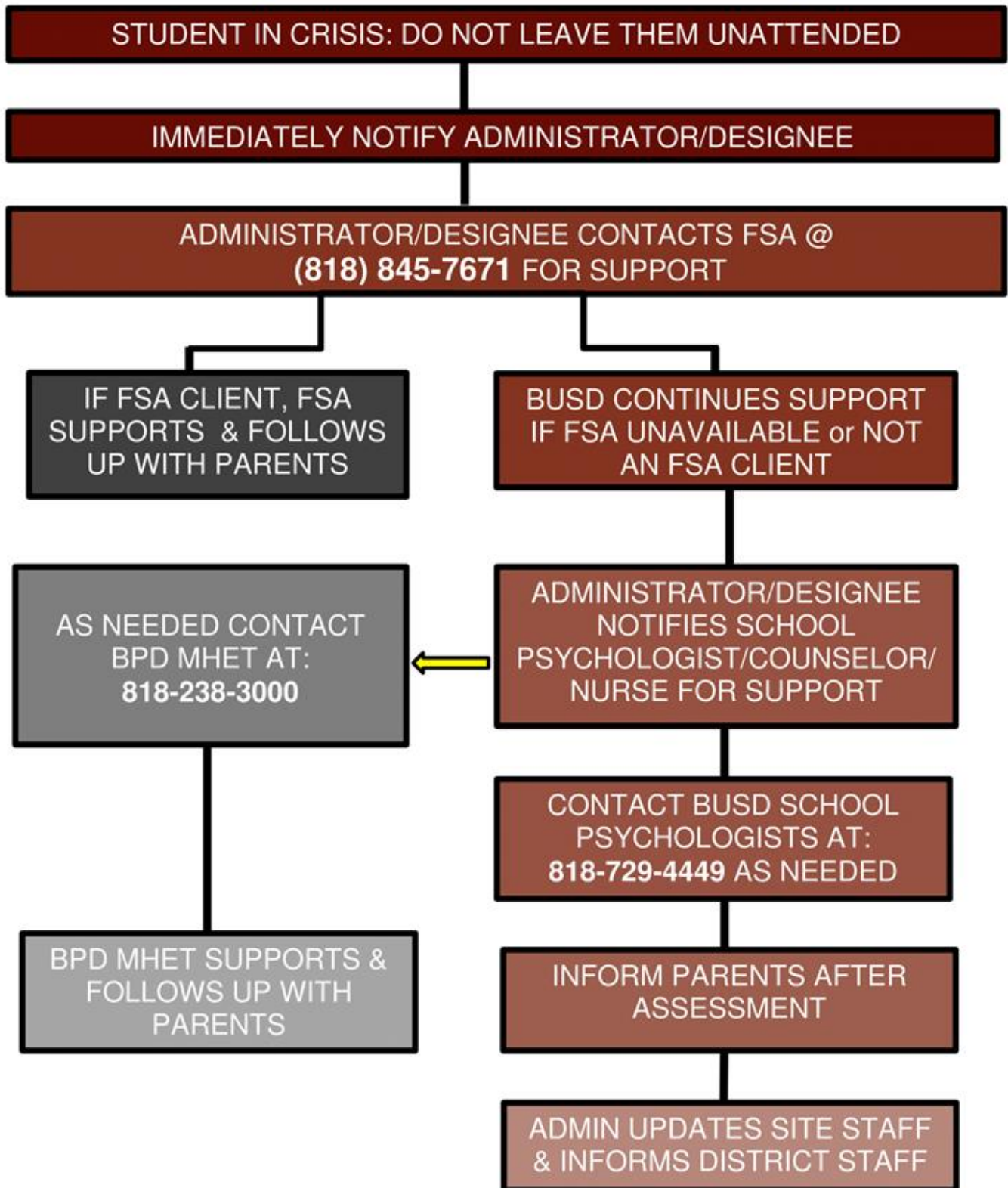
- Implement "Safe Storage Practices" including locking drugs/medicines, guns/weapons, sharp objects.
- Teach, model, and reinforce resiliency skills such as coping strategies, conflict resolution, critical thinking, and emotional expression skills.
- Participate in adult/child relationship-building programs that enhance positive adult/child interactions and improve child's behavioral, social, and emotional skills and abilities.
- Work with professionals to help the person at risk create a safety plan.
- When talking, blogging, commenting, social networking about suicide, include stories of hope, resiliency, and coping skills as well as the warning signs and links to treatment, services, and helplines.

CDC, 2017

SUICIDE INTERVENTION RESOURCES:

FAMILY SERVICE AGENCY OF BURBANK (FSA): http://familyserviceagencyofburbank.org/	1-818-845-7671
BURBANK POLICE MENTAL HEALTH EVALUATION TEAM (MHET):	1-818-238-3000
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY http://www.suicideispreventable.org/?know-the-signs	1-800-273-255
LA CHAPTER, AMERICAN FOUNDATION FOR SUICIDE PREVENTION, https://afsp.org/chapter/afsp-greater-los-angeles/	1-424- 327-7101
LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH: http://dmh.lacounty.gov/wps/portal/dmh	1-800-854-7771
NATIONAL SUICIDE PREVENTION LIFELINE https://suicidepreventionlifeline.org/	1-800-273-8255 TEXT: START 741741
SOCIETY FOR THE PREVENTION OF TEEN SUICIDE http://www.sptsusa.org/	1-732-410-7900
TEEN LINE https://teenlineonline.org/	1-310-855-4673
THE TREVOR PROJECT https://www.thetrevorproject.org/	1-866-488-7386
FOR MORE RESOURCES: https://www.burbankusd.org/District/Department/Wellness-Programs-and-Services	

***IF THIS IS AN EMERGENCY: DIAL 911**





BURBANK UNIFIED SCHOOL DISTRICT

 **WELLNESS PROGRAMS AND SERVICES**

1920 W. Clark Ave.

Burbank, CA 91506

Telephone: **(818) 729-4441**

E-Mail: johannachase@burbankusd.org

SITE GUIDANCE FOR SUPPORTING STUDENTS IN CRISIS*

If direct or indirect information is received that a student may have suicidal ideations or be in danger of self-harm, please follow these guidelines.

***IF THIS IS AN EMERGENCY: DIAL 911**

1. Do not leave the student unattended.
2. Immediately notify the site administrator/designee.
3. Site administrator/designee phones Family Service Agency of Burbank (FSA) at **(818) 845-7671** to determine if the student is supported by FSA since FSA may be able to provide counseling support.
4. If the student is not supported by FSA or FSA cannot be reached, seek support from BUSD school psychologist, school counselor, or school nurse.
5. If the site school psychologist, school counselor, or school nurse is unavailable, call BUSD School Psychology office at: **(818) 729-4449** and ask for immediate support from a school psychologist.
6. If further support is needed, call Burbank Police Dispatch at: **(818) 238-3000** and ask for the Mental Health Evaluation Team (MHET). Provide details as requested by Burbank PD.
7. Parents notified once school staff, FSA, or BPD-MHET assessment has been made.
8. As soon as possible the school administrator / designee updates the:
 - ✓ School Nurse, School Psychologist, and at secondary schools the School Counselor and;
 - ✓ Johanna Chase, Director of Wellness 818-252-0770 and either;
 - ✓ John Paramo, Director of Secondary Education if a secondary student or;
 - ✓ Peter Knapik, Director of Elementary Education if an elementary student.
9. Administrator/designee informs Kimberley Clark via E-mail.

DOCUMENTATION & RECORDKEEPING

In this section, compliance with SEMS shall be documented in areas of planning (development, revisions, reviews), training, exercises (drills), and performance (activities performed during emergency where SEMS was implemented) per California Code of Regulations, Title 19, Division 2, Chapter 1, §2443 (b).

Planning Recordkeeping

Planning records of the emergency plan and procedures pursuant to the SEMS regulation will be maintained as documentation of compliance. Planning may include the development, revisions, or changes made to the plan or its procedures.

Exercises Recordkeeping

Documentation of SEMS emergency plan and procedures exercises performed throughout the year will be maintained as records of compliance. Exercises may include mandated drills and participation in the great shakeout drill.

Training Recordkeeping

SEMS training provided for identified emergency response personnel is documented and records are maintained within the program or integrated with the school's training documentation system. Training records for employees holding an emergency response role should be maintained for the duration of his/her employment.

The following training records will be maintained:

1. Name of the training course
2. Name of instructor
3. Location of training
4. Date of training
5. Documentation of the school's SEMS training program (including copies of the training materials used, such as, instructor syllabus, lesson plans, exercises, and tests)

Performance Recordkeeping

Performance records of the actions and activities executed during an incident according to the established emergency plan and procedures pursuant to the SEMS regulation will be maintained as documentation of compliance. Performance includes all activities performed during the emergency where SEMS was used or implemented.

Assessment Sheet for the Existing Resources on Next Page.

Existing Resources

Assessed By:	Jennifer Culbertson (Principal) and Jennifer Johnson (Parent)
Date Assigned:	11/5/2018
Date Due:	12/10/2018

This assessment identifies readily available resources (both funding and person-power) you have to help you set and achieve realistic goals. You may want to conduct a parent or student survey to find out who involved with your campus has special skills such as construction, technology, first-aid, etc.

We have provided some ideas but there are likely more to add. You should give a brief description of the resource and how it might be used. You don't want to set goals that are unattainable due to lack of available resources. Some things you might include are: GRANTS, COMMUNITY PARTNERSHIPS, FUNDS FROM PTA OR BOOSTER CLUBS, PARENTS WITH SPECIALIZED SKILLS or CONNECTIONS, etc.

As part of the preschool paperwork packet, we provided all parents with a survey to take in August. The survey allowed us to see what resources our parent community could offer. Volunteer coordinator, Tanya Whitford, has been in charge of compiling the data and creating a spreadsheet to house the information. We got many responses back from parents and had many willing to help in any way possible. Tanya emailed the contact information to the main "chairs" of each program or service (Talent Show, Jog A Thon, Carnival, etc.). As programs come up, we are reaching out to parents to utilize their expertise. Our PTA, Boosters, and ELAC groups work together to support our various programs. We have partnered with Logix Federal Credit Union for many years. During our Direct Donation Drive. they provide a matching grant up to \$2,000. We also partner with Warner Bros. to provide our Young Storytellers program. Disney and Costco have been partners as well. Finally, we work closely with Education Through Music, Los Angeles to support our schoolwide music program. Garri Dance and Arts for All are two final community partners.

Campus Crime

Assessed By: Carla DeSpain, Parent

Date Assigned: 11/5/2018

Date Due: 11/20/2018

This assessment calls for an accounting of the number of crimes that occurred on campus or at school related functions from the previous school year to date, and recent crimes occurring near campus that may impact students or staff arrival or departure from campus. You will need to work with local law enforcement during this assessment. Do not simply accept a "crime log" detailing area incidents. Ask the officer/deputy to sort out and explain those incidents which meet the above criteria. The best case is to establish a continual and meaningful dialog with your law enforcement liaison.

Number/type of crimes on campus from the previous school year to date.

Includes crimes that might not have been reported to police such as graffiti. DO NOT include crimes such as child abuse reports that were reported by the school but did not occur on the campus. Use simple terms for "type of crime" such as vandalism, theft, and assault.

Number of Crimes: 0

Type(s) of Crime:

There have not been any type of crime on campus at Providencia.

Number/type of crimes occurring near campus impacting safe arrival/departure.

Ask your officer/deputy about area traffic collisions around the drop-off/pick-up times as well as criminal activity.

Number of Crimes: 0

Type(s) of Crime:

Drug violations, theft, weapons, motor vehicle theft. Only 3 crimes occurred during the school day, but none of them impacted safe arrival or departure.

DESIRED CHANGE

Based on the above information have you determined the need to create new procedure(s) or improve existing procedure(s)? If yes, briefly detail the desired change here. Keep in mind a desired change could include improving the method of gathering crime related data.

No change needed. Most crimes are NOT taking place during the school day cloase to arrival or departure.

Desired Change Log

Type in the assessment name and then copy and paste the desired change from the assessment into the related field. If more room is needed, use the same procedure in the following fields. You may use as many of these pages as necessary. If an assessment had "no change" you DO NOT have to put that on this log.

Assessment	Desired Change
School Discipline Rules and Procedures	We need to continue to monitor discipline and make changes to the PBIS plan as needed. Assessors noted that more social media training is necessary. A process to support on chronically absent students needs to be identified and implemented. We also need to put more positive things in place for students to be recognized for attending school regularly.
Disaster/Earthquake Plan	<ol style="list-style-type: none"> 1. Vests for student runners to make them more visible and identifiable. 2. Walkie talkies do not work at the release and request gates. 3. Staff awareness of staff health concerns. Allergies, medical conditions, medical restrictions, etc. 4. Request gate, release gate and 1st Aide area could all use a table and chairs 5. Binoculars 6. Staff photos with names.
Procedures for Safe Ingress/Egress	<p>URGENT CHANGE: The chain link fence behind the new kindergarten bungalow is connected to another fence with rope, meaning if someone cut the rope they could easily pull back the fence and gain access to campus.</p> <p>PTA/Booster sheds by room 23 could allow someone to hide behind them.</p> <p>Exterior lighting at night isn't as bright as it could be by the staff parking lot. There is also a very dark corner behind the new kindergarten bungalow due to lack of lighting when the new bungalow was installed.</p> <p>Climbing resistant fence should be installed in the exterior areas of the school where the old chainlink fence has holes large enough for a person to climb (specifically the fence adjacent to the faculty parking). This area of the school is also less visible due to the lack of staff/classrooms in the back part of the school.</p> <p>All call extension should be posted on all telephones in the school so staff can initiate lock-down easily.</p> <p>Teachers are unable to draw their blinds in the event of a lock-down as they are old/broken.</p> <p>The exit door to the teacher parking lot (which has minimal surveillance) has a push bar which means students could easily exit.</p>
Lockdown Procedure	Ongoing training on Reverse Drills and Lockdowns would be helpful. Continued focus on "Run, Hide, Fight" would be

	beneficial. Table talk discussions and scenarios would help us work through various circumstances that could arise.
--	---

People/Place Goal and Action

"PEOPLE" RELATED GOAL/ACTION PLAN(S)

After assessing a specific factor known to impact campus safety, we have identified an area of desired and reasonable change or improvement for the upcoming school year. The following is our plan to improve.

Goal

What is intended improvement? Use numbers or other expected indicators. For example, "We will have a 10% reduction in tardiness."

We need to decrease the amount of tardies and unexcused absences, while focusing on the students who are at risk of being chronically absent. We hope this focus will lead to a 10% reduction in the number of students who are chronically absent.

Action Plan(s)

How will it be accomplished

Task(s)

Increase positive reinforcements and recognition for attendance, involve Intervention Specialist to personally contact and communicate with at risk families, utilize the Community Resource Assistant to reach out to our Spanish speaking community, use the "all call" system to contact parents when absences or tardies occur, principal will meet monthly with attendance specialist to review absences and tardies. Investigate morning yoga or stretching to get students excited to come on time.

Responsible Person(s)

By name, not title or group

Jen Culbertson, Carly Gilmore, Rosalinda Pozos

When will it/they be accomplished

Carly Gilmore and I will meet monthly with Ivan Zamudio, Attendance Specialist, to review attendance data. We hope to see a 10% reduction in the number of students who were chronically absent in 2017-2018 vs. 2018-2019. We will review data after the school year is complete on May 25, 2019.

“PLACE” RELATED GOAL/ACTION PLAN(S)

Goal

What is intended improvement? Use numbers or other expected indicators. For example, “We will have a 10% reduction in tardiness.”

To increase student and staff safety on campus and the surrounding areas during normal school days and during emergency situations (earthquake, active shooter, shelter in place).

Action Plan(s)

How will it be accomplished

Task(s)

- * Purchase items needed to be able to help in the aftermath of an earthquake (see actual assessment for items).
- * Contact district again to fix the fence near the new bungalow.
- * Put all call extension on all phones so staff know how to initiate a lock down from any phone.
- * Investigate how to draw blinds in all classrooms or come up with an alternate in case of a lockdown.
- * Provide ongoing training with the support of Burbank PD on how to handle active shooter situations with a focus on Run, Hide, Fight guidelines

Responsible Person(s)

By name, not title or group

Jen Culbertson, Elizabeth King

When will it/they be accomplished

This is an ongoing goal with the intent to have all tasks completed by June, 2019.

The school site council or safety committee shall notify, in writing, the following persons and entities of the public meeting:

1. The local mayor.
2. A representative of the local school employee organization.
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs.
4. A representative of each teacher organization at the school.
5. A representative of the school's student body government.
6. All persons who have indicated that they want to be notified.

Certification of Assurances

Burbank Unified School District Comprehensive School Safety Plan Senate Bill 187 Certification of Assurances

Providencia Elementary School in Burbank Unified School District, has a safe campus with an environment that is conducive to learning.

The attached Comprehensive School Safety Plan (CSSP) is in compliance with the provisions required for Senate Bill 187, Chapter 73. This plan has met the following requirements:

1. The attached CSSP contains the required components required by Education Code 32280-32289.
2. The School Site Council includes the following representatives: Principal and/or Assistant Principal, BTA certificated employee, BUSD-CSEA classified employee, and parent representatives.
3. The School Site Council consulted with law enforcement and fire agencies when writing this plan. (NEMS)
4. The School Site Council conducted a public hearing on the plan in order for the public to express an opinion on the plan.
5. The School Site Council adopted the recommended CSSP.
6. A copy of the CSSP has been provided to the Superintendent or designee.
7. The Board of Education adopted the original plan on Feb. 2018. It has been updated this year on 12-10-18.
8. Information in the plan will be disseminated to all teachers, parents, and students.
9. School Site Council Meeting Date: 12-10-18
10. Board of Education Meeting Date: Feb. 2019

Principal

BTA Member





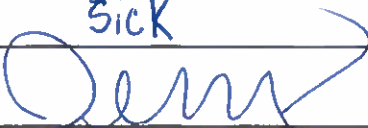




Parent Representative

School Site Council Representative

CSEA Member

Emergency Evacuation Map

School Site Council
December 10, 2018
Please sign in.

Print Name	Signature
Regina Ainsworth	
Jennifer Culbertson	 Sick
Carla DeSpain	 Sick
Kirsten Jackson	 Sick
Jennifer Johnson	 Sick
Denise King	 Datti Reinoso
Patricia Reinoso	 Dee Tennyson
Dee Tennyson	 Talar Topalian
Talar Topalian	
Sidia Valqui	

Safety Committee Members and Roles
2018-2019

Name	Title/Role
Jen Culbertson	Principal
Talar Topalian	Curriculum Specialist
Kirsten Jackson	ELD Specialist
Denise King	Classroom Teacher
Patti Reinoso	Classified Staff
Regina Ainsworth	Parent- Year 1
Carla DeSpain	Parent- Year 1
Jennifer Johnson	Parent- Year 2
Dee Tennyson	Parent- Year 1
Sidia Valqui	Parent- Year 2 (ELAC President)
Elizabeth King	Office Manger (Site rep for district safety committee)



COMPREHENSIVE SAFE SCHOOL PLAN

DATE: December 10, 2018

TO: Matt Hill, Ed.D., Superintendent

FROM: Jen Culbertson, Principal

Providencia Elementary School

Comprehensive Safe School Plan

For the 2019/2020 School Year

In compliance with California law, our School Site Council, in partnership with the local police and fire departments and other stakeholders, have engaged in a systematic planning process that included assessing factors known to impact school safety.

As a result of these assessments, we have set two reasonable goals for the upcoming school year intended to support a safe and orderly campus conducive to learning. Each of these goals are included in the report and are supported by defined objectives and time specific tasks for accountability.

The entire plan was shared in a public meeting at our school on **January 15, 2019**, and is now being submitted for Board review.

Reply | ▾ Delete Junk | ▾ ...



Meeting at Providencia Elementary



Jennifer Culbertson

Wed 1/9, 10:40 AM

egabel-luddy@burbankca.gov ▾



Reply | ▾

Sent Items

Good Morning,

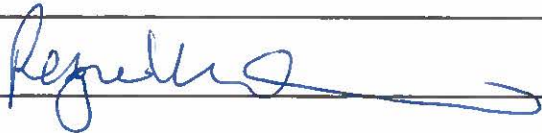


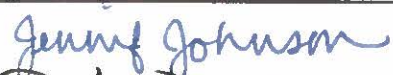
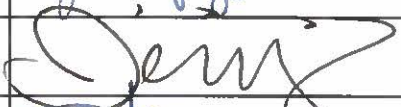

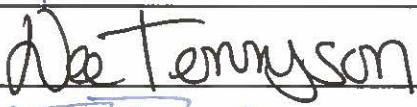

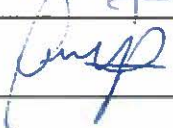
I would like to formally invite you to attend our school's PTA meeting on Tuesday, January 15th at 7:00 p.m. The meeting will take place in our Community Room at Providencia Elementary. At this public meeting, we will be reviewing our school's Safety Plan.

Please let me know if you are able to attend.

Warmly,

Jen Culbertson
Principal
Providencia Elementary

School Site Council
November 5, 2018
Please sign in.

Print Name	Signature
Regina Ainsworth	
Jennifer Culbertson	by phone
Carla DeSpain	
Kirsten Jackson	
Jennifer Johnson	
Denise King	
Patricia Reinoso	
Dee Tennyson	
Talar Topalian	
Sidia Valqui	

**Providencia Elementary School Site
Council Agenda
December 10, 2018**

	1a. School Plan Development – Data Analysis & Needs Assessment		2a. EL Program Design/Development	R	3a. School Safety Plan Development & Approval
	1b. School Plan Development – School Goals & Improvement Activities		2b. EL – Data Analysis & Needs Assessment		3b. Helping Students at Home (Academic & Social Skills)
	1c. School Plan – Monitoring & Evaluation		2c. EL – Monitoring & Evaluation		3c. Training – Roles and Responsibilities
	1d. School Plan – Budget Development & Monitoring		2d. EL – Budget Development & Monitoring		3d. Election of SSC/ELAC/DELAC Members
	1e. School Plan Approval		2e. EL - Reclassification		3e. Parent Involvement Policy – Development, Approval & Distribution
R	1f. Title I Program Description		2f. EL – Parent Training		3f. School Compact – Development, Approval & Distribution
	1g. Program Improvement Requirements		2g. EL - Language Census Discussion (R30)		3g. Academic Standards
	1h. Effective Communication w/Parents		2h. EL - School Attendance Discussion		3h. CAASPP Assessment Results
R	1i. Title I Parent Trainings/Parent Policy	R	2i. Parent Input on Title I, III, EIA/LEP		3i. Uniform Complaint Procedures

I. Welcome and Introductions: Jen Culbertson

II. Call to Order: Jen Culbertson

- a. Approval of Minutes from November 5, 2018
- b. Approval of Proposed Agenda

III. Legal Requirements: Jen Culbertson

IV. Unfinished Business: Title I Program Description (tabled from 11-5-18), Title I after school math intervention; **Safety Plan**

V. New Business

- a. Report from ELAC
- b. Updated Title I Budget

VI. Open Forum

VII. Adjournment

Our next SSC meeting will be January 14, 2019 in the Community Room.

**Providencia Elementary School
School Site Council Agenda
10 de diciembre 2018**

	1a. Desarrollo del Plan Escolar – Análisis de Información & Evaluación de Necesidades		2a. Diseño/Desarrollo de Programa EL	R	3a. Desarrollo & Aprobación del Plan de Seguridad Escolar
	1b. Desarrollo del Plan Escolar – Objetivos Escolares & Mejoramiento de Actividades		2b. EL – Análisis de Información & Evaluación de Necesidades		3b. Ayudando a los Estudiantes en el Hogar (Habilidades Académicas & Sociales)
	1c. Plan Escolar – Monitoreo & Evaluación		2c. EL – Monitoreo & Evaluación		3c. Entrenamiento- Roles y Responsabilidades
	1d. Plan Escolar – Desarrollo de Presupuesto & Monitoreo		2d. EL – Desarrollo de Presupuesto & Monitoreo		3d. Elección de Miembros SSC/ELAC/DELAC
	1e. Aprobación del Plan Escolar		2e. EL - Reclasificación		3e. Política de Participación de los Padres – Desarrollo, Aprobación & Distribución
R	1f. Descripción del Programa Título I		2f. EL – Entrenamiento para Padres		3f. Compacto Escolar – Desarrollo, Aprobación & Distribución
	1g. Requisitos de Mejoramiento de Programa		2g. EL - Discusión de Censo del Idioma (R30)		3g. Estándares Académicos
	1h. Comunicación Efectiva con los Padres		2h. EL – Discusión de Asistencia Escolar		3h. Resultados de Exámenes CAASPP
R	1i. Entrenamiento para Padres Título I/Política de los Padres	R	2i. Opinión de los Padres en Título I, III, EIA/LEP		3i. Procedimiento Uniforme de Quejas

I. Bienvenida e Introducciones: Jen Culbertson

II. Llamada a la Orden: Jen Culbertson

- a. Aprobación de las Actas del 5 de noviembre 2018
- b. Aprobación de la Agenda Propuesta

III. Requisitos Legales: Jen Culbertson

IV. Asuntos Pendientes: Descripción del programa de Título I (pospuesto desde el 5 de noviembre del 2018), Intervención de matemáticas después de clase de Título I; **Plan de seguridad**

V. Asuntos Nuevos

- a. Reporte de ELAC
- b. Presupuesto actualizado de Título I

VI. Foro Abierto/Comentarios Públicos

VIII. Termina de la Reunión

La próxima junta será el 14 de enero del 2019 en el salón comunitario.

**Providencia Elementary School Site
Council Agenda
November 5, 2018**

	1a. School Plan Development – Data Analysis & Needs Assessment		2a. EL Program Design/Development	B	3a. School Safety Plan Development & Approval
B	1b. School Plan Development – School Goals & Improvement Activities		2b. EL – Data Analysis & Needs Assessment		3b. Helping Students at Home (Academic & Social Skills)
	1c. School Plan – Monitoring & Evaluation		2c. EL – Monitoring & Evaluation		3c. Training – Roles and Responsibilities
B	1d. School Plan – Budget Development & Monitoring		2d. EL – Budget Development & Monitoring		3d. Election of SSC/ELAC/DELAC Members
B	1e. School Plan Approval		2e. EL - Reclassification		3e. Parent Involvement Policy – Development, Approval & Distribution
B	1f. Title I Program Description		2f. EL – Parent Training		3f. School Compact – Development, Approval & Distribution
	1g. Program Improvement Requirements		2g. EL - Language Census Discussion (R30)		3g. Academic Standards
	1h. Effective Communication w/Parents		2h. EL - School Attendance Discussion		3h. CAASPP Assessment Results
	1i. Title I Parent Trainings/Parent Policy	B	2i. Parent Input on Title I, III, EIA/LEP		3i. Uniform Complaint Procedures

I. Welcome and Introductions: Jen Culbertson

II. Call to Order: Jen Culbertson

- a. Approval of Minutes from October 8, 2018
- b. Approval of Proposed Agenda

III. Legal Requirements: Jen Culbertson

IV. Unfinished Business: School Budget for 2018-2019, Single Plan and Goals for 2018-2019

V. New Business

- a. Title III GLAD Planning days
- b. Title I after school math intervention and Title I update on funds (extra math RtI Hour added, Chromebook updates)
- c. Report from ELAC
- d. Safety Plan**
- e. Title I Program Description

VI. Open Forum

VII. Adjournment

Our next SSC meeting will be on December 10 at 3:15pm in the Community Room.

**Providencia Elementary School
School Site Council Agenda
5 noviembre, 2018**

	1a. Desarrollo del Plan Escolar – Análisis de Información & Evaluación de Necesidades		2a. Diseño/Desarrollo de Programa EL	R	3a. Desarrollo & Aprobación del Plan de Seguridad Escolar
R	1b. Desarrollo del Plan Escolar – Objetivos Escolares & Mejoramiento de Actividades		2b. EL – Análisis de Información & Evaluación de Necesidades		3b. Ayudando a los Estudiantes en el Hogar (Habilidades Académicas & Sociales)
	1c. Plan Escolar – Monitoreo & Evaluación		2c. EL – Monitoreo & Evaluación		3c. Entrenamiento- Roles y Responsabilidades
R	1d. Plan Escolar – Desarrollo de Presupuesto & Monitoreo		2d. EL – Desarrollo de Presupuesto & Monitoreo		3d. Elección de Miembros SSC/ELAC/DELAC
R	1e. Aprobación del Plan Escolar		2e. EL - Reclasificación		3e. Política de Participación de los Padres – Desarrollo, Aprobación & Distribución
R	1f. Descripción del Programa Título I		2f. EL – Entrenamiento para Padres		3f. Compacto Escolar – Desarrollo, Aprobación & Distribución
	1g. Requisitos de Mejoramiento de Programa		2g. EL - Discusión de Censo del Idioma (R30)		3g. Estándares Académicos
	1h. Comunicación Efectiva con los Padres		2h. EL – Discusión de Asistencia Escolar		3h. Resultados de Exámenes CAASPP
	1i. Entrenamiento para Padres Título I/Política de los Padres	R	2i. Opinión de los Padres en Título I, III, EIA/LEP		3i. Procedimiento Uniforme de Quejas

I. Bienvenida e Introducciones: Jen Culbertson

II. Llamada a la Orden: Jen Culbertson

- a. Aprobación de las Actas del 18 de octubre 2018
- b. Aprobación de la Agenda Propuesta

III. Requisitos Legales: Jen Culbertson

IV. Asuntos Pendientes: Presupuesto escolar para 2018-2019, Plan singular y metas para 2018-2019

V. Asuntos Nuevos

- a. Días de planear de GLAD de título III
- b. Intervención de matemáticas después de clase de título I y actualización de fondos de título I (hora extra agregada para matemáticas de RtI, noticias de las computadoras portátiles-Chromebooks)
- c. Reporte de ELAC
- d. Plan de seguridad**
- e. Descripción de programa de título I

VI. Foro Abierto/Comentarios Públicos

VIII. Termina de la Reunión

La próxima junta será el 10 de diciembre a las 3:15pm en el salón comunitario.

Crime Report

Type	Description	Incident #	Location	Agency	Date
	ASSAULT	180011723	W MONTEREY AV/N ONTARIO ST	Burbank Police	12/10/2018 11:00 PM
	DRUGS/ALCOHOL VIOLATIONS	180011229	N HOLLYWOOD WY/W PACIFIC AV	Burbank Police	11/25/2018 4:51 PM
	DRUGS/ALCOHOL VIOLATIONS	180010607	VANOWEN ST/N ONTARIO ST	Burbank Police	11/4/2018 8:20 PM
	DRUGS/ALCOHOL VIOLATIONS	180010555	W EMPIRE AV/N FAIRVIEW ST	Burbank Police	11/2/2018 10:00 PM
	THEFT/LARCENY	180010347	N FAIRVIEW ST/VANOWEN ST	Burbank Police	10/28/2018 10:15 AM
	THEFT/LARCENY	180009789	1800 BLOCK N CATALINA ST	Burbank Police	10/12/2018 10:30 AM
	DRUGS/ALCOHOL VIOLATIONS	180009763	W VICTORY BL/N ONTARIO ST	Burbank Police	10/12/2018 2:47 AM
	DRUGS/ALCOHOL VIOLATIONS	180009549	1800 BLOCK N NAOMI ST	Burbank Police	10/5/2018 10:02 PM
	WEAPONS	180009503	W PACIFIC AV/N NAOMI ST	Burbank Police	10/4/2018 9:48 PM
	DRUGS/ALCOHOL VIOLATIONS	180009295	W VALHALLA DR/N HOLLYWOOD WY	Burbank Police	9/29/2018 2:57 AM
	DRUGS/ALCOHOL VIOLATIONS	180009293	1700 BLOCK N ONTARIO ST	Burbank Police	9/28/2018 10:43 PM
	DRUGS/ALCOHOL VIOLATIONS	180009124	N NIAGARA ST/W EMPIRE AV	Burbank Police	9/24/2018 11:09 PM
	THEFT/LARCENY	180008917	1700 BLOCK N NIAGARA ST	Burbank Police	9/17/2018 8:00 PM
	SEX CRIMES	180008495	1700 BLOCK N ONTARIO ST	Burbank Police	9/6/2018 3:00 AM
	DRUGS/ALCOHOL VIOLATIONS	180008459	N NIAGARA ST/W PACIFIC AV	Burbank Police	9/5/2018 12:56 AM
	DRUGS/ALCOHOL VIOLATIONS	180008402	N HOLLYWOOD WY/W PACIFIC AV	Burbank Police	9/3/2018 9:46 AM
	DRUGS/ALCOHOL VIOLATIONS	180008239	W PACIFIC AV/N NAOMI ST	Burbank Police	8/28/2018 8:50 PM
	MOTOR VEHICLE THEFT	180007912	W PACIFIC AV/N FAIRVIEW ST	Burbank Police	8/16/2018 7:30 PM
	DRUGS/ALCOHOL VIOLATIONS	180007731	W VICTORY BL/N ONTARIO ST	Burbank Police	8/13/2018 11:34 PM

**Providencia Elementary School Site
Council Minutes
December 10, 2018**

	1a. School Plan Development – Data Analysis & Needs Assessment		2a. EL Program Design/Development	R	3a. School Safety Plan Development & Approval
	1b. School Plan Development – School Goals & Improvement Activities		2b. EL – Data Analysis & Needs Assessment		3b. Helping Students at Home (Academic & Social Skills)
	1c. School Plan – Monitoring & Evaluation		2c. EL – Monitoring & Evaluation		3c. Training – Roles and Responsibilities
	1d. School Plan – Budget Development & Monitoring		2d. EL – Budget Development & Monitoring		3d. Election of SSC/ELAC/DELAC Members
	1e. School Plan Approval		2e. EL - Reclassification		3e. Parent Involvement Policy – Development, Approval & Distribution
R	1f. Title I Program Description		2f. EL – Parent Training		3f. School Compact – Development, Approval & Distribution
	1g. Program Improvement Requirements		2g. EL - Language Census Discussion (R30)		3g. Academic Standards
	1h. Effective Communication w/Parents		2h. EL - School Attendance Discussion		3h. CAASPP Assessment Results
R	1i. Title I Parent Trainings/Parent Policy	R	2i. Parent Input on Title I, III, EIA/LEP		3i. Uniform Complaint Procedures

I. Welcome and Introductions: Jen Culbertson

Jen Culbertson called the meeting to order at 3:24 and thanked the parents and staff for attending. Carla DeSpain and Jennifer Johnson were both sick.

II. Call to Order: Jen Culbertson

a. Approval of Minutes from November 5, 2018

The minutes from November 5, 2018 were read. Talar Topalian made a motion to approve the minutes and Patti Reinoso seconded. The minutes were approved as written.

b. Approval of Proposed Agenda

The agenda for today was read. Denise King made a motion to approve the agenda and Regina Ainsworth seconded. The agenda was approved as written.

III. Legal Requirements: Jen Culbertson

Mrs. Culbertson reviewed the legal requirements listed above.

IV. Unfinished Business: Title I Program Description (tabled from 11-5-18), Title I after school math intervention; Safety Plan

a. Title I Program Description (tabled from 11-5-18)

Mrs. Culbertson reviewed the attached power point about the Title I Program. There were no

parent questions.

b. Title I after school math intervention

This year instead of using Title III money for math intervention, we will be using Title I money so we can invite struggling students and not just English Learners.

We are working on identifying students for this intervention and hope to start it the second or third week of January after data chats when we will be identifying students. We also need to identify a teacher who is willing to teach. We could also use this money to pay for intervention for another grade level. We will have some extra Title III money after all the GLAD planning days and we will be working on a plan for this money with the teachers during data chats.

The council agreed that the priority for spending the money should be 4th and 5th grade as well as where the need is. Not just in testing grades but in whichever grades have an area of need. As we meet for data chats we will establish our grade levels and our focus.

c. Safety Plan

Mrs. Culbertson passed out the Safety Plan and reviewed each assessment with council members in great detail. In general, the council had no questions. The two main areas that needed changes are: Procedures for Safe Ingress/Egress and Disaster/Earthquake Plan.

In the Existing Resources section, Regina Ainsworth mentioned the Youth Cinema Project (filmmaking starting in 3rd grade) which is used in LAUSD and has seen marked improvement in underserved populations specifically English Learners. She will look into getting more information about this program for the next meeting.

- **Attendance. How can we encourage chronically truant students to attend school? We want to decrease the amount of tardies and unexcused absences while focusing on the students who are at risk of being chronically absent. We will involve intervention specialist and Community Liaison to personally contact at-risk families.**
- **Emergency situations: lock down all call phone call code placed on phone, disaster prep areas of need**

The new goals were written into the Safety Plan.

Denise King made a motion to accept the goals as discussed for the Improvement Plan and Dee Tennyson seconded. Two staff abstained from voting. It was approved unanimously. There will be a public meeting to review this document.

V. New Business

a. Report from ELAC

Mrs. Jackson and Ms. Valqui discussed what was covered at the most recent ELAC meeting: DELAC, attendance, Title III, and a presentation from the Burbank Adult School discussing the Burbank Success Initiative. There were no recommendations or suggestions to the SSC at this time. We will be sharing

the safety plan with them in the January meeting.

b. Updated Title I Budget

Mrs. Culbertson passed out an updated budget (not included in these minutes as it has sensitive information) that reflects the increased 4% raise for staff. On April 4, 2019 we will be doing a math focus parent night and break up into 2 groups by grade level (with Title I money). Sidia Valqui asked if we could please get the word out in advance to get a big turnout and we brainstormed ideas. We also have \$2,000 in EIA-LEP but with the extra 4% we have about a \$2,000 deficit, so it will even out.

VI. Open Forum

There was no comments at this time.

VII. Adjournment

The meeting was adjourned at 5:00pm.

Our next SSC meeting will be January 14, 2019 in the Community Room.

**Providencia Elementary School
School Site Council Agenda
10 de diciembre 2018**

	1a. Desarrollo del Plan Escolar – Análisis de Información & Evaluación de Necesidades		2a. Diseño/Desarrollo de Programa EL	R	3a. Desarrollo & Aprobación del Plan de Seguridad Escolar
	1b. Desarrollo del Plan Escolar – Objetivos Escolares & Mejoramiento de Actividades		2b. EL – Análisis de Información & Evaluación de Necesidades		3b. Ayudando a los Estudiantes en el Hogar (Habilidades Académicas & Sociales)
	1c. Plan Escolar – Monitoreo & Evaluación		2c. EL – Monitoreo & Evaluación		3c. Entrenamiento- Roles y Responsabilidades
	1d. Plan Escolar – Desarrollo de Presupuesto & Monitoreo		2d. EL – Desarrollo de Presupuesto & Monitoreo		3d. Elección de Miembros SSC/ELAC/DELAC
	1e. Aprobación del Plan Escolar		2e. EL - Reclasificación		3e. Política de Participación de los Padres – Desarrollo, Aprobación & Distribución
R	1f. Descripción del Programa Título I		2f. EL – Entrenamiento para Padres		3f. Compacto Escolar – Desarrollo, Aprobación & Distribución
	1g. Requisitos de Mejoramiento de Programa		2g. EL - Discusión de Censo del Idioma (R30)		3g. Estándares Académicos
	1h. Comunicación Efectiva con los Padres		2h. EL – Discusión de Asistencia Escolar		3h. Resultados de Exámenes CAASPP
R	1i. Entrenamiento para Padres Título I/Política de los Padres	R	2i. Opinión de los Padres en Título I, III, EIA/LEP		3i. Procedimiento Uniforme de Quejas

I. Bienvenida e Introducciones: Jen Culbertson

Jen Culbertson llamó a la orden la reunión a las 3:24 y agradeció a los padres y empleados por asistir. Carla DeSpain y Jennifer Johnson estuvieron enfermas.

II. Llamada a la Orden: Jen Culbertson

a. Aprobación de las Actas del 5 de noviembre 2018

Se leyeron las actas del 5 de noviembre del 2018. Talar Topalian hizo la moción de aprobar las actas y Patti Reinoso secundó la moción. Las actas fueron aprobadas como estuvieron escritas.

b. Aprobación de la Agenda Propuesta

La agenda para hoy fue leída. Denise King hizo la moción para aprobar la agenda y Regina Ainsworth secundó la moción. La agenda fue aprobada como estuvo escrita.

III. Requisitos Legales: Jen Culbertson

La Sra. Culbertson repaso los requisitos legales enlistados arriba.

IV. Asuntos Pendientes: Descripción del programa de Título I (pospuesto desde el 5 de noviembre del 2018), Intervención de matemáticas después de clase de Título I; Plan de seguridad

a. *Descripción del programa de Título I (pospuesto desde el 5 de noviembre 2018)*

La Sra. Culbertson repasó la presentación de PowerPoint adjunto sobre el Programa de Título I. No hubo preguntas de los padres.

b. *Intervención de matemáticas después de clase de Título I*

Este año en vez de usar dinero de Título III para intervención de matemáticas, usaremos dinero de Título I para que podamos invitar estudiantes que están teniendo dificultades y no solamente aprendices de inglés.

Estamos trabajando en identificar a los estudiantes para esta intervención y deseamos empezar la segunda o tercera semana de enero después de las charlas de información cuando identificaremos a los estudiantes. También tendremos que encontrar a una maestra que esté dispuesta a enseñar. Además, podríamos usar este dinero para pagar la intervención de otro nivel escolar. Tendremos dinero extra de Título III después de todos los días de planear para los maestros para GLAD y estaremos trabajando en un plan para este dinero con los maestros durante las charlas de información.

El consejo estuvo de acuerdo que la prioridad para el uso del dinero sea los grados cuarto y quinto además de donde haiga necesidad. No solamente en los grados donde se hacen exámenes, pero también en cualquier grado en el que haiga necesidad. Mientras nos reunamos para las charlas de información, estableceremos los niveles de grados y nuestro enfoque.

c. *Plan de seguridad*

La Sra. Culbertson pasó el plan de seguridad y repasó cada evaluación con los miembros del consejo en gran detalle. En general, el consejo no tubo preguntas. Las dos áreas que necesitaban cambios eran: Procedimientos para entrar/salir seguro y el plan de desastre/terremoto.

En la sección de recursos actuales, Regina Ainsworth mencionó que el Proyecto Cinemático de Jóvenes (Youth Cinema Project) (hacer películas empezando en tercer grado) que se usa en LAUSD se ha visto marcado en mejoramiento en poblaciones donde hay aprendices de inglés. Ella buscará más información de este programa para la próxima reunión.

- **Asistencia. ¿Cómo podemos animar a los estudiantes que están ausentes seguido para que asistan a la escuela? Queremos disminuir la cantidad de tardanzas y ausencias sin razón válida mientras nos enfocamos en los estudiantes que están ausentes crónicamente. Incluiremos a la especialista de intervención y Asistente de la comunidad para contactar personalmente a las familias que estén en riesgo de esto.**
- **Situaciones de emergencia: código de encerrar a toda la escuela por llamada a toda la escuela fue puesto en el teléfono, áreas de necesidad para preparar para un desastre**

Las nuevas metas fueron escritas en el plan de seguridad.

Denise King Hizo la moción de aceptar las metas como estuvieron discutidas para el plan de mejoramiento y Dee Tennyson secundó la moción. Dos empleados se abstuvieron de votar. Fue aprobada unánimemente. Habrá una reunión pública para repasar este documento.

V. Asuntos Nuevos

a. Reporte de ELAC

La Sra. Jackson y la Sra. Valqui hablaron de lo que se cubrió en la reunión de ELAC mas reciente: Asistencia e DELAC, Titulo III, y una presentación de la Escuela de Adultos de Burbank hablando de la Iniciativa de Éxito de Burbank. No hubo recomendaciones o sugerencias para el SSC en este momento. Estaremos compartiendo el plan de seguridad con ellos en la junta de enero.

b. Presupuesto actualizado de Título I

La Sra. Culbertson pasó un presupuesto actualizado (no está incluido en estas actas ya que contiene información sensible) que refleja el incremento de 4% para los empleados. El 4 de abril del 2019 estaremos haciendo una noche de padres con un enfoque de matemáticas y se dividirá en dos grupos por nivel de grado (con dinero de Título I). Sidia Valqui pidió si podemos anunciar a los padres de antemano para que todos vengan y anotamos algunas ideas. También tenemos \$2,000 en EIA-LEP pero con el 4% adicional tenemos un déficit de \$2,000 así que todo se anivelará.

VI. Foro Abierto/Comentarios Públicos

No hubo comentarios en este momento.

VII. Terminó de la Reunión

La reunión fue levantada a las 5:00pm.

La próxima junta será el 14 de enero del 2019 en el salón comunitario.

**Providencia Elementary School Site
Council Minutes
November 5, 2018**

	1a. School Plan Development – Data Analysis & Needs Assessment		2a. EL Program Design/Development	R	3a. School Safety Plan Development & Approval
R	1b. School Plan Development – School Goals & Improvement Activities		2b. EL – Data Analysis & Needs Assessment		3b. Helping Students at Home (Academic & Social Skills)
	1c. School Plan – Monitoring & Evaluation		2c. EL – Monitoring & Evaluation		3c. Training – Roles and Responsibilities
R	1d. School Plan – Budget Development & Monitoring		2d. EL – Budget Development & Monitoring		3d. Election of SSC/ELAC/DELAC Members
R	1e. School Plan Approval		2e. EL - Reclassification		3e. Parent Involvement Policy – Development, Approval & Distribution
	1f. Title I Program Description		2f. EL – Parent Training		3f. School Compact – Development, Approval & Distribution
	1g. Program Improvement Requirements		2g. EL - Language Census Discussion (R30)		3g. Academic Standards
	1h. Effective Communication w/Parents		2h. EL - School Attendance Discussion		3h. CAASPP Assessment Results
	1i. Title I Parent Trainings/Parent Policy	R	2i. Parent Input on Title I, III, EIA/LEP		3i. Uniform Complaint Procedures

I. Welcome and Introductions: Kirsten Jackson

Kirsten Jackson called the meeting to order at 3:20pm. Jennifer Culbertson joined by conference call as she was at home sick.

II. Call to Order: Kirsten Jackson

a. Approval of Minutes from October 8, 2018

The minutes were reviewed. Jennifer Johnson made a motion to approve the minutes and Denise King seconded. The minutes were approved unanimously.

b. Approval of Proposed Agenda

The proposed agenda was reviewed. Denise King made a motion to approve the proposed agenda and Jennifer Johnson seconded. The agenda was approved unanimously.

III. Legal Requirements: Jen Culbertson

Jen Culbertson reviewed the above legal requirements.

IV. Unfinished Business: School Budget for 2018-2019, Single Plan and Goals for 2018-2019

The single plan was passed out with the budget embedded. Mrs. Culbertson reviewed the SPSA draft and monies attached to each goal. Mrs. Culbertson mentioned that due to the 4% increase in wages for

all staff, the amount of Title I money we can use this year has diminished. We make the purchase of the Chromebooks (27) as well as increase the math hours of the RtI teacher in one 5th grade classroom. In the end, this leaves less than we thought based on the 4% increase – approximately \$5,500 to be spent on an after school intervention in math which will be discussed in the December meeting. However, this should be sufficient for a math intervention between winter break and spring break for students in grades 4 and 5.

Mrs. Culbertson reviewed the rest of the plan with the parents. When it came to the math data review, Mrs. King, 4th grade teacher, commented that having background knowledge (for example, knowing what a “round trip ticket” is) can be challenging for some students in particular the English Learners. This lack of background knowledge can slow student success on these types of tests.

ELPAC scores: Mrs. Jackson added that it was a baseline year for this test so we have no way of comparing progress from one year to the next. In addition, the asterisks are there because the population of ELs is so low in some grade levels that it would infringe on student privacy if the data was release publically.

Mrs. Culbertson reviewed Goal #1 with the parents. There were no questions.

Mrs. Culbertson reviewed Goal #2 with the parents. There were no questions.

Mrs. Culbertson reviewed Goal #3 with the parents. This is a totally new goal recommended by parents to support mental health and wellness with parents. Jennifer Johnson asked if the goal needs to be made more specific and how we will track and measure it. Mrs. Culbertson responded that she and Carly are already working on ways that we can track the data. The amount of students visiting the office has decreased so we will be looking at in-school suspensions and office referrals as a way of measuring this. Next year we may use numeric goals if we decide to keep this goal as this year will be our baseline.

Mrs. Culbertson reviewed Goal #4 with the parents. This is basically the same as last year’s goal. There were no questions.

Mrs. Culbertson reviewed Goal #5 with the parents. There were no questions.

Jennifer Johnson made a motion to approve the plan was with the few small changes that were discussed and Dee Tennyson seconded. The plan was approved unanimously and will go to the board for approval on 12-20-18. Sidia Valqui will update ELAC members on the SPSA at the next ELAC meeting.

Parents will be able to take home a draft copy of this plan.

V. New Business

a. Title III GLAD Planning days

Mrs. Jackson asked the council if we could spend some of the Title III money on a GLAD planning day for approximately 18 teachers, as well as about \$100 on supplies for GLAD implementation. We also want to spend the Title III Parent Night Money for a series of 3 nights on Mental Health and Wellness. Regina Ainworth made a motion to approve this use of Title III money and Jennifer Johnson seconded.

It was approved unanimously.

- b. Title I after school math intervention and Title I update on funds (extra math RtI Hour added, Chromebook updates)

This information was covered in the budget summary above. Additional decisions will be made at the December meeting for the after school intervention.

- c. Report from ELAC

Kirsten Jackson and Sidia Valqui summarized the information from the past ELAC meeting where we had the intervention specialist come to speak to parents. ELAC is continuing to make recommendations for the use of Title III money. The next ELAC meeting will be in a week and a half and Emilio Urioste from the Adult School will be presenting to the parents.

- d. Safety Plan

Mrs. Culbertson covered the attached documents of the Safety Plan. She reviewed what the Safety plan entailed and the process we went through last year. Mrs. Culbertson said we would follow the same process as last year (the assessments done by parents and staff). Ed Code requires that in order for a school to be in compliance with regards to safety, a group of parents, teachers and staff need to complete the attached assessments and use the data to create our goals for the new year.

Assessment Assignment:

Lockdown Procedure: Regina Ashworth and Jen Culbertson

Campus Crime: Carla deSpain

School Dress Code: Sidia Valqui and Patti Reinoso

Existing Programs/Procedures ensuring a safe environment: Jen Culbertson

Procedure to notify teachers of dangerous pupils: Jen Culbertson

School Discipline Rules and procedures: Talar and Dee

Suspension/Expulsion Procedures: Jen Culbertson

Procedures for safe ingress/egress: Kirsten and Talar

Anti-Discrimination/Harassment Procedures: Jennifer Johnson

Disaster/Earthquake Plan: Jen, Elizabeth, Stacy

Child Abuse Reporting Procedures: Jen Culbertson

Hate Crime Procedures: Regina Ashworth and Patti Reinoso

Existing Resources: Jen Culbertson and Jennifer Johnson and Tania Whitford

We will not be completing the 2 optional assessments: Shelter in Place and Hazardous Materials. Parents agreed that this is fine.

Mrs. Culbertson asked that by Tuesday 11-20, members could complete the assessments so they could have time to turn it in to Mrs. Topalian. Then Mrs. Culbertson will have time to turn everything into the document tracking system so we can share our assessments and come up with our goals on 12-10.

- e. Title I Program Description

The Title I Program description was tabled until the meeting in December.

VI. Open Forum

There were no comments at this time.

VII. Adjournment

The meeting was adjourned at 4:38pm.

**Providencia Elementary School
School Site Council Agenda
5 noviembre, 2018**

	1a. Desarrollo del Plan Escolar – Análisis de Información & Evaluación de Necesidades		2a. Diseño/Desarrollo de Programa EL	R	3a. Desarrollo & Aprobación del Plan de Seguridad Escolar
R	1b. Desarrollo del Plan Escolar – Objetivos Escolares & Mejoramiento de Actividades		2b. EL – Análisis de Información & Evaluación de Necesidades		3b. Ayudando a los Estudiantes en el Hogar (Habilidades Académicas & Sociales)
	1c. Plan Escolar – Monitoreo & Evaluación		2c. EL – Monitoreo & Evaluación		3c. Entrenamiento- Roles y Responsabilidades
R	1d. Plan Escolar – Desarrollo de Presupuesto & Monitoreo		2d. EL – Desarrollo de Presupuesto & Monitoreo		3d. Elección de Miembros SSC/ELAC/DELAC
R	1e. Aprobación del Plan Escolar		2e. EL – Reclasificación		3e. Política de Participación de los Padres – Desarrollo, Aprobación & Distribución
	1f. Descripción del Programa Título I		2f. EL – Entrenamiento para Padres		3f. Compacto Escolar – Desarrollo, Aprobación & Distribución
	1g. Requisitos de Mejoramiento de Programa		2g. EL - Discusión de Censo del Idioma (R30)		3g. Estándares Académicos
	1h. Comunicación Efectiva con los Padres		2h. EL – Discusión de Asistencia Escolar		3h. Resultados de Exámenes CAASPP
	1i. Entrenamiento para Padres Título I/Política de los Padres	R	2i. Opinión de los Padres en Título I, III, EIA/LEP		3i. Procedimiento Uniforme de Quejas

I. Bienvenida e Introducciones: Kirsten Jackson

Kirsten Jackson llamo a la orden la junta a las 3:20pm. Jennifer Culbertson se reunió por teléfono ya que estaba enferma en casa.

II. Llamada a la Orden: Kirsten Jackson

a. Aprobación de las Actas del 8 de octubre 2018

Las actas fueron repasadas. Jennifer Johnson hizo la moción para aprobar las actas y Denise King secundo la moción. Las actas fueron aprobadas unánimemente.

b. Aprobación de la Agenda Propuesta

La agenda propuesta fue repasada. Denise King hizo la moción para aprobar la agenda y Jennifer Johnson secundo la moción. La agenda fue aprobada anónimamente.

III. Requisitos Legales: Jen Culbertson

Jen Culbertson repaso los requisitos legales de arriba.

IV. Asuntos Pendientes: Presupuesto escolar para 2018-2019, Plan singular y metas para 2018-2019

El plan singular se pasó a los presentes con el presupuesto dentro. La Sra. Culbertson repasó el SPSA y dinero adjunto a cada meta. La Sra. Culbertson menciona que debido al incremento de 4% de salarios para todos los empleados, la cantidad de dinero de Título I ha disminuido para este año. Nosotros hicimos la compra de las computadoras portátiles- Chromebooks (27) y hubo un incremento en el horario de matemáticas de la maestra de RtI en uno de los salones de 5to grado. En el final esto nos deja un balance más bajo de lo que habíamos pensado por el incremento de 4%- aproximadamente \$5,500 para gastar en intervención de matemáticas después de clases. Esto se repasará en la reunión de diciembre. Sin embargo, esto deberá ser suficiente para una intervención de matemáticas entre las vacaciones de invierno y de primavera para los estudiantes en 4to y 5to grados.

La Sra. Culbertson repasó el resto del plan con los padres. Cuando fue tiempo de repasar el informe de matemáticas, la Sra. King, maestra de 4to grado, comentó que tener conocimiento de fondo (por ejemplo, saber que es un “boleto de ida y vuelta”) puede ser un reto para algunos estudiantes en particular para los aprendices de inglés. El hecho de que no saben este conocimiento puede disminuir el éxito de los estudiantes en estos exámenes.

Calificaciones de ELPAC: La Sra. Jackson agregó que este era el año como base para este examen así que no tenemos una manera de comparar el progreso de un año al siguiente. Además, los asteriscos están ahí porque la población de estudiantes que son aprendices de inglés están muy bajos en algunos niveles de su grado y eso violaría la privacidad de los estudiantes si la información fuera a hacerse pública.

La Sra. Culbertson repasó la Meta #1 con los padres. No hubo preguntas.

La Sra. Culbertson repasó la Meta #2 con los padres. No hubo preguntas.

La Sra. Culbertson repasó la Meta #3 con los padres. No hubo preguntas. Esta meta es completamente nueva recomendada por los padres para apoyar la salud mental y bienestar con los padres. Jennifer Johnson pregunta si la meta necesita ser más específica y cómo podemos estar al tanto de ella y medirla. La Sra. Culbertson respondió que ella y Carly ya están trabajando en maneras para medir el progreso. La cantidad de estudiantes que visitan la oficina ha disminuido así que miraran a las suspensiones de casa y referencias de oficina como manera de medir esto. El próximo año podremos usar metas numéricas si decidimos continuar teniendo esta meta ya que este año será el año de prueba.

La Sra. Culbertson repasó la Meta #4 con los padres. Esta meta es básicamente la misma del año pasado. No hubo preguntas.

La Sra. Culbertson repasó la Meta #5 con los padres. No hubo preguntas.

Jennifer Johnson hizo la moción para aprobar el plan con algunos cambios pequeños de los cuales se habló y Dee Tennyson secundó la moción. El plan fue aprobado anónimamente y lo llevarán al consejo para aprobarlo el 20 de diciembre del 2018. Sidia Valqui les dará el informe a los miembros de ELAC en el SPSA en la próxima reunión de ELAC.

Los padres podrán llevarse una copia de este plan a casa.

V. Asuntos Nuevos

a. Días de planear de GLAD- título III

La Sra. Jackson preguntó al consejo si podemos gastar dinero de título III en un día de planear para GLAD para aproximadamente 18 maestras al igual que \$100 para utensilios para implementar las estrategias de GLAD. También queremos gastar el dinero de Título III para noche de los padres para una serie de 3 noches en salud mental y bienestar.

Regina Ainsworth hizo la moción para aprobar este uso de dinero de Título III y Jennifer Johnson secundo la moción. Fue aprobada unánimemente.

b. Intervención de matemáticas después de clase de título I y actualización de fondos de título I (hora extra agregada para matemáticas de RtI, noticias de las computadoras portátiles-Chromebooks)

Esta información se repasó en el resumen de presupuesto de arriba. Decisiones adicionales serán hechas en la reunión de diciembre para la intervención de después de clases.

c. Reporte de ELAC

Kirsten Jackson y Sidia Valqui resumieron la información de la última reunión de ELAC donde estuvo y habló la especialista de intervención a los padres. ELAC continúa a hacer recomendaciones para el uso del dinero de título III. La próxima reunión de ELAC será en una semana y media y Emilio Urioste de la escuela de adultos hara una presentación a los padres.

d. Plan de seguridad

La Sra. Culbertson cubrió la información de los documentos adjuntos para el plan de seguridad. Ella repaso lo que conlleva el plan de seguridad y el proceso que se hizo el año pasado. La Sra. Culbertson dijo que seguiremos el mismo orden del proceso del año pasado (las evaluaciones son completadas por los padres y empleados). El código de educación requiere que para que una escuela esté en conforme a seguridad, un grupo de padres, maestros, y empleados necesita completar la evaluación adjunta y usar los datos para crear nuestras metas para el próximo año.

Asignación de evaluación:

Procedimiento de cerrar la escuela: Regina Ashworth and Jen Culbertson

Crimen en la escuela: Carla deSpain

Reglas sobre la vestimenta: Sidia Valqui and Patti Reinoso

Programas actuales/ procedimientos para asegurar un entorno seguro: Jen Culbertson

Procedimiento para notificar a los maestros de estudiantes peligrosos: Jen Culbertson

Reglas sobre la disciplina de la escuela y procedimientos: Talar and Dee

Procedimientos sobre la suspensión/ expulsión: Jen Culbertson

Procedimientos para entrada y salida seguras: Kirsten and Talar

Procedimientos en contra de la discriminación y acoso: Jennifer Johnson

Plan de desastre/terremoto: Jen, Elizabeth, Stacy

Procedimiento para reportar abuso de niños: Jen Culbertson

Procedimiento de Crimen de odio: Regina Ashworth and Patti Reinoso

Recursos existentes: Jen Culbertson and Jennifer Johnson and Tania Whitford

No vamos a completar las siguientes evaluaciones opcionales: Refugio en un lugar y Materiales peligrosos. Los padres estuvieron de acuerdo que esto está bien.

La Sra. Culbertson pidió que, para el martes, 20 de noviembre, los miembros puedan completar las evaluaciones para que tengan tiempo de entregarlos a la Sra. Topalian. Después, la Sra. Culbertson tendrá tiempo para poner todo en el sistema de seguimiento de documentos para compartir nuestras evaluaciones y hacer nuestras metas el 10 de diciembre.

e. Descripción de programa de título I

La descripción del programa de título I será compartida en la próxima reunión de diciembre.

VI. Foro Abierto/Comentarios Públicos

No hubo comentarios en este tiempo.

VII. Terminó de la Reunión

La reunión fue levantada a las 4:38pm.