Health Sciences High and Middle College

HSHMC Board Meeting

Published on November 23, 2026 at 11:42 AM PST
Amended on November 25, 2026 at 9:06 PM PST

Date and Time

Monday November 30, 2026 at 8:00 AM PST

Location

Health Sciences High and Middle College
3910 University Avenue
San Diego, CA 92105

Zoom Meeting
https://hshmc.zoom.us/j/3720403229?omn=84046876389
Meeting ID: 372 040 3229
Passcode: Board

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**8:00 AM**
	A. Record Attendance			1 m
	B. Call the Meeting to Order		Frederick Johnson	1 m
	C. Approve Minutes	Approve Minutes	Frederick Johnson	1 m

		Purpose	Presenter	Time
	Approve minutes for HSHMC Board Meeting on August 19, 2026			
II.	**Open Session - Operational Matters**			**8:03 AM**
A.	Public Comment		Frederick Johnson	10 m

- Members of the public are invited to address the Governing Board on matters within the Board's jurisdiction.
- **General Public Comment:** Members of the public may address the Board regarding matters that are not listed on the agenda but are within the subject matter jurisdiction of the Board.
- **Agenda Items:** Members of the public may address the Board regarding an agenda item when that item is called for consideration.
- **Remote Public Comment:** Members of the public participating remotely may provide public comment in real time through Zoom or by telephone. To request to speak through Zoom, use the **Raise Hand** feature. Telephone participants may follow the instructions provided by the meeting platform to request to speak. Speakers will be recognized by the Board Chair.
- Public comment is limited to **five (5) minutes per speaker**, unless otherwise determined by the Board Chair in accordance with applicable law and the Board's adopted meeting procedures.

B.	Student Report		Maria Machecha	5 m
C.	CEO and Principal Comments		Ian Pumpian	5 m
D.	Presentation on the Revised FY 2026–27 Budget and First Interim		Greg Ottinger	10 m
III.	**Action Items**			**8:33 AM**
A.	2026-2027 Revised Budget	Vote	Greg Ottinger	1 m
	Request board approval of 2026-2027 Revised Budget			
B.	2026-2027 First Interim Report	Vote	Greg Ottinger	5 m
	Request board approval of 2026-2027 First Interim Report			
IV.	**Consent Agenda**			**8:39 AM**

		Purpose	Presenter	Time
A.	Comprehensive School Site Safety Plan (amended from 8/19/26 approval)		Dominique Smith	2 m
B.	Professional Boundaries Policy		Dominique Smith	2 m
C.	Uniform Complaint Policy, Complaint Form and Annual Notice		Dominique Smith	2 m
D.	Cyber Bullying Off-Campus Policy		Dominique Smith	2 m
E.	Extreme Weather and Environmental Safety Policy (amended from 8/19/2026)		Dominique Smith	2 m
F.	Gang-Related and Weapons-Related Criminal Conduct, Continued Enrollment, and Re-enrollment Amendment		Dominique Smith	2 m
V.	**CLOSED SESSION**			**8:51 AM**
A.	CEO Review			
VI.	**OPEN SESSION**			
VII.	**Closing Items**			**8:51 AM**
A.	Adjourn Meeting		Frederick Johnson	1 m

In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, individuals requiring disability-related accommodations, modifications, or auxiliary aids or services in order to participate in this meeting should contact Dr. Oscar Corrigan at 619-528-9070 or ocorrigan@hshmc.org as soon as possible, and preferably at least **48 hours** prior to the meeting, to allow the HSHMC to make reasonable arrangements. Agendas and related public documents are available in alternative formats upon request.

Agenda materials and supporting documents for this meeting are available for public inspection in accordance with applicable law and may be accessed through the HSHMC BoardOnTrack public portal. Materials distributed to a majority of the Governing Board regarding an open-session agenda item will be made available for public inspection as required by law.

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for HSHMC Board Meeting on August 19, 2026

DRAFT

HSHMC inc.
A California Distinguished School

Health Sciences High and Middle College

Minutes

HSHMC Board Meeting

Date and Time
Wednesday August 19, 2026 at 8:00 AM

Location
Meeting Location:
Health Sciences High and Middle College
3910 University Avenue
San Diego, CA 92105

Members of the public may participate remotely through Zoom and may observe the meeting and provide public comment in real time.

Remote Participation:
https://hshmc.zoom.us/j/3720403229?omn=84046876389
Meeting ID: 372 040 3229
Passcode: Board

Telephone - One tap mobile
+16699006833,,3720403229#,,,,*338582# US

Directors Present
A. Carpenter, D. Gross, D. White (remote), F. Johnson, J. Broad, J. Kramer, L. Hutchinson, M. Byrd, R. Essaian (remote), S. Evans

Directors Absent
B. Steineckert

Ex Officio Members Present
I. Pumpian, S. Johnson

Guests Present
Dominique Smith, G. Ottinger, Maria Mahecha, Oscar Corrigan, Sarah Gray

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I. Opening Items

A. Record Attendance

Board member R. Essaian participated remotely pursuant to Government Code 54953.8.3(c)(4).

B. Call the Meeting to Order

F. Johnson called a meeting of the board of directors of Health Sciences High and Middle College to order on Wednesday Aug 19, 2026 at 8:00 AM.

C. Approve Minutes

D. Gross made a motion to approve the minutes from HSHMC Board Meeting on 06-18-26.
M. Byrd seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Evans	Aye
B. Steineckert	Absent
D. Gross	Aye
L. Hutchinson	Aye
J. Kramer	Aye
A. Carpenter	Aye
J. Broad	Aye
M. Byrd	Aye
F. Johnson	Aye
R. Essaian	Aye
D. White	Aye

II. Open Session - Operational Matters

A. Public Comment

F. Johnson asked for public comment. There was none.

B. Student Report

M. Mahecha introduced herself and highlighted the fact that she is interested in nursing or medical school as a future aspiration. She provided the board with a few highlights from the beginning of the school year:

- Kippy's cup competition was a successful activity again this year.
- Sports fall teams have started with New Jerseys that the students are excited about.
- ASB is up and running and making lots of plans for the year.
- Family night is scheduled for September 15.
- Internships began this week for all students.

C. CEO's Comments

I. Pumpian welcomed board members to the building and invited them to tour the building following the meeting. He noted the following:

- The school opened with excitement and enthusiasm. There is a visible level of commitment from the staff, noting hat Dom's leadership has had a positive effect on the entire team.
- HSHMC is in the final stages of getting the new charter approved. There are some union concerns that are still being addressed. Final approval should be on the next agenda at the SDUSD board meeting in September.
- ISP, now known as the "East Den" location on El Cajon Blvd has 75% of its' lease costs reimbursed by Prop 39.
- CTEIG funding for career programs was awarded at a much higher award than originally budgeted for in order to support these programs.

D. Smith highlighted the following:

- Opening enrollment started at about 570 this year with 10th and 11th grades as the largest cohorts.
- The 9th grade class has the highest percentage of at-or-above grade-level students in several years.
- HSHMC is working to maintain or increase the State's accountability Dashboard by making literacy the focus across all disciplines this year. Students who are at or above grade-level in literacy can now take elective courses.

- HSHMC plans to change the CNA vendor to Southwestern College, and Northwest (Marsha Feurst School of Nursing) thanks to Scott's support and contacts there. Both of these new partnerships would enhance the opportunities for students enrolled in the CNA pathway. D. Smith should have an update by the next board meeting in November. R. Essaian offered to involve L. Ecoff in future discussions regarding pathway to employment preparation within Sharp.

III. Action Items

A. 2025-2026 Unaudited Actuals

G. Ottinger reviewed the unaudited actuals and asked the board for approval, noting that the budget is in a more favorable position than expected last May.
D. Gross made a motion to approve the 2025-2026 Unaudited Actuals.
J. Broad seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Carpenter	Aye
S. Evans	Aye
D. White	Aye
B. Steineckert	Absent
M. Byrd	Aye
F. Johnson	Aye
J. Broad	Aye
R. Essaian	Aye
J. Kramer	Aye
D. Gross	Aye
L. Hutchinson	Aye

IV. Consent Agenda

A. 2026-2027 Admission Policy

B. HSHMC Bylaws

C. 2026-2027 Comprehensive School-Site Safety Plan

D. 2026-2027 Emergency Action Plan (Athletics)

E. 2026-2027 Enrollment Process

F. 2026-2027 Fiscal Control Policy

G. 2026-2027 General Complaint Policy and Complaint Form

H.

2026-2027 Graduation Requirements

I. Homeless Policy - AB408

J. Human Trafficking Prevention

K. Immigration Enforcement Policy

L. 2026-2027 Independent Study Policy

M. 2026-2027 Parent and Family Engagement Policy

N. 2026-2027 Parent-School Compact

O. 2026-2027 HSHMC Employee Handbook

P. 2026-2027 Student Handbook

Q. 2026-2027 Student Discipline Policy

R. 2026-2027 Uniform Complaint Policy and Uniform Complaint Form

S. 2026-2027 Workplace Violence Prevention Plan

T. Prop 28 - Arts and Music in Schools Fund Annual Report

U. Williams Act Board Sufficiency Resolution

V. Tobacco Free Policy

W. AB126 - Subcontractor Approval

X. 4283 El Cajon Blvd. Lease

Y. Consent Agenda

D. Smith reviewed the consent agenda and requested board approval.
J. Kramer made a motion to approve to consent agenda items A-X.
D. Gross seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. White	Aye
M. Byrd	Aye
R. Essaian	Aye
A. Carpenter	Aye

Roll Call

F. Johnson	Aye
J. Broad	Aye
J. Kramer	Aye
B. Steineckert	Absent
S. Evans	Aye
D. Gross	Aye
L. Hutchinson	Aye

V. Closing Items

A. Adjourn Meeting

O. Corrigan informed the board that annual Mandated Reporter Training is now required for each board member. S. Johnson and O. Corrigan will provide trustees with a link immediately so that training can be completed by September 15.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:52 AM.

Respectfully Submitted,
S. Johnson

Documents used during the meeting

- Health Sciences FY25-26 UAR (1).pdf
- A - Admissions Policy 2026 - For Board Approval 8-19-2026.pdf
- B - Bylaws and Resoultions - For Board Approval 8-19-2026.pdf
- C - HSHMC Safety Plan 26-27.pdf
- D - ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN 26-27 (PDLC).docx
- D - ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN 26-27 (Wilson).docx
- D - ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN 26-27.docx
- E - Enrollment Process 2025 - For Board Approval 8-19-2026.pdf
- F - Fiscal Control Policy - 2026-2027 for Board Approval 8-19-2026.pdf
- G - General Complaint Form - For Board Approval 8-19-2026.pdf
- G - General Complaint Policy - For Board Approval 8-19-2026.pdf
- H - A-G Graduation Requirements - For Board Approval 8-19-2026.pdf
- H - Alternate Pathway to a Diploma - Board Approval.pdf
- I - HSHMC Education for Homeless - For Board Approval 8-19-2026.pdf
- J - Human Trafficking - Screen Shot 2026-08-03 at 4.43.52 PM.png

- K - Immigration Enforcement Policy - For Board Approval 8-19-2026.pdf
- L - HSHMC _ Independent Study Policy For Board Approval (5).pdf
- M - Parent and Family Engagement Policy Board Approved 8-18-25 (2).pdf
- N - Parent-School Compact Board Approved 8-18-24.pdf
- O - 2026-2027 Employee Handbook.docx
- P - Student Handbook 2026-2027FINAL.docx
- Q - Suspension_Expulsion Policy For Board Approval 8-19-2026.pdf
- R - Uniform Complaint Procedures_For Board Approval 8-19-2026.pdf
- R - Uniform_Complaint_Form - For Board Approval 8-19-2026.pdf
- S - 26-27 Workforce Violence Prevention Plan - For Board Approval 8-19-2026.pdf
- T - Health Sciences - FY25-26 Prop 28 Annual Report.pdf
- U - HSHMC Sufficiency of Materials Fpr Board Approval 8-19-2026.pdf
- V - Tobacco-Free Policy for Board Approval 8-19-2026.pdf
- W - CSMC 3 Yr Renewal Contract Health Sciences 3.18.25 (1).pdf
- W - Community Wraparound.pdf
- W - NAI HSHMC I Executed Property Management Agreement.pdf
- X - 4283-110, 230, 250_HSHMC_Lease Agrmt_(2026.10.01-2027.06.30) (part 1) - signed.pdf

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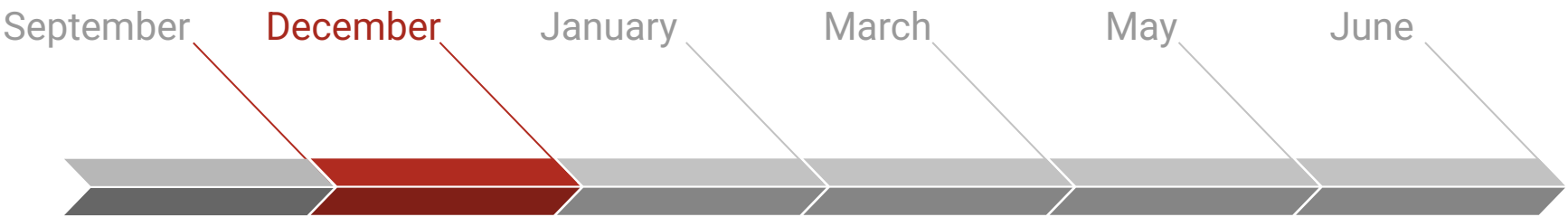
Coversheet

Presentation on the Revised FY 2026–27 Budget and First Interim

Section: II. Open Session - Operational Matters
Item: D. Presentation on the Revised FY 2026–27 Budget and First Interim
Purpose:
Submitted by:
Related Material: First Interim Financial Report FY 2026-27 (2) (2).pptx

First Interim Financial Report and Revised Budget Presentation

FY 2026–27
November 2026


September
December
January
March
May
June
Unaudited Actuals
Prior Year Close Out
First Interim Report
Fiscal Update, July 1 - October 31
Governor's Budget Projection
Governor's Projection for Next Year
Second Interim Report
Fiscal Update, November 1 - January 31
Governor's May Revise
Governor's Updated Projections
School and State Budget Adoption
School and State Budget Adoptions

Budget assumptions

- **Enrollment and attendance**
  The FY 2026–27 forecast uses 560 students and a 90.4% ADA rate, or 506 projected ADA.
- **Planning basis**
  The enrollment and ADA assumptions use a conservative approach and the school plan remains to be at or above 92% ADA.
- **Out-year assumptions**
  Enrollment is projected at 570 in FY 2027–28 and 580 in FY 2028–29, with 92% ADA in both years.

Executive summary

FY 2026–27 revised First Interim projection

$87,859

Projected net surplus

TOTAL REVENUES

$12,058,128

TOTAL EXPENDITURES

$11,970,269

The revised forecast reflects updated restricted funding and spending plans.

Revenue update

- **State special education rate**
  The estimated rate increased from about $918 to about $1,300 per ADA after additional state funding was enacted.

- **Budget impact**
  The higher rate increases estimated state special education revenue by about $163,000.

- **Effect on the general fund**
  The funding reduces the general fund contribution needed to cover special education costs. It does not create an equivalent amount of new discretionary spending.

Required Budget Revision (Approval Vote Required)

The San Diego County Office of Education is now requiring schools to budget planned restricted-fund use more strictly. This revision reports HSHMC's projected surplus based on its restricted-fund plan (based on new revenue).

Multi-year outlook

Projected net increase in fund balance

FY 2026–27	FY 2027–28	FY 2028–29
$87,859	$96,883	$95,665

Amounts are projections based on the current multi-year budget assumptions.

Overall: HSHMC remains fiscally strong, stable, and strategically positioned for continued success.

- Positive First Interim with stable revenues and controlled expenditures
- Strong liquidity and healthy reserves
- No structural deficit across the multi-year period
- Clean audit

Recommendation (Votes)

- Recommendation to approve the revised budget.
- Recommendation to approve the First Interim Financial Report reflecting the school's financial status from July 1 through October 31, 2026.

Coversheet

2026-2027 Revised Budget

Section: III. Action Items
Item: A. 2026-2027 Revised Budget
Purpose: Vote
Submitted by:
Related Material:
First Interim - 37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

First Interim - 37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Coversheet

2026-2027 First Interim Report

Section: III. Action Items
Item: B. 2026-2027 First Interim Report
Purpose: Vote
Submitted by:
Related Material: 37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Notice

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37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Coversheet

Comprehensive School Site Safety Plan (amended from 8/19/26 approval)

Section: IV. Consent Agenda
Item: A. Comprehensive School Site Safety Plan (amended from 8/19/26 approval)
Purpose:
Submitted by:
Related Material: A - HSHMC Safety Plan 26-27 (1).pdf

HSHMC, Inc.

School Site Safety Plan

2026-2027

(For Board Approval on 11/30/2026)

Contact Information
Health Sciences High & Middle College (HSHMC, Inc)
3910 University Ave. Suite 100
San Diego, CA 92105
Phone: (619) 528-9070; Fax: (619) 528-9084
Website: www.HSHMC.org

Dr. Dominique Smith, Principal: dsmith@hshmc.org
Johnnie Gomez, Family Liaison: jgomez@hshmc.org

HSHMC, Inc.
School Site Safety/Emergency Preparedness Plan
2026-2027

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HSHMC, Inc. School Site Safety Plan
2026-2027

Development of the Comprehensive School Safety Plan

The following individuals contributed to the development of this Comprehensive School Safety Plan:

Title	Name
Principal	Dr. Dominique Smith
Director of Community Schools	Dr. Broc Arnaiz
Parent	Liz Jimenez
Classified Employee (Parent Liaison)	Johnnie Gomez
Certificated Employee (Ed Specialist)	Drew Seery
Law Enforcement Agency (Consult)	Officer Katherine Jennings, San Diego Police Department
Fire Department (Consult)	Roberto Castillo, Deputy Fire Marshal with the City of San Diego Fire-Rescue Department
Other Member (CTE Fire Science Instructor)	Nicholas Swift

Communicating the Plan to the Public

Members of the Safety Committee communicated the Plan to the public at a meeting at HSHMC. Below is the date and location this meeting was held and a description of how the public was notified of the meeting.

School Site: Health Sciences High and Middle College

Date: 11/18/2026

Location: HSHMC, Room 104
3910 University Avenue, Suite 100
San Diego, CA 92105

The school community was notified of the review of the Comprehensive School Safety Plan through the following:

- School mass notification through autodialer (via phone call, text, and email) on November 5, 2026
- Posting on HSHMC's website, hshmc.org on November 6, 2026

Criterion 1, Assessing the Current Status of School Crime

~~Health Sciences High and Middle College Inc. (HSHMC, Inc.) is in the eighteenth year of its Charter. HSHMC, Inc. will provide a safe and orderly school environment while addressing safety issues. This plan is a work in progress, as the building is being remodeled and is still under construction. The final plans will be revised once the building facility is complete and all plans are signed off by the Fire Marshal. The new safety plans and procedures will be presented to both the staff and students in the August and September school site safety training sessions.~~

~~An assessment of the current status of crime at HSHMC can be accomplished by reviewing the California Dashboard's suspension and expulsion rate which remains consistently in the "Blue" indicating HSHMC's low-level of suspensions and expulsions. HSHMC's student "MyVoice Survey" indicates 82% of students feel that HSHMC is a welcoming and safe place to learn.~~

School Data:

Health Sciences High and Middle College (HSHMC) is a public charter high school that serves a diverse student population. HSHMC is committed to providing a safe, supportive, and inclusive learning environment where students can thrive academically, socially, and emotionally. Through its focus on strong student-adult relationships, restorative practices, college and career readiness, and meaningful learning experiences, HSHMC strives to ensure that every student feels valued, connected, and supported in achieving their goals.

Annual Attendance Data

Measure	2022-23	2023-24	2024-25	2025-26
Average Daily Attendance	90.66%	90.21%	90.41%	93.09%
Chronic Absenteeism	36.2%	36.0%	33.6%	25.9%

HSHMC's attendance data demonstrate meaningful progress in fostering a safe, supportive, and engaging school environment. Average Daily Attendance increased to 93.09% in 2025–26, the highest rate in four years, while chronic absenteeism decreased from 36.2% in 2022–23 to 25.9% in 2025–26, a reduction of 10.3 percentage points. These positive trends reflect HSHMC's continued efforts to strengthen student engagement, build supportive relationships, and implement proactive attendance interventions that encourage students to attend school consistently.

Metric 2.9 on HSHMC's LCAP with items from the California Healthy Kids Survey

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome
Student Voice Surveys on students' and	Student Voice Survey Question: Safety - 74.4% (I	(Year 1) Using CHKS, we now	A2.1 School perceived as very safe or safe: 73%	School perceived as very safe or safe 80%

family's feelings of connectedness to school, and feeling respected at school	have a teacher I can talk to) Connectedness - 84.2% New Baseline for Year 2 using CHKS	have a new baseline: (Year 2-3) Baseline Q# from Fall 2024 CHKS Table A2.1 School perceived as very safe or safe: 74% A6.4 Connectedness: 70%	A6.4 Connectedness: 63%	School connectedness 76%

California Healthy Kids Survey results indicate that 73% of students perceive HSHMC as a safe or very safe school, demonstrating that a substantial majority of students feel safe on campus. While perceptions of safety remained relatively stable compared to the 74% baseline, school connectedness declined from 70% to 63%. These findings reinforce the importance of HSHMC's ongoing commitment to strengthening student relationships, expanding restorative practices, and creating a welcoming and inclusive school culture where all students feel safe, respected, and connected.

Neighborhood Data:

Health Sciences High & Middle College is located in the City Heights neighborhood of San Diego, California. According to the San Diego Police Department's 2025 Annual Neighborhood Crime Report, the combined reporting areas associated with City Heights recorded approximately 3,245 criminal offenses, representing a 3.4% decrease from 2024. These included 1,048 crimes against persons, 1,502 crimes against property, and 695 crimes against society. While crimes against persons decreased by 8.1% and property crimes decreased by 10.6%, crimes against society, including drug and weapons violations, increased by 28.9%. These figures represent a broader City Heights area rather than incidents occurring directly on or immediately surrounding the HSHMC campus. HSHMC recognizes the importance of maintaining a safe and secure learning environment and continues to prioritize campus supervision, emergency preparedness, positive student relationships, and collaboration with local law enforcement to address potential community safety concerns.

Safety Goal:

HSHMC will strengthen school and community safety by establishing clear mental health crisis response procedures, increasing access to community mental health resources, collaborate with the community to promote safe passage to and from school, and providing education on mental health awareness, de-escalation, appropriate interactions with law enforcement, and individual legal rights. Progress will be measured through staff training participation, student education opportunities, documented partnerships, and emergency response procedures.

Action Item **Implementation Steps**

1. Mental Health Awareness and Response	Provide staff training on recognizing mental health warning signs, responding to students in crisis, using de-escalation strategies, and connecting students with appropriate support.
2. Increase Access to Mental Health Resources	Enhance our mental health resources that support students' mental health awareness and community support available.
3. Student Rights and Law Enforcement Education	Provide documents on understanding legal rights, appropriate interactions with police officers, respectful communication, de-escalation, and what to do when approached or questioned by law enforcement.
4. Promote Safe Passage to and from School	Collaborate with neighboring schools, community organizations, families, and local agencies to identify and address safety concerns along routes to and from school. Strengthen communication and partnerships to promote student awareness, share safety resources, and support safe travel to and from campus.
5. Establish Emergency Response Procedures	Develop and review protocols for responding to mental health crises, campus safety incidents, and emergencies requiring law enforcement or mental health professionals. Identify designated staff responsible for coordinating responses.

Criterion 2, Child Abuse Reporting Procedures

1. Addressing the school's procedures for complying with existing laws relating to school safety, which shall include the development of all the following:

1. Child abuse reporting procedures consistent with Penal Code Section 11164 et seq.

   (1) All teachers, instructional aides, teacher's assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, students' personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentists, and licensed nurses are required to report suspected child abuse.

   (2) A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report, a written report shall be sent within 36 hours of receiving the information concerning the incident.

      (a) Child abuse Team; San Diego Police Department
      Phone: (619) 531-2260

(b) Integrated Child Protected Services
Department of Social Services
(619) 560-2191. (24-hour response number)

(3) Persons observing evidence of suspected child abuse may inform the Principal or designee. Although not required, it is strongly suggested that employees inform the Principal of the incident. Students and parents shall be aware that students also may report instance of child abuse on themselves or others to any faculty and staff of HSHMC, Inc..

All staff are notified of the above procedure at a scheduled meeting or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members.

Supervision and Protection of Pupils from Child Abuse, Neglect, and Sex Offenses

Health Sciences High and Middle College (HSHMC) is committed to maintaining a safe learning environment that protects pupils from child abuse, neglect, sexual abuse and assault, sex offenses, and inappropriate conduct by employees, volunteers, contractors, other adults, or other pupils.

Supervision and Protection of Pupils

HSHMC shall maintain practices and procedures designed to provide appropriate supervision of pupils and reduce opportunities for child abuse, neglect, sex offenses, and other inappropriate conduct. These procedures shall include:

- Maintaining appropriate supervision of pupils during the school day, school-sponsored activities, internships, field trips, extracurricular activities, and other school-sponsored programs.
- Maintaining professional boundaries between pupils and school employees, adult volunteers, contractors, and other adults working on behalf of the school.
- Establishing appropriate limits on electronic and other communications between pupils and employees, volunteers, and contractors, including communication through social media, text messaging, and other electronic platforms.
- Utilizing school facilities and learning environments in a manner that supports appropriate visibility and supervision of interactions involving pupils.
- Taking reasonable measures to avoid situations in which pupils are unnecessarily isolated with an adult in locations that cannot be readily observed or appropriately supervised.
- Providing appropriate supervision and safeguards during off-campus and school-sponsored activities.
- Ensuring employees, volunteers, and other persons working on behalf of HSHMC understand their responsibilities for protecting pupils and reporting suspected child abuse or neglect.

Professional Boundaries

School employees, volunteers, and contractors shall maintain appropriate professional boundaries with pupils at all times.

Interactions with pupils shall be professional, educationally appropriate, and consistent with the individual's school-related responsibilities. Employees, volunteers, and contractors shall not engage in conduct that exploits the adult-pupil relationship, creates an inappropriate personal relationship, or otherwise compromises pupil safety.

Electronic communication with pupils shall be conducted through school-approved communication methods whenever practicable and shall comply with HSHMC policies governing professional boundaries and employee-pupil communications.

Suspected violations of professional boundaries shall be reported to school administration and addressed promptly in accordance with applicable school policy and law. Nothing in this procedure replaces or limits an individual's independent duty as a mandated reporter to report known or reasonably suspected child abuse or neglect to the appropriate agency.

Reporting Suspected Abuse or Misconduct

All mandated reporters shall comply with the Child Abuse and Neglect Reporting Act and HSHMC's child abuse and neglect reporting procedures.

When an employee has knowledge of or observes a child whom the employee knows or reasonably suspects has been the victim of child abuse or neglect, the employee shall make the required report to the appropriate child protective or law enforcement agency. Reporting responsibilities shall not be delegated to another employee or administrator.

Internal notification to a supervisor or administrator does not satisfy or replace a mandated reporter's individual legal reporting obligation.

HSHMC shall respond promptly to allegations of inappropriate employee, volunteer, or contractor conduct and shall take appropriate measures to protect pupils while complying with applicable reporting, investigation, confidentiality, due process, and employment requirements.

Training

HSHMC shall provide required annual training to employees and other individuals required by law regarding:

- Identification and reporting of child abuse and neglect;
- Prevention of abuse, including sexual abuse and assault, on school grounds, by school personnel or volunteers, and in school-sponsored programs;
- Professional boundaries and appropriate adult-pupil interactions; and
- Responsibilities of mandated reporters.

Required personnel shall provide proof of completion of mandated training within the timelines established by law and HSHMC procedures.

School Facilities and Supervision

HSHMC shall maintain written policies, plans, or specifications addressing classroom and nonclassroom environments to promote safe learning environments that can be appropriately supervised.

When reviewing facilities, furnishings, and learning spaces, HSHMC shall consider visibility, accessibility, appropriate supervision, and practices designed to reduce opportunities for abuse, sex offenses, or egregious misconduct.

Response to Concerns

Any pupil, parent/guardian, employee, volunteer, or other member of the school community shall report concerns regarding inappropriate adult-pupil interactions, professional-boundary violations, suspected abuse or neglect, sexual misconduct, or other conduct affecting pupil safety immediately to the Director of HR and school administration.

HSHMC shall respond promptly to such concerns and take appropriate protective and administrative action consistent with applicable law and school policy. When a concern creates a reasonable suspicion of child abuse or neglect, mandated reporting requirements shall apply immediately.

Legal References: Education Code §§ 32100, 32281, 32282, 44010, 44051, 44052, 44242.5, 44691, 44830.1, 44939.5, and 51950; Penal Code § 11165.7.

Criterion 3, Disaster Procedures, Routine and Emergency

Disaster Response Procedures

(1) The site disaster plan has been developed to provide for the safety of students, staff, buildings, equipment, and supplies. It includes the organization of staff to meet an emergency, a system of warning, instruction, and preparation of students, and appropriate drills. See attached Site Emergency Preparedness Plan.
(2) A “No False Drills” policy has been adopted at HSHMC, Inc. In the event of a “false alarm”, all staff members are aware that staff and students will evacuate the building and complete an orderly and safe evacuation of the classrooms and building. Staff and students will remain in the safe outdoor assembly areas until the all clear signal is made to return to the school building.
(3) 911 Telephone Calls can be made by any adult staff member based on the emergency need. When a staff member makes a 911 emergency telephone call the following procedures will be adhered to:
    - Staff member making the telephone call identifies him/herself and gives the location from where the call is made from.
    - The staff member placing the call should remain on the telephone, with an open line, as long as the emergency dispatcher needs them.

    After completing the emergency telephone call the staff member will notify the administration of the emergency and request any additional support needed. If the staff member needs to remain on the telephone line during the emergency, that staff member should send a responsible student to a

neighboring teacher for help. That teacher should immediately notify the administration for assistance.

Telephone Security:
HSHMC, Inc. has telephones in the temporary reception desk, located on the 1st and 3rd floors, and all offices.

All staff members must adhere to the following rules for telephone security:

- Never allow students to use the telephone without prior approval of an adult who observes the telephone call.
- When leaving on extended breaks or weekends it is advised to disconnect the telephone and place it in a locked drawer or cabinet.
- Never allow students to gather around the telephone without immediate adult supervision.
- If you are the adult in the classroom and you suspect that the telephone has been improperly used, notify administration.

Criterion 4, Policies Related to Suspension/Expulsion

(1) Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.

(2) Expulsion is defined as removal of a student from the immediate supervision and control or general supervision of school personnel at HSHMC, Inc.

HSHMC Inc. regards suspension and expulsion as a last resort. Our goal is to maximize time spent learning for each student. Criteria for suspension and expulsion of students is consistent with all applicable federal statutes and state and federal constitutional provisions. Governing law includes *the procedures by which pupils can be suspended or expelled—California Education Code Section 47605 (b)(5)(J)*. In addition, attention is focused on ensuring due process for students and their families. HSHMC, Inc. follows expulsion and suspension guidelines as outlined in this charter. All related hearings will conform to the state and federal laws regarding discipline, special education, confidentiality, and access to records (IDEA 2004, California Education Code 47605). The Principal may suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and referred for expulsion to the HSHMC Inc. Governing Board upon recommendation of the Principal.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at anytime including but not limited to: a)

while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Enumerated Offenses

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1.Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director/Principal or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another.
18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
19. Made terrorist threats against school officials and/or school property.
20. Committed sexual harassment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.
Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

The following board approved document outlines our suspensions/expulsions policy:
Suspension/Expulsion Policy

Criterion 5, Notification to Teachers of Dangerous Pupils

Procedures for notifying teachers of dangerous pupils pursuant to Education Code Section 49079.

- Reference Administrative Procedure 4613.

(1) Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the principal of information received from the court and the Probation Department which needs to be transmitted to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.

(2) Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.

All HSHMC, Inc. staff are notified quarterly of the availability of a confidential list of students who have been suspended.

~~**Criterion 6, Sexual Harassment Policy**~~

~~(1) Definition of sexual harassment: A form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances., requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).~~

~~(2) The school prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the faculty and staff or student's academic performance or of creating an intimidating, hostile, or offensive educational environment. HSHMC, Inc. also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.~~

Criterion 6, Discrimination, Harassment, Sexual Harassment, and Hate Crime Prevent ion and Reporting Policy

1. Policy Statement

HSHMC is committed to providing a safe, inclusive, equitable, and respectful educational environment free from unlawful discrimination, harassment, intimidation, bullying, sexual harassment, hate violence, and retaliation.

The school prohibits discrimination and harassment based on actual or perceived race, color, ancestry, national origin, immigration status, ethnic group identification, religion, disability, sex, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected under applicable state or federal law, including association with a person or group with one or more of these characteristics.

This policy applies to students, employees, volunteers, contractors, and other individuals participating in school programs and activities.

2. Discrimination and Harassment

Discrimination includes unlawful unequal treatment, exclusion, or denial of educational opportunities, programs, services, or benefits based on a protected characteristic.

Harassment includes unwelcome verbal, written, visual, physical, or electronic conduct based on a protected characteristic that meets the applicable legal standard for unlawful harassment.

Prohibited conduct may include derogatory language, racial or ethnic slurs, discriminatory comments, offensive images, threats, intimidation, and other conduct that interferes with a student's ability to participate in or benefit from the educational environment.

3. Sexual Harassment

Sexual harassment is prohibited in all school programs and activities.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical, or electronic conduct of a sexual nature that meets applicable legal standards.

The school also prohibits conditioning grades, educational opportunities, benefits, services, honors, or participation in school programs on submission to sexual conduct.

Reports of sexual harassment shall be addressed in accordance with applicable California law, federal Title IX requirements, and the school's adopted policies and procedures.

4. Hate Crimes and Hate-Motivated Incidents

HSHMC prohibits hate crimes, hate violence, and hate-motivated conduct.

A hate crime is a criminal act committed, in whole or in part, because of an actual or perceived protected characteristic, as defined by applicable California law.

Hate-motivated incidents may include conduct motivated by bias or prejudice that does not independently constitute a criminal offense.

Examples may include:

- Threats or acts of violence motivated by prejudice.
- Racially, religiously, or otherwise bias-motivated intimidation.
- Vandalism involving hate symbols or discriminatory messages.
- Targeted harassment involving protected characteristics.
- Distribution of threatening or discriminatory materials.

All reported incidents shall be evaluated to determine whether they constitute a potential hate crime, unlawful harassment, bullying, or another violation of school policy.

5. Reporting Procedures

Students, parents/guardians, employees, and community members are encouraged to report suspected discrimination, harassment, sexual harassment, hate crimes, or hate-motivated incidents.

Reports may be submitted verbally or in writing to a teacher, counselor, school administrator, or other designated school official.

Upon receiving a report, school personnel shall promptly notify the appropriate administrator or designated compliance officer, consistent with applicable reporting procedures.

Reports involving an administrator may be directed to another designated administrator, the school's governing authority, or the appropriate compliance officer.

Individuals may also submit complaints through the school's applicable Uniform Complaint Procedures or other legally required complaint processes.

6. Response and Investigation Procedures

Upon receiving a report, school administration or the designated compliance officer shall:

1. Assess immediate safety concerns and determine whether protective measures are necessary.
2. Document the reported incident and relevant information.
3. Determine the appropriate complaint, investigation, and reporting procedures.
4. Conduct or coordinate a prompt, impartial investigation consistent with applicable law.
5. Provide appropriate opportunities for involved individuals to share information.
6. Determine whether school policy or applicable law has been violated.
7. Implement appropriate corrective actions, interventions, disciplinary consequences, or supportive measures.
8. Communicate findings and outcomes to involved parties as permitted or required by law.
9. Maintain appropriate records of reports, investigations, and actions taken.

The school shall protect student privacy and confidentiality to the extent permitted by law.

7. Hate Crime Reporting and Law Enforcement Notification

When a reported incident may constitute a hate crime, school administration shall assess the incident and comply with applicable law enforcement reporting requirements.

School personnel shall promptly notify administration of suspected hate crimes or hate-motivated violence.

Administration shall:

- Evaluate immediate safety risks and implement appropriate protective measures.
- Preserve available evidence, including written statements, photographs, electronic communications, and video recordings.
- Contact law enforcement when required by law or when necessary to address an immediate threat or suspected criminal activity.
- Document the incident and actions taken.
- Provide appropriate support to affected students.
- Follow applicable school disciplinary procedures and reporting requirements.

School-based investigations and interventions shall not unnecessarily delay legally required notifications to law enforcement or child protective agencies.

8. Protection Against Retaliation

HSHMC prohibits retaliation against any individual who reports discrimination, harassment, sexual harassment, or hate-motivated conduct; participates in an investigation; or exercises rights protected by applicable law.

Reports of retaliation shall be promptly reviewed and addressed.

9. Student Support and Restorative Practices

HSHMC recognizes that incidents of discrimination, harassment, and hate-motivated conduct can significantly affect students' emotional well-being, sense of belonging, and educational participation.

The school may provide counseling, safety planning, academic accommodations, restorative interventions, and other appropriate support services.

Restorative practices may be utilized when appropriate, voluntary, and consistent with the safety and rights of affected individuals.

Restorative interventions shall not replace legally required investigations, reporting obligations, protective measures, or disciplinary procedures.

10. Prevention, Education, and Staff Training

HSHMC shall promote awareness and prevention of discrimination, harassment, sexual harassment, and hate-motivated conduct through appropriate educational activities, staff training, student supports, and schoolwide expectations.

In accordance with California Education Code Section 234.1, HSHMC annually provides school employees who serve pupils in grades 9 through 12 with information regarding the California Department of Education's online training module and resources related to bullying and cyberbullying prevention.

These resources are distributed annually to applicable staff through school communication channels, including email, and staff Canvas page.

Students and families shall receive information regarding prohibited conduct, available reporting procedures, and protections against retaliation which will be outlined in the student handbook.

Legal References: California Education Code §§ 200, 201, 220, 234, 234.1, 32282, 48900.3, 48900.4; California Penal Code §§ 422.55 and 422.6; Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and applicable implementing regulations.

Criterion 7, School Wide Dress Code

- Reference HSHMC, Inc. Student Handbook

Criterion 8, Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from School

Procedures for safe ingress to and egress from school**.** (See Site Evacuation Maps)

(1) Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.

(2) As required by state law, each site administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and campus emergencies) and maintain an accurate record of each drill.

(3) All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take.

Criterion 9, Safe and Orderly School Environment

Procedures to ensure a safe and orderly environment conducive to learning

(1) HSHMC, Inc. faculty and staff shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every faculty and staff member shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, at internships locations, or while in attendance at any event attended as a member of HSHMC, Inc.

(2) All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the faculty and staff of HSHMC, Inc.

(3) Students are to be under direct supervision of a staff member or supervising partner of HSHMC, Inc. at all time while in school, or while attending a school-directed activity.

Rules and procedures on school discipline.

(1) It is the CEO or designee's responsibility to maintain good discipline in the school in accordance with Education Code, California Administrative Code, and HSHMC, Inc. regulations for measurement of citizenship and development of good discipline. HSHMC, Inc. may delegate to any faculty or staff those duties necessary for maintenance of good student conduct.

(2) Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.

Criterion 10, Safe School Plan Development

~~a. Requirements of SB187 legislation include the following:~~

~~1. The DELAC is responsible for the development of the plan in consultation with law enforcement and other school site councils.~~

~~2. The plan shall be evaluated and modified, as necessary, no less than once per year, and be available to the public.~~

~~b. Respond to your school's data by describing programs and activities that address individual school safety needs. (See Comprehensive School Safety Plan attached)~~

HSHMC's Comprehensive School Safety Plan was developed with input from school leadership, staff, a parent representative, and community safety partners. The school communicated opportunities for public review and participation through schoolwide notifications and its website, with a public meeting scheduled to gather feedback. The plan also incorporates an analysis of school attendance, chronic absenteeism, student perceptions of safety and connectedness, and neighborhood crime data to identify safety priorities and inform improvement efforts. For additional details regarding plan development, public communication,

data analysis, and identified safety goals, please refer to the beginning of the Comprehensive School Safety Plan.

Criterion 11, Opioid Overdose Response

Per the The Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, overdose is common among persons who use illicit opioids such as heroin and among those who misuse medications prescribed for pain such as oxycodone, hydrocodone, methadone, buprenorphine, and morphine. The incidence of opioid overdose is rising nationwide. In 2016, more than 42,000 of the drug overdose deaths in the United States involved some type of opioid, including heroin.

To address the problem, emergency medical personnel, health care professionals, school personnel, people who use drugs, and other community members who may witness and respond to an overdose are being trained in the use of the opioid antagonist medication naloxone, which can reverse the potentially fatal respiratory depression caused by opioid overdose. (Note that naloxone has no effect on non-opioid overdoses, such as those involving cocaine, benzodiazepines, or alcohol.

Protocol in the Event a Pupil is Suffering or Believed to be Suffering from an Opioid Overdose

The San Diego Unified School District and Health Sciences High and Middle College's primary goal in the fight against opioids and fentanyl use is prevention.

HSHMC will use the following prevention strategies:

- Distribute materials to and/or discuss with students content conducive to preventing drug use/abuse such as, but not limited to:
  - How opioids and fentanyl affect the body's systems.
  - Refusal strategies
  - The signs and symptoms of use/abuse
  - The science of addiction
- Distribute safety advice to families regarding opioid overdose prevention.
- Creating a supportive, safe and orderly environment conducive to learning by regularly assessing school climate and using data to develop goals and objectives to address gaps.
- Providing training to staff on building protective factors in students, as well as recognizing the signs and symptoms of use/abuse.
- ~~Add additional strategies used at the school.~~

The steps outlined in this section are recommended to reduce the number of deaths resulting from opioid overdoses.

STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE

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

- Unconsciousness or inability to awaken.

· Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened.

· Fingernails or lips turning blue/purple.

If an opioid overdose is suspected, stimulate the person:

· Call the person's name.

· If this doesn't work, vigorously grind knuckles into the sternum (the breastbone in middle of chest) or rub knuckles on the person's upper lip.

· If the person responds, assess whether he or she can maintain responsiveness and breathing.

· Continue to monitor the person, including breathing and alertness, and try to keep the person awake and alert.

If the person does not respond, call 911, provide rescue breathing if the person is not breathing on their own, and administer one dose of naloxone.

STEP 2: CALL 911 FOR HELP

AN OPIOID OVERDOSE NEEDS IMMEDIATE MEDICAL ATTENTION.
An essential step is to get someone with medical expertise to see the person as soon as possible. If no emergency medical services (EMS) or other trained personnel is on the scene, activate the 911 emergency system immediately. All you have to say is "Someone is unresponsive and not breathing." Be sure to give a specific address and/or description of your location. After calling 911, follow the dispatcher's instructions. If appropriate, the 911 operator will instruct you to begin CPR (technique based on rescuer's level of training).

STEP 3: ADMINISTER NALOXONE
If the person overdosing does not respond within 2 to 3 minutes after administering a dose of naloxone, administer a second dose of naloxone.

Naloxone should be administered to anyone who presents with signs of opioid overdose or when opioid overdose is suspected. Naloxone is approved by the Food and Drug Administration (FDA) and has been used for decades by EMS personnel to reverse opioid overdose and resuscitate individuals who have overdosed on opioids. Research has shown that women, older people, and those without obvious signs of opioid use disorder are undertreated with naloxone and, as a result, have a higher death rate. Therefore, it is also important to consider naloxone administration in women and the elderly found unresponsive with opioid overdose.

Naloxone can be given by intranasal spray and by intramuscular (into the muscle), subcutaneous (under the skin), or intravenous injection.

Health Sciences High and Middle College uses intranasal spray.

All naloxone products are effective in reversing opioid overdose, including fentanyl-involved opioid overdoses, although overdoses involving potent (e.g., fentanyl) or large quantities of opioids may require more doses of naloxone.

DURATION OF EFFECT. The duration of effect of naloxone depends on dose, route of administration, and overdose symptoms and is shorter than the effects of some opioids. The goal of naloxone therapy should be to restore adequate spontaneous breathing, but not necessarily complete arousal.

More than one dose of naloxone may be needed to revive someone who is overdosing. People who have taken longer acting or more potent opioids may require additional intravenous bolus doses or an infusion of naloxone.

Comfort the person being treated, as withdrawal triggered by naloxone can feel unpleasant. Some people may become agitated or confused, which may improve by providing reassurance and explaining what is happening.

SAFETY OF NALOXONE. The safety profile of naloxone is remarkably high, especially when used in low doses and titrated to effect. When given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

Naloxone can be used in life-threatening opioid overdose circumstances in pregnant women.

The FDA has approved an injectable naloxone, an intranasal naloxone, and a naloxone auto-injector as emergency treatments for opioid overdose. People receiving naloxone kits that include a syringe and naloxone ampules or vials should receive brief training on how to assemble and administer the naloxone to the victim. The nasal spray is a prefilled, needle-free device that requires no assembly and that can deliver a single dose into one nostril. The auto-injector is injected into the outer thigh to deliver naloxone to the muscle (intramuscular) or under the skin (subcutaneous). Once turned on, the currently available device provides verbal instruction to the user describing how to deliver the medication, similar to automated defibrillators. Both the nasal spray and naloxone auto-injector are packaged in a carton containing two doses to allow for repeat dosing if needed.

FENTANYL-INVOLVED OVERDOSES. Suspected opioid overdoses, including suspected fentanyl- involved overdoses, should be treated according to standard protocols. However, because of the higher potency of fentanyl and fentanyl analogs compared to that of heroin, multiple doses of naloxone may be required to reverse the opioid-induced respiratory depression from a fentanyl-involved overdose.
Many anecdotes report more rapid respiratory depression with fentanyl than with heroin, although other reports do not reflect such rapid depression.

Because of these effects, quicker oxygenation efforts and naloxone delivery may be warranted with fentanyl-involved overdoses compared with heroin-only overdoses. However, naloxone is an appropriate response for all opioid overdoses, including fentanyl-involved overdoses.

STEP 4: SUPPORT THE PERSON'S BREATHING

Ventilatory support is an important intervention and may be lifesaving on its own. Rescue breathing can be very effective in supporting respiration, and chest compressions can provide ventilatory support.

Rescue breathing for adults involves the following steps:

- Be sure the person's airway is clear (check that nothing inside the person's mouth or throat is blocking the airway).
- Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
- Place your mouth over the person's mouth to make a seal and give two slow breaths.
- Watch for the person's chest (but not the stomach) to rise.
- Follow up with one breath every 5 seconds.

Chest compressions for adults involve the following steps:

- Place the person on his or her back.
- Press hard and fast on the center of the chest.
- Keep your arms extended.

STEP 5: MONITOR THE PERSON'S RESPONSE

All people should be monitored for recurrence of signs and symptoms of opioid toxicity for at least 4 hours from the last dose of naloxone or discontinuation of the naloxone infusion. People who have overdosed on long-acting opioids should have more prolonged monitoring.

Most people respond by returning to spontaneous breathing. The response generally occurs within 2 to 3 minutes of naloxone administration. (Continue resuscitation while waiting for the naloxone to take effect.)

Because naloxone has a relatively short duration of effect, overdose symptoms may return. Therefore, it is essential to get the person to an emergency department or other source of medical care as quickly as possible, even if the person revives after the initial dose of naloxone and seems to feel better.

SIGNS OF OPIOID WITHDRAWAL. The signs and symptoms of opioid withdrawal in an individual who is physically dependent on opioids may include body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (gooseflesh), sweating, yawning, nausea or vomiting, nervousness, restlessness or irritability, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure. These symptoms are uncomfortable, but not life threatening. After an overdose, a person dependent on opioids should be medically monitored for safety and offered assistance to get into treatment for opioid use disorder.

If a person does not respond to naloxone, an alternative explanation for the clinical symptoms should be considered. The most likely explanation is that the person is not overdosing on an opioid but rather some other substance or may be experiencing a non-overdose medical emergency.

In all cases, support of ventilation, oxygenation, and blood pressure should be sufficient to prevent the complications of opioid overdose and should be given priority if the response to naloxone is not prompt.

DO'S AND DON'TS WHEN RESPONDING TO OPIOID OVERDOSE

· DO attend to the person's breathing and cardiovascular support needs by administering oxygen or performing rescue breathing and/or chest compressions.

· DO administer naloxone and utilize a second dose, if no response to the first dose.

· DO put the person in the "recovery position" on the side, if you must leave the person unattended for any reason.

· DO stay with the person and keep the person warm.

· DON'T slap or forcefully try to stimulate the person; it will only cause further injury. If you cannot wake the person by shouting, rubbing your knuckles on the sternum (center of the chest or rib cage), or light pinching, the person may be unconscious.

· DON'T put the person into a cold bath or shower. This increases the risk of falling, drowning, or going into shock.

· DON'T inject the person with any substance (e.g., saltwater, milk, stimulants). The only safe and appropriate treatment is naloxone.

· DON'T try to make the person vomit drugs that may have been swallowed. Choking or inhaling vomit into the lungs can cause a fatal injury.

· NOTE: All naloxone products have an expiration date, so it is important to check the expiration date and obtain replacement naloxone as needed.

Criterion 12, Procedures to Respond to Individuals Experiencing a Sudden Cardiac Arrest

The San Diego Unified School District and Health Sciences High and Middle College are committed to responding to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds. HSHMC's procedures are in place to ensure the timely care of individuals experiencing a cardiac emergency through trained personnel and the use of an on-site automated external defibrillator (AED) which is located on the first floor lobby.

HSHMC has a Cardiac Emergency Response Team (CERT) Coordinator, Nick Swift, who is responsible for training for staff to respond to sudden cardiac arrests or other life threatening emergencies. Specialized teams that are prepared to respond include HSHMC's Student Engagement Team (SET), Career Development Team (CDT), and our School Operation Specialist (SOS) Manager. These teams have access to all students as each SET member is responsible for a different floor on HSHMC's campus. The CDT is responsible for our students that are off campus at internships. The teams are detailed below:

CERT and SOS Manager::
Nick Swift: Emergency Response Team Coordinator in partnership with Dominique Smith, Principal.

Johnnie Gomez: EMS Coordinator, communicating with EMS for location. This is in partnership with Broc Arnaiz, Vice Principal.
Demetrius Davenport: Floor two SET/CERT member
Karina Herrera: Floor two SET/CERT member
Mikayla Haywood: Floor three SET/CERT member
Nick Regas: Floor Four SET/CERT member

CDT:
Cory Lauritzen: Internship Coordinator
Harley Miranda: Internship Supervisor
Daniel Zazueta: Internship Supervisor
Megan Romo: Internship Supervisor
TJ Clayborne: Internship Supervisor

In case of an emergency on site:

- Team member will push Centegix badge three times to alert of medical need.
- Centegix response team and/or SET/CERT member and CERT Coordinator will arrive in an isolated area for need.
- SET/CERT will stay with individuals experiencing an emergency until the CERT Coordinator is present.
- CERT Coordinator will tell SET/CERT what call to put in, SET/CERT will make a 911 call and communicate with Johnnie Gomez.
- Johnnie Gomez and SET/CERT members will be present for EMS to arrive.
- Johnnie Gomez will communicate with families as needed.
- SET/CERT members will communicate back with teaching staff.

In case of emergency off campus:

- Team members will call and text the CERT Coordinator, Internship supervisor and medical support (911) at the internship site.
- Internship Coordinator will travel to the internship site and communicate with Johnnie Gomez for communication home.
- Internship Coordinator will communicate back to Broc Arnaiz, Vice Principal
- Internship CERT members will stay with students until medical support or internship supervisor arrive.

In the event that a person is unresponsive (not breathing and pulseless) staff members should immediately activate 911, initiate CPR when indicated, and retrieve/use the AED as soon as available, without waiting for the coordinator's arrival.

Criterion 13, Instructional Continuity Plan

The purpose of an Instructional Continuity Plan (ICP) is to ensure the seamless continuation of education during emergencies that disrupt traditional in-person instruction in accordance with Education Code Sections 41422 and 46392(a). At the heart of this plan, is a protocol outlining how the LEA will engage with students and their families as soon as practicable, but no later than five calendar days, following an emergency.

Health Sciences High and Middle College (HSHMC) serves over 540 students in the City Heights area of San Diego County.

Communication

HSHMC uses PowerSchool for all school communication, primarily with email, text and app notifications. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. In the event of an emergency disrupting in-person instruction, HSHMC/school site communication will establish two-way communication through PowerSchool within five calendar days. Staff, families and students will:

• Utilize PowerSchool to send automated calls, text messages, and emails in multiple languages.
• Ensure ongoing communication and support through additional channels, including email, phone, the school website and social media to address students' social, emotional and academic needs.
• Use Zoom to conduct virtual check-ins with families, including home visits if needed, to assess well-being and learning needs.
• Receive regular updates regarding instructional plans, grading policies, schedules and students' expectations through PowerSchool, district and school websites to ensure continuity during remote or disrupted learning.

Technology

HSHMC prioritizes access to devices and connectivity for all students. All students in grades 9-12 are assigned a MacBook/Chromebook at the start of each school year. Additionally, those in need of wi-fi may check out a hotspot. Anyone who requires a computer repair are able to exchange their devices for working ones, coordinated by each school site. In the event of an emergency that disrupts in-person instruction, HSHMC will:

• Provide all HSHMC students with assigned devices. For families without internet access, HSHMC will distribute Wi-Fi hotspots.
• Provide guidance and training resources for families and students on how to access digital platforms.
• Offer printed instructional materials for students without internet access.
• Ensure accessibility features are enabled and available for students with disabilities.

Those who have tech-related questions – from log-in information to access of learning applications – can visit the HSHMC website and access the Technology Support Homepage or contact a district computer technician via a dedicated tech help email- asilveyra@hshmc.org.

Instructional Access Plan

To ensure the seamless continuation of education during emergencies that disrupt traditional in-person instruction, educational opportunities offered to all HSHMC students will prioritize essential learning and make standards-aligned learning objectives achievable. Students will be provided distance learning with live instruction (synchronous direct instruction) and live interaction (asynchronous small group and individual help). Within 10 instructional days following the emergency,

HSHMC will provide:

A. In person and remote instruction options
    a. If at all possible, temporary in-person instruction will be provided at HSHMC or through agreement with a neighboring district, county office of education, or charter school.
    b. Utilize Canvas for remote instruction with live virtual lessons via Zoom.

B. Instructional Standards
    a. HSHMC will adhere to the standards equivalent to Independent Study Programs per Ed Code sections 51747 and 51749.5.
    b. Teachers will provide daily lessons, assignments, and instructional support through Canvas & Clever and printed learning packets.
    c. Students with IEPs and 504 plans will continue to receive accommodations, modifications, and designated instructional support services to the best extent possible.

To log in to Clever, please visit hshmc.org and click on the Clever link. Be sure your student's school email and password is entered. If you need their email and password, please contact tech support at asilveyra@hshmc.org.

Students

Check Canvas classroom for each class and complete the essential assignments posted by the teachers. Hand in assignments based upon proposed due dates. The completion of assignments is to provide access to course content and materials in order to support student learning progress.

Attendance, Grading, and Progress Monitoring:

• Student attendance will be tracked through participation in virtual class meetings and assignment completion.
• Feedback will be provided on student work and progress.
• Support staff will monitor engagement and follow up with families who show signs of disengagement.

Equitable Access

HSHMC is committed to serving all students, including students with disabilities, English language learners, foster youth, and students experiencing housing insecurity, during emergencies that disrupt traditional in-person instruction. Through coordination across departments and with community partners, HSHMC ensures that students' academic, social-emotional, and basic needs are met, regardless of circumstance. In the event of a natural disaster or emergency, HSHMC will:

• Support English learners through site English Language Development (ELD) lead teachers and in coordination with the Education Services department by identifying, monitoring and providing support to students using resources such as Achieve3000, iReady and StudySync to deliver asynchronous instruction aligned to students' language proficiency levels.
• Coordinate support for students in foster care by connecting students with available district, county and community resources, including devices, internet hotspots, clothing, school supplies, and counseling.
• Provide outreach to students experiencing housing insecurity by facilitating access to food, school supplies, hygiene products, technology, school-based mental health resources and other community services.
• Ensure continuity of services for students with disabilities by regularly reviewing IEPs and when necessary, adjusting plans to maintain access to instruction, therapies and health related supports in collaboration with program specialists, school psychologists, case managers and related service providers.
• Facilitate regular communication between families and special education teams, including general education teachers to address any gaps in engagement, learning or technology access due to disruptions to traditional in-person school.

Well-Being

In order to monitor and support the mental health and social/emotional well-being of students and staff, HSHMC will utilize the Multi-tiered System of Support (MTSS) framework to ensure broad, targeted, and intensive strategies that are available to all students at any given time, dependent on their needs. HSHMC partners with OPSAM Health to provide resources for families for their mental health needs. Further resources, including community mental health services, can be found at hshmc.org

Site-Based Collaboration:

In recognition of the importance of partner engagement in engendering trust and strengthening

informed partnerships, HSHMC will engage in collaboration with staff, parents, students and community members as soon as practicable, but no later than five calendar days following an emergency.

HSHMC will regularly review and update the plan based on feedback and lessons learned.

Criterion 14, Accommodations Related to Relevant Federal Disability Laws

HSHMC's emergency evacuation procedures include accommodations for students and staff with disabilities. These procedures address individualized assistance needs, accessible evacuation routes, designated staff responsibilities, and alternative evacuation procedures when necessary. See **Students/Staff with Disabilities** under **Evacuation Procedures** in the Site Emergency Preparedness Plan.

a. The School Safety Plan will be reviewed to ensure that the plan includes appropriate adaptations for pupils with disabilities in accordance with the federal Individuals with Disabilities Education Act regarding disaster procedures.
b. Plan review would allow a school employee, a pupil's parent, guardian, or educational rights holder, or a pupil, to bring concerns about an individual pupil's ability to access disaster safety procedures described in the school safety plan to the school principal,
c. The principal would determine if there is merit to the concern and if the safety plan needs to be modified.

Criterion 15, Procedures to Assess and Respond to Reports of Any Dangerous, Violent or Unlawful Activity

The safety plan includes procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school. (See specific sections on Weapons, Disturbances, Threats and Violence and other relevant areas in the Site Emergency Preparedness Plan below).

Students, staff, parents/guardians, and community members may report suspected or threatened dangerous, violent, or unlawful activity to school administration or designated school personnel. School personnel receiving such reports shall promptly notify administration and contact 911 when an immediate threat to safety exists.

School administration or designated personnel shall assess reported incidents to determine the nature, credibility, and severity of the threat; evaluate immediate safety risks; and initiate appropriate protective measures. Responses may include activating emergency procedures, contacting law enforcement or emergency services, providing student and staff support, and implementing appropriate interventions or disciplinary actions consistent with applicable law and school policies.

Reports and resulting actions shall be documented, and school administration shall coordinate follow-up measures as appropriate to protect students, staff, and the school community.

Site Emergency Preparedness Plan

General Discussion

In order to prepare to react in the event of an emergency, we are required to formulate a sight emergency preparedness plan. This plan is intended to coordinate all emergency activities of staff and students, and give each person on site a definite plan of action to follow in the event of an emergency. It is most important for staff to realize that emergency preparedness must become a normal part of a continuous planning process throughout the year. A well-prepared and tested plan will minimize injuries and loss of life in a major disaster. Therefore, it is expected that all staff members be familiar with the school's emergency preparedness plan. Disaster planning experts indicate that in the event of a natural calamity such as an earthquake. School staff should be prepared to be self-sufficient for as long as 72 hours. It is the goal of the HSHMC, Inc. administration to ensure the safety and accountability of students and staff and at the same time provide for their needs within that 72 hours. This is a requirement of California State Education Code. Staff members should remember that in times of stress, they must remain calm, evaluate the situation and act based on the best available information. Be aware that your calm behavior and clear communication will influence the students and other staff members.

Remember

Your first priority is the safety of the students!

All public employees are declared by law to be disaster services workers (Government Code 3100). They are subject to such disaster services as may be assigned to them by their supervisors or by law upon the declaration of an appropriate state of emergency. The extent to which HSHMC, Inc. employees' function as disaster services workers depends in large measure upon the decisions of the school administration.

Staff Suggestions and Responsibilities

Take attendance using a role book or Power School, do not lock any doors.

In the event of a true disaster, staff may be required to remain on site supervising students for up to 72 hours. No staff member may leave the site without express permission of the CEO or designee.

Be prepared to assume responsibilities other than those defined in the site plan. There is no way to pre-identify injuries.

If supervising students, account for all students at all times.

Have an emergency bag in the trunk of your car. Keep comfortable clothing, gloves, jacket, comfortable shoes, hat, flashlight, radio, trash bags, pillow, toothbrush, toothpaste, soap and possibly dehydrated food in it. Remember to keep fresh batteries in the radio and flashlight. Remember your own personal medications.

Until approval of the CEO or designee, do not reenter the building.

The primary responsibility of the staff is the safety of students. Do not endanger students or yourself attempting to save property—fighting fires, turning off flooding water mains, gas lines, etc.

On the signal to evacuate, evacuate all ambulatory students immediately. Remember, there may be no signal (electrical failure), and it may be necessary for you to judge that it is all clear and evacuate. Evacuate all the students you can, but do not endanger healthy students in an attempt to assist the injured.

Stay Calm

All teachers and staff not assigned to students during an emergency must still report to the emergency assembly area to help with supervision.

Emergency Drill Information Dates

Never assume there has been a false alarm. When you hear an alarm or signal, immediately follow emergency procedures. Keeping your students inside for any reason during an earthquake or fire alarm is not an option. All students and staff must evacuate as soon as the initial earthquake has occurred or as soon as knowledge of smoke or a fire occurs.

Drills will be conducted several times during the school year. The schedule is as follows:

Drill Type	**Date**
Staff Professional Development	August 6, 2026
Basic Evacuation Drill	August 13, 2026
Fire Drill	September 4, 2026
Earthquake Drill (Great Shakeout)	October 15, 2026 @ 10:15a
Lock Down Drill	December 1, 2026
Earthquake/Fire Drill #2	February 9, 2027
Lockdown Drill #2	March 23, 2027
Fire Drill only	May 4, 2027

All staff members should review the contents of the disaster emergency procedures.

(1) Discuss rules with your students and evacuation routes with all classes.
(2) Duck Hold Cover position
(3) Alarm signals
(4) What to do before and after school, during lunch, and or passing periods.
(5) Evacuation routes.

All drills require attendance reporting to the Emergency Operations Center. (EOC)

Teachers: Keep the Emergency Procedure Packet visible and in an easy to get location. Be certain your roll book is easily available to substitutes.

RULES DURING DRILLS

(1) Proceed quickly and quietly to the designated area. No running or talking through the duration of the drill. Classes must remain together.
(2) Teachers will lead the class. Assign a dependable student to make certain the room is clear.
(3) Teacher will take roll sheets (attendance) and emergency pack when evacuating.
(4) Leave other books and belongings in the room, except valuables, which may be carried during the drill.
(5) If leaving injured people in the room. Designate this status by placing the yellow caution tape on the exit area of the classroom or area.
(6) If an exit is blocked, the teacher will select the next best route to exit safely.
(7) Upon reaching the designated area the class is to sit quietly and stay together.
(8) Send the Teacher Emergency Report Form to the EOC.
(9) Remain clear of all buildings/structures.
(10) When the all clear is sounded, return to the class via the same evacuation route calmly and quietly in a single file.

Staff/Student Awareness and Preparation

All staff should become thoroughly familiar with the contents of the emergency plan, and students should be instructed in the procedures outlined for emergency action so that they will be prepared to react quickly to instructions given to them in times of emergency.

DROP DUCK COVER

Students should know the term Drop, Duck, Cover or Drop and Cover or Duck, Cover and Hold.

The “Drop Duck Cover” position is: Drop to knees, place hands over back of head with arms over ears, and lay forehead in knees.

1. “Drop Duck Cover” is appropriate for any of the following emergencies or drills:
    - Earthquake
    - Shooting
    - Explosion
2. “Drop Duck Cover” is also appropriate outside for an earthquake and when there is a bright flash or explosion.

Alarm Signals

Fire	Continuous short rings
Earthquake	Manual signal (Alternating long alarm and short alarm)
Real Earthquake	Movement/Vibration of ground
Shooter/Gunfire	Tremendous noise or blinding glare Manual signal (red flashing lights, audible PA announcement, staff desk takeover)
Disturbance: (Possible Lock down)	The principal or designee will activate actions according to need. Manual signal (one long alarm or verbal signal 3 times" **Lock Down Lock Down Lock Down)"**
Bomb Threat	Fire Alarm or Verbal instructions –**evacuate**-

Evacuation Procedures

All Staff are responsible for understanding the Emergency Preparedness Plan and their responsibilities.

Authority to Evacuate

1. The CEO (or designee) shall have the authority to order an evacuation of HSHMC, Inc.
2. Any staff member or students who becomes aware of an emergency should immediately notify the administration by quickest means possible.
3. Staff will immediately move students away from any situation that presents an immediate threat to their safety-then ensure that administration is notified.

Evacuation Warnings

When the situation requires an evacuation, but time permits, the CEO or designee will initiate notification and instructions to staff via bullhorn, verbal, or runners.

Should the situation require immediate evacuation, the following signals will be used:

1. On-site Evacuation – a series of short bells (fire alarm, white flash and audio message.)
2. In Place Sheltering/Lock down – Red flashing lights, audible message and staff desktop takeover.
3. A all staff message sent using Remind 101

Evacuation Locations

Unless otherwise directed, staff and students will be evacuated to area 1.

Area #1 – Terralta Park
Area #2 – Terralta Park (except for earthquake) Park De La Cruz

Off Site Evacuation Sites

Area #3 – Park De La Cruz

Staff Evacuation Procedures

Checklists have been developed and are supplied in this document to provide staff with specific actions to take. Review these checklists. They will be on file in the main office reception area.

HSHMC will ensure that emergency evacuation procedures address the needs of students and staff with disabilities, including individuals with mobility, sensory, cognitive, or other disabilities that may require assistance during an emergency.

School administration and designated staff will identify individuals who may require evacuation assistance and establish appropriate accommodations, procedures, and staff responsibilities in advance. Individualized emergency needs will be considered in accordance with applicable Individualized Education Programs (IEPs), Section 504 plans, and relevant federal disability laws.

During an emergency, designated staff will provide necessary assistance to ensure the safe evacuation of individuals with disabilities, including the use of accessible evacuation routes and alternative procedures when necessary. Staff will be informed of their responsibilities while maintaining appropriate confidentiality.

These procedures will be reviewed periodically and updated as individual needs or campus conditions change.

Searching of Facilities

CEO or designee will designate a facility search person to accompany law enforcement or fire personnel to check all school facilities to ensure that they have been cleared.

Roll Call

If classes are in session. Teachers will move their students to the evacuation point and conduct a roll call. Take the Red Emergency Backpack, located at each classroom door, with you.

If classes are not in session (such as passing periods, before or after school, etc.). Students will report to their first period class and then be organized by all available staff members. As students are assembled, the assigned teachers for each group will conduct a roll call or establish a roster of names of students present.

The CEO will designate a staff member to be responsible for coordinating the teachers to develop an overall school status report of student accountability.

Remote Sheltering

Should it become necessary to transport students and staff to a remote site for safety. The CEO or designee will assign staff to supervise the movement and transportation of students to the remote location.

Reunification

If a decision is made to allow students to leave early, the CEO or designee will coordinate parent notification as quickly as possible.

Canceling Evacuation

Once an evacuation has been initiated, it should generally be completed- even if the situation becomes resolved or is deemed safe. Any sworn Emergency Personnel (fire or police) has state authority to order an evacuation of a school site. They do not need permission.

Return to School

If the incident requires a response by public safety (fire or police), the public safety Incident Commander must approve the return to the school by the staff.

Roles and Responsibilities of Mental Health Professionals

Mental health professionals at HSHMC are available for crisis counseling and referrals to outside agencies. Students who have witnessed a violent act can access mental health professionals on campus and these staff members interact with teachers to identify students who may need additional services. Mental health professionals are involved in MyVoice survey including analysis, interpretation and action planning to create and maintain a positive school climate.

In addition, HSHMC uses Handle With Care (HWC), a protocol designed in collaboration with the District Attorney to enhance communication between law enforcement and schools regarding children's exposure to traumatic events. Students may exhibit academic, emotional, and/or behavioral problems as a result of the event. HWC is aimed at ensuring that school-aged children who are exposed to trauma receive trauma sensitive support in lieu of punishment. The HWC notice indicates the student has experienced an adverse event, it does not indicate a criminal event. If a law enforcement officer encounters a school-aged child during a call that could be traumatic to him or her, the child's name and the three words HANDLE WITH CARE are forwarded to the student's school before school starts the next day. The purpose is to ensure that children who experience trauma are "Handled with Care" to reduce the negative effects experienced by exposure to trauma.

Active Shooter and Armed Assailant Drill Safety Procedures (AB 1858)

In accordance with California Education Code Section 32282(a)(2)(K), Health Sciences High and Middle College (HSHMC) shall ensure that all drills designed to prepare students and staff

for active shooters or other armed assailants are conducted using trauma-informed, age-appropriate, and developmentally appropriate practices.

Prohibited Drill Activities

HSHMC shall not conduct high-intensity drills that simulate an actual active shooter or armed assailant incident. Prohibited activities include:

- Use of theatrical makeup or materials depicting blood or gunshot wounds.
- Individuals acting as armed assailants or victims.
- Simulations requiring students to actively resist an assailant by throwing objects, attacking, or swarming an assailant.
- Use of real weapons, gunfire blanks, or explosions.

Trauma-Informed Drill Procedures

All active shooter and armed assailant drills shall incorporate the following safeguards:

1. **Age-Appropriate Planning:** Drill content and terminology shall be age-appropriate and developmentally appropriate and developed with the involvement of school personnel, including school-based mental health professionals.
2. **Advance Notification:** HSHMC shall notify parents/guardians, teachers, administrators, and school personnel participating in the drill in advance. Notification shall include the date and expected duration of the drill.
3. **Parent/Guardian Opt-Out:** Parents and guardians shall have the opportunity to opt their child out of participation in active shooter or armed assailant drills. HSHMC shall provide appropriate supervision and an alternative activity for students who do not participate.
4. **Pre- and Post-Drill Announcements:** HSHMC shall announce to students and educators immediately before the drill begins that the activity is a drill. A second announcement shall be made immediately after the drill concludes.
5. **Post-Drill Parent Notification:** HSHMC shall notify all parents and guardians after the drill has concluded.
6. **Mental Health and Community Resources:** HSHMC shall provide contact information for appropriate school-based and community resources, including mental health counseling services and organizations focused on reducing gun violence, to students, families, and staff negatively impacted by the drill. School-based resources shall be prioritized when available.

Implementation and Documentation

School administration shall coordinate the planning and implementation of active shooter and armed assailant drills. HSHMC shall maintain documentation of advance notifications, parent/guardian opt-out opportunities, drill announcements, post-drill notifications, and the availability of support resources.

These procedures apply to planned active shooter or armed assailant drills and do not restrict the school's ability to respond immediately to an actual emergency.

Basic Actions in an Emergency

A. Emergency: **Fire:** Basic Evacuation
Signal: Continuous short rings, White Flashing Light, & an Audible Message
Action: Evacuate building to Emergency Assembly Area
All Clear: Verbal command

B. Emergency: **Earthquake**:
Signal: Alternating long and short blast from bull horn or ground movement
Action:1. Inside: Duck, Cover, and Hold position under furniture and hold furniture to keep it from moving away. If possible, stay away from glass windows, overhead hanging objects, light fixtures, bookshelves, etc. May also stand in the doorway.
2. Outside: Drop, Duck, and Cover – Stay away from buildings, walls, trees, utility lines and poles, wires, and other objects that may fall.
3. For a drill, Drop Duck Cover – remains in effect until the bell ends and a verbal direction is given on how to proceed whether students are inside or out.
All Clear: Verbal command

C. Emergency: Explosion, plane crash or surprise attack:
Signal: Tremendous noise or sudden glare
Action: Drop Duck Cover – until verbal directions are given on how to proceed whether inside or out.
All Clear: Verbal command

D. Emergency: Active Shooter/Gun fire:
Signal: Sudden burst of gunfire
Action: Lie down immediately in a prone position(flat, face down) and do not move. If students are outside, Run in a ZigZag Pattern, Hide, drop onto ground at once. "***Run," "Hide," and "Fight"*** are the actions that both the Federal Bureau of Investigation and U.S. Department of Homeland Security recommend in an active shooter situation. Each action is explained in further detail below:

Run

If possible, attempt to evacuate the premises. Be sure to:

• Have an escape route and plan in mind.
• Evacuate regardless of whether others agree to follow.
• Leave your belongings behind.
• Help others escape, if possible.
• Prevent individuals from entering an area where the active shooter may be. • Keep your hands visible when engaging with law enforcement.
• Follow the instructions of any police officers.

• Do not attempt to move wounded people.
• Call 911 when you are safe.

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

• Be out of view.
• Provide protection if shots are fired in your direction (i.e., an office with a
closed and locked door).
• Not trap you or restrict your options for movement.
• Can prevent an active shooter from entering. (i.e. you should be able to lock
the door).
• Blockade the door with heavy furniture.

If the active shooter is nearby:

• Lock the door.
• Silence your cell phone.
• Turn off any source of noise (radios, televisions).
• Hide behind large items (cabinets, desks).
• Remain quiet.
• If evacuation and hiding are not possible, remain calm.
• Dial 911, if possible, to alert police to the active shooter's location.

- If you cannot speak, leave the line open and allow the dispatcher to listen**.**

Fight

As a last resort, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

All Clear: Verbal command

E. Emergency: Major disturbance in neighborhood: (SWAT action in area, major auto accident, etc.)

Signal: Phone call from police or reliable sources. Students go into lockdown procedures.

Action: Students remain in the classroom with all doors locked and stay away from windows. Notify security or administration to lock main doors.

All Clear: Verbal Command

F. Emergency: Bomb Threat:

Signal: "Bomb Threat" call made to school. Verbal instructions will be given. Evacuate to the Emergency Assembly Area.

Action: The majority of "bomb threat" telephone calls and notes are to be handled quickly and efficiently. The safety of all school personnel and the prevention of panic are the primary considerations. In the event that a bomb threat is received by telephone, the following actions should be taken:

1. Person receiving threat – keep the caller on the line as long as possible. Delay the caller with such statements as: "I am sorry, I did not understand you," What did you say? Etc. Try to get as much information from the caller as possible.

2. Recipient of bomb threat – call notifies Principal or administration, immediately after caller hangs up or while on phone if possible.

3. Immediately notify:

San Diego Police or Fire Department: 911

4. Administration notifies staff in a discreet manner. Make decision on whether to evacuate buildings or certain areas of premises.

All Clear: Verbal command

Immigration Enforcement on or Near School Grounds

Health Sciences High and Middle College shall maintain procedures to notify parents and guardians of pupils, teachers, administrators, and school personnel when the school confirms the presence of immigration enforcement on a school site.

For purposes of this procedure, "school site" includes an individual school or campus, a school-sponsored activity, or a school bus or other form of LEA-provided transportation.

Upon confirmation of immigration enforcement presence, HSHMC administration or its designee shall initiate the appropriate notification procedures.

Parents/Guardians: Notification may be provided through the school's autodialer, email notification system, or other established parent communication system.

Teachers and School Personnel: Notification may be provided through email, Remind, or other established staff communication systems.

Administrators: Notification may be provided through text message, Remind, email, and/or conference call when necessary.

The notification shall include appropriate information regarding the confirmed immigration enforcement activity, including the date, time, and location, while protecting confidential student,

family, and personnel information and complying with applicable state and federal privacy requirements.

Real-time notification shall be provided when there is a direct threat to the safety of the school, a school-sponsored activity, or school-provided transportation, or when the enforcement activity results in a substantial disruption at one of these locations.

Staff shall promptly report suspected immigration enforcement activity to school administration. Administration shall confirm the presence of immigration enforcement before initiating the notification procedures required by this section.

Legal References: Education Code §§ 32282, 47605, 47605.6, and 47606.3.

Effective through January 1, 2031, unless extended by law.

(Board Approved 8/19/2026)

Responding to On-Campus Immigration Enforcement

As early as possible, Health Sciences High and Middle College School (HSHMC) personnel shall notify the school CEO or designee of any request by an immigration or law-enforcement officer seeking access to the school site or any student to conduct immigration enforcement, or any requests for review of school documents (including for the service of lawful subpoenas, petitions, complaints etc.).

In addition, if an officer appears on campus specifically for immigration-enforcement purposes, HSHMC personnel must take the following actions:

1. Advise the officer that before proceeding with the request, and absent exigent circumstances, school personnel must first receive notification and direction from the CEO;
2. Ask to see (and make a copy of or note) the officer's credentials (name and badge number), and ask for, and copy or note, the phone number of the officer's supervisor;
3. Ask the officer for her/his reason for being on school grounds and document it;
4. Ask the officer to produce any documentation that authorizes school access;
5. Make copies and retain a copy of all documents provided by the officer. Retain one copy for school records;
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, school personnel should comply with the officer's orders and immediately contact the CEO.

If the officer does not declare that exigent circumstances exist, school personnel shall respond to the requirements of the officer's documentation as follows. If the officer has:

- **An ICE (Immigration and Customs Enforcement) administrative warrant:** HSHMC personnel shall inform the officer that they cannot consent to any request without first consulting with the our school's legal counsel or other designated agency official;
- **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required. If feasible, consult with HSHMC's legal counsel or designated administrator before providing the officer/agent access to the person or materials specified in the warrant;
- **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Therefore, the Charter School personnel shall inform the HSHMC's legal counsel or other designated official of the subpoena and await further instructions on how to proceed.

School personnel should not consent to access by an immigration-enforcement officer, except as described above. At the same time, personnel shall never physically impede an officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If the officer enters the premises without consent, personnel shall document his or her actions while on campus and if feasible, accompany them at all times.

Health Sciences High & Middle College
3910 University Ave. Suite 100 San Diego, CA 92105 Tel: 619-528-9070 Fax: 619-528-9084 hshmc.org

After the encounter with the immigration officer, HSHMC personnel shall promptly take written notes of all interactions with the officer. The HSHMC personnel shall provide notes, and associated documents collected, of the interaction to the legal counsel or designated administrator. HSHMC's legal counsel or designated administrator shall submit a timely report to the governing board regarding the officer's requests and actions and school's response(s). The notes taken by personnel must include, but are not limited to:

1. List or copy of the officer's credentials and contact information;
2. List of all school personnel who communicated with the officer;
3. Details of the officer's request;
4. Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
5. Charter School personnel's response to the officer's request;
6. Any further action taken by the officer/agent;
7. Photo or copy of all/any information presented by the agent.

Any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes will be reported to the Bureau of Children's Justice in the California Department of Justice at BCJ@doj.ca.gov

Parental Notification

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at HSHMC, school personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or presents a valid, effective court order.

HSHMC personnel must immediately notify the student's parents or guardians if a law-enforcement officer or employee of an agency requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

Training

HSHMC will establish training regarding immigration issues for teachers, school administrators, and school staff, including information on responding to a request from an officer enforcing immigration law to visit a school site or to have access to a student. HSHMC has designated an HR Director, Oscar Corrigan, to facilitate training programs for staff, help provide non-legal advice to families and assist in communications with HSHMC and other stakeholders in local and state government.

Attachments

I. Teacher's Report

II. Previously Reported Missing, Injured or Absent

III. Site Map

- a. Campus map
  - i. First, Second, Third and Fourth Floors
  - ii. HSHMC, Inc. maps of evacuation routes

IV. Emergency Phone Numbers

- a. City of San Diego Police Dept.
- b. City of San Diego Fire-Rescue
- c. City of San Diego Fire-Rescue Emergency Card

V. San Diego Fire Dept. Emergency Supply List

VI. Recommended First Aid Supplies

VII. HSHMC, Inc. Staff Roster List

VIII. Student Alphabetical Roster/demographics

IX. Security/Alarm Lockdown Procedures

X. Administrative Procedures

I: Teachers Report

Teacher's Report

Teacher's Name:_____ Room#_____

Send information slip and information to the Emergency Operations Center located in Area #1.

_____ All present and accounted for

_____ The following students are not accounted for (list reason if known):

_____

_____

_____

List known casualties below:

_____

_____

Teacher's Report

Teacher's Name:_____ Room#_____

Send information slip and information to the Emergency Operations Center located in Area #1.

_____ All present and accounted for

_____ The following students are not accounted for(list reason if known):

_____

_____

_____

List known casualties below:

_____

_____

II: Previously Reported Missing, Injured or Absent

Previously Reported Missing, injured or Absent Person (Circle One)

_____ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

_____ _____

Staff Signature Room number

Previously Reported Missing, injured or Absent Person (Circle One)

_____ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

_____ _____

Staff Signature Room number

Previously Reported Missing, injured or Absent Person (Circle One)

_____ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

_____ _____

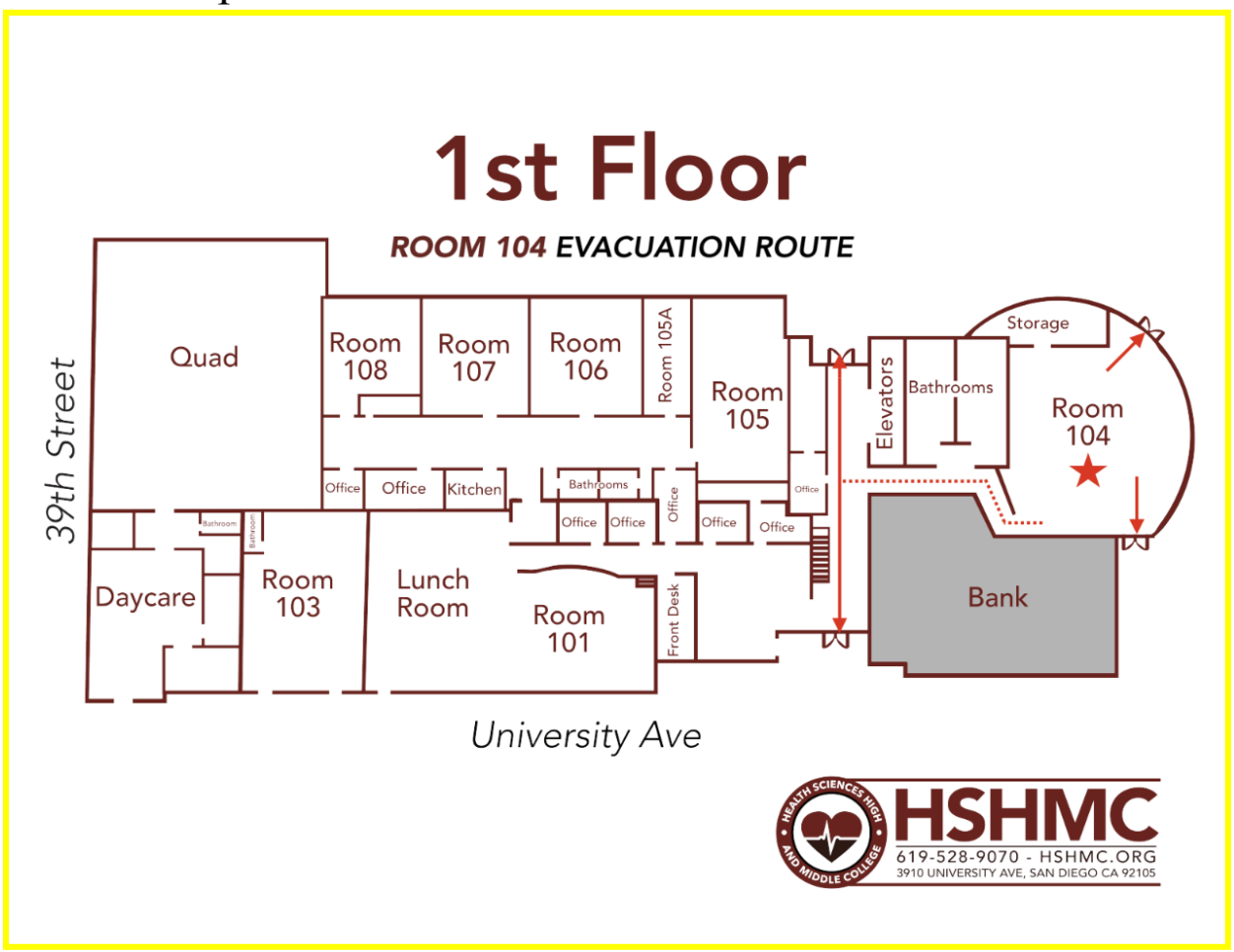
Staff Signature Room number

Previously Reported Missing, injured or Absent Person
(Circle One)

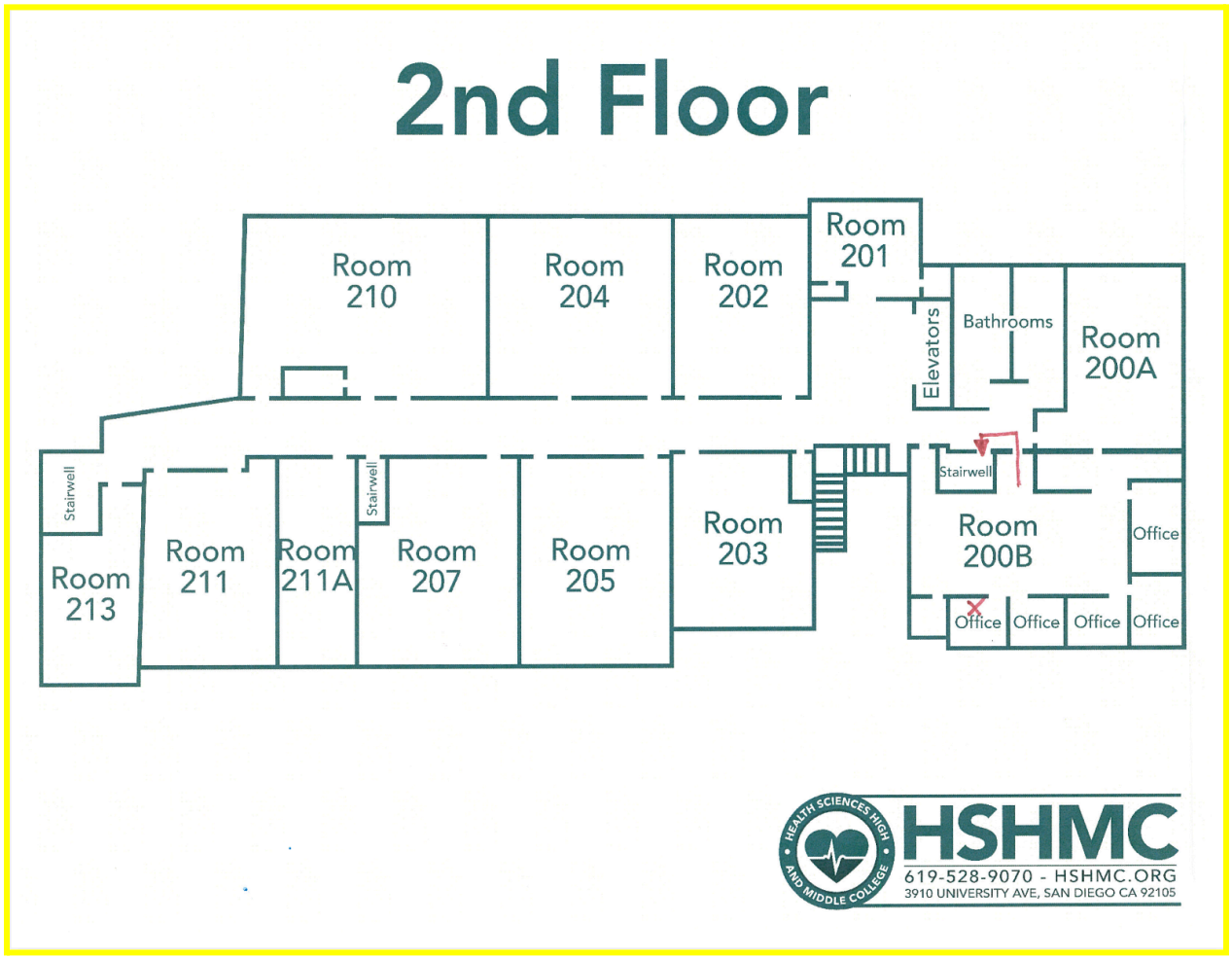
_____ was previously reported (circle one) missing, injured, or absent but is now present and accounted for.

_____ _____
Staff Signature Room number

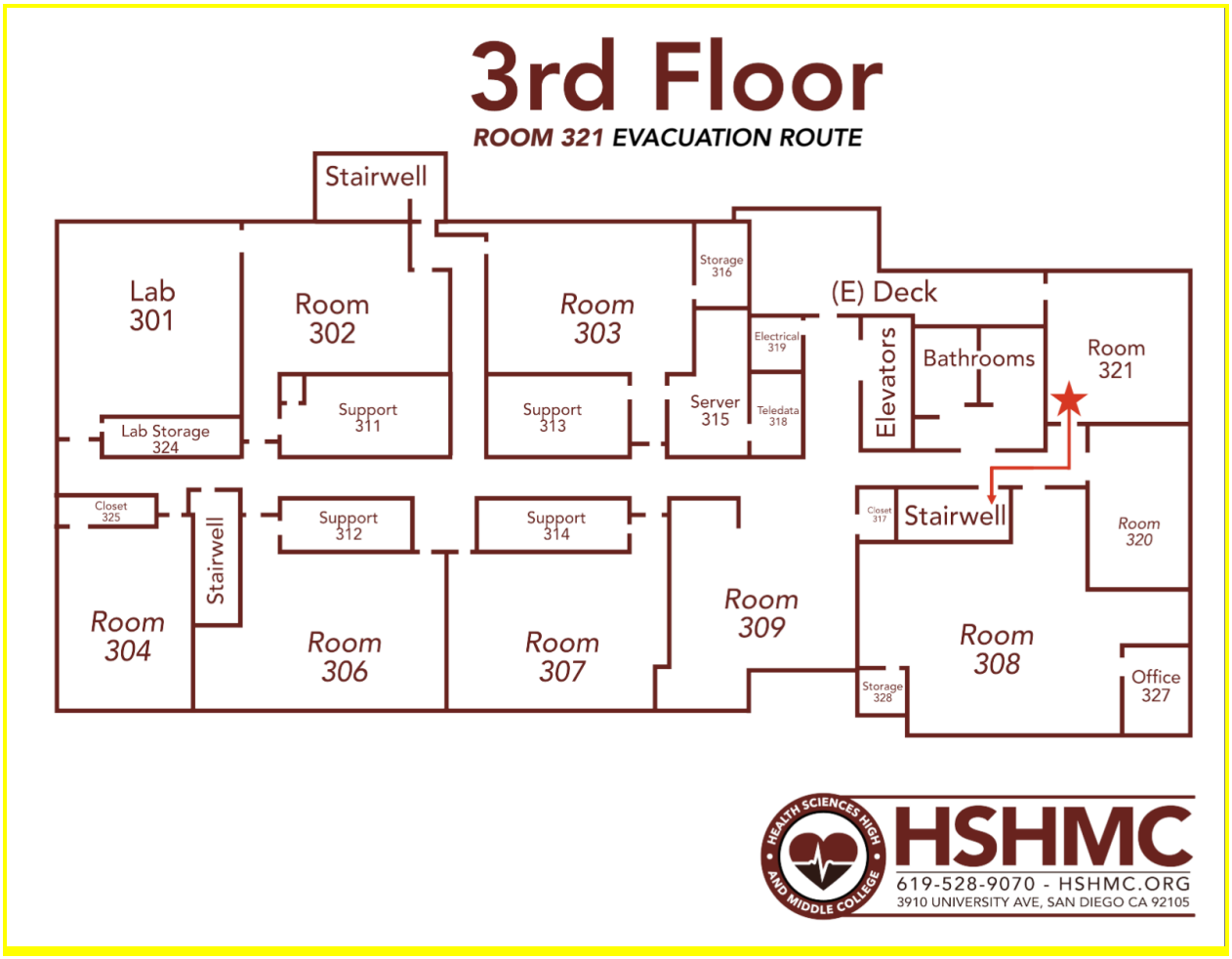
III: Site Maps with Evacuation Plans



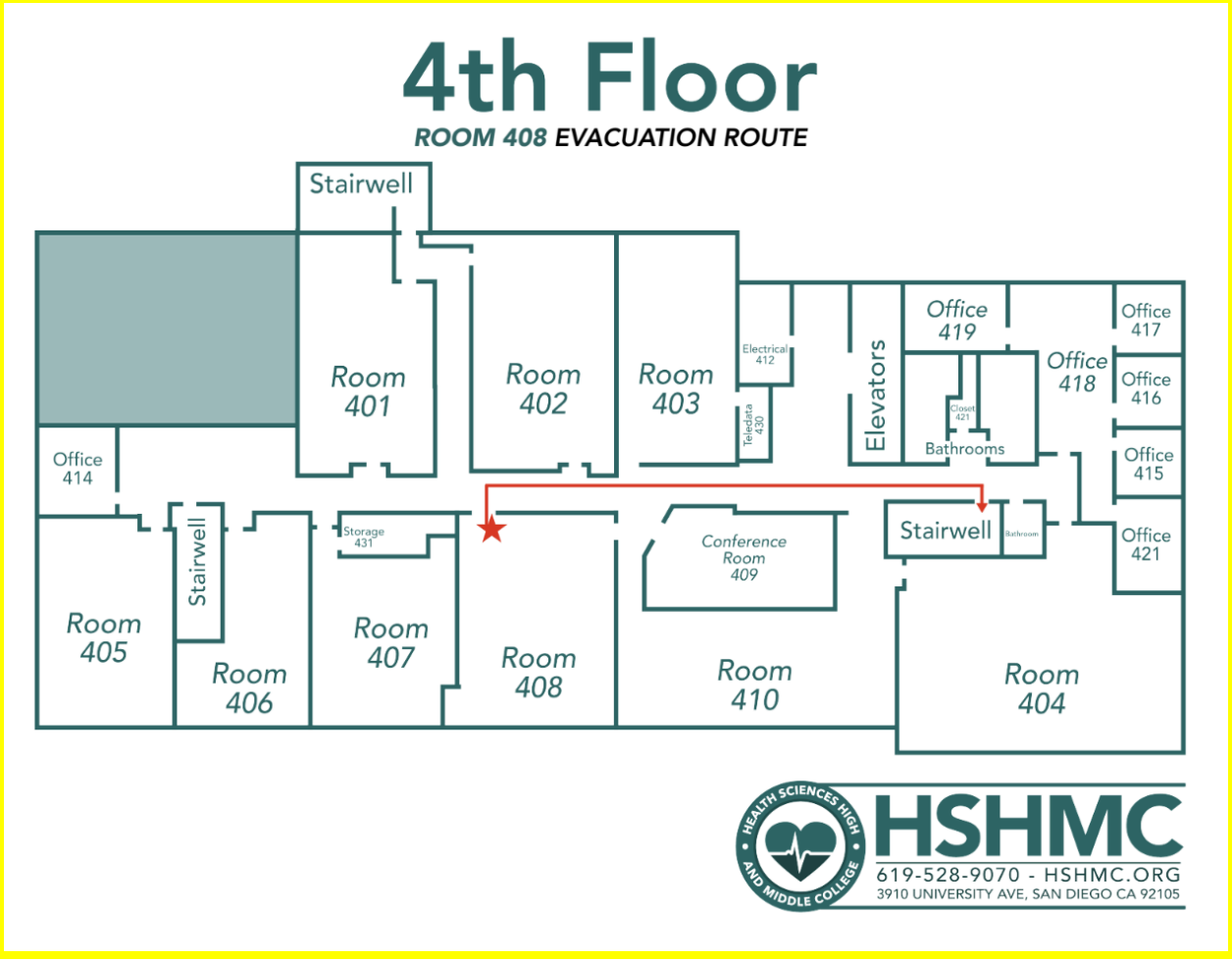
All Remaining First Floor Detailed Evacuation Plans



All Remaining Second Floor Detailed Evacuation Plans

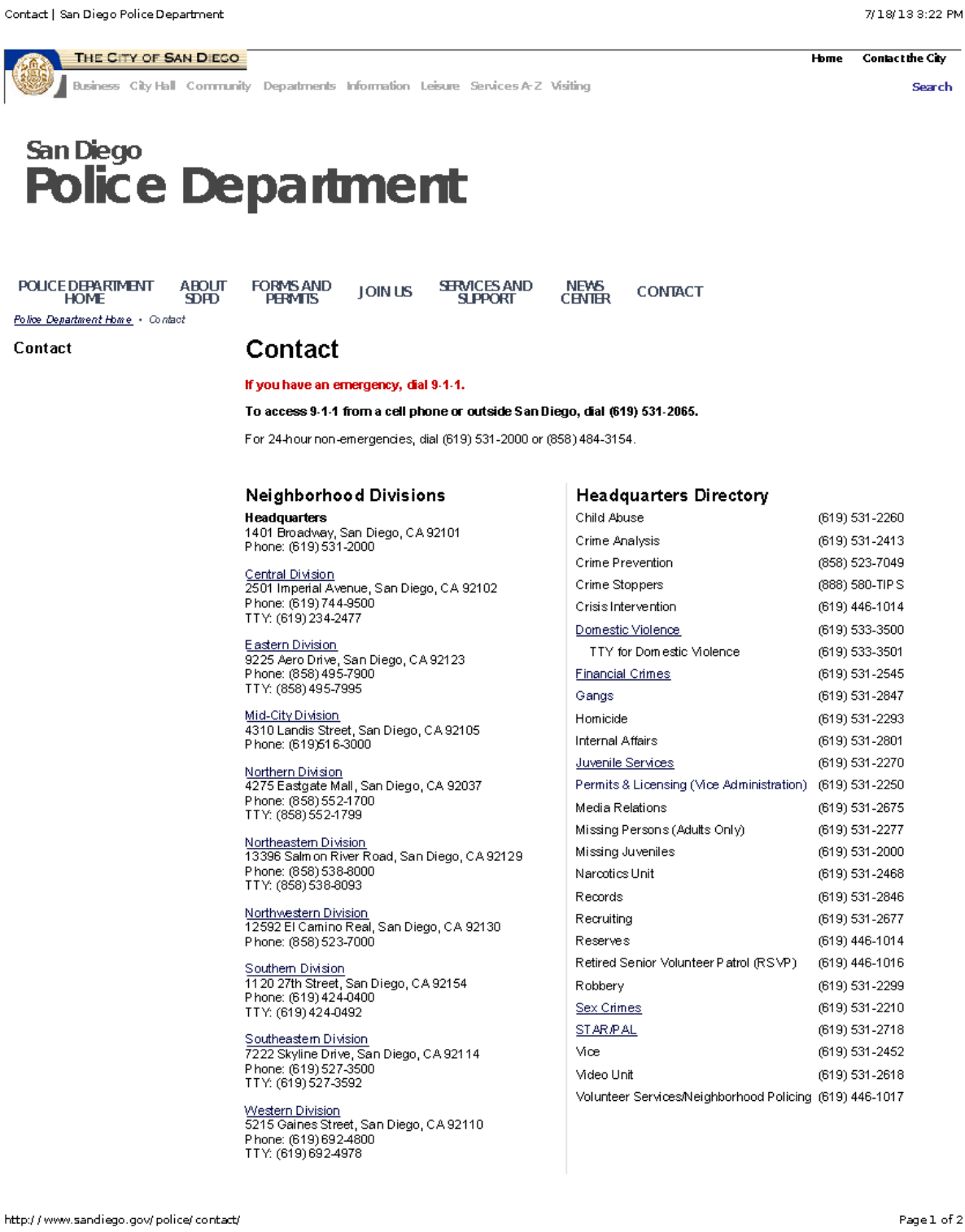


[All Remaining Third Floor Detailed Evacuation Plans]



All Remaining Fourth Floor Evacuation Plans

IV:Emergency Phone Numbers



Contact | San Diego Police Department 7/18/13 3:22 PM

THE CITY OF SAN DIEGO

Home Contact the City

Business City Hall Community Departments Information Leisure Services A-Z Visiting

Search

San Diego
Police Department

POLICE DEPARTMENT HOME | ABOUT SDPD | FORMS AND PERMITS | JOIN US | SERVICES AND SUPPORT | NEWS CENTER | CONTACT

Police Department Home • Contact

Contact

Contact

If you have an emergency, dial 9-1-1.

To access 9-1-1 from a cell phone or outside San Diego, dial (619) 531-2065.

For 24-hour non-emergencies, dial (619) 531-2000 or (858) 484-3154.

Neighborhood Divisions

Headquarters
1401 Broadway, San Diego, CA 92101
Phone: (619) 531-2000

Central Division
2501 Imperial Avenue, San Diego, CA 92102
Phone: (619) 744-9500
TTY: (619) 234-2477

Eastern Division
9225 Aero Drive, San Diego, CA 92123
Phone: (858) 495-7900
TTY: (858) 495-7995

Mid-City Division
4310 Landis Street, San Diego, CA 92105
Phone: (619)516-3000

Northern Division
4275 Eastgate Mall, San Diego, CA 92037
Phone: (858) 552-1700
TTY: (858) 552-1799

Northeastern Division
13396 Salmon River Road, San Diego, CA 92129
Phone: (858) 538-8000
TTY: (858) 538-8093

Northwestern Division
12592 El Camino Real, San Diego, CA 92130
Phone: (858) 523-7000

Southern Division
1120 27th Street, San Diego, CA 92154
Phone: (619) 424-0400
TTY: (619) 424-0492

Southeastern Division
7222 Skyline Drive, San Diego, CA 92114
Phone: (619) 527-3500
TTY: (619) 527-3592

Western Division
5215 Gaines Street, San Diego, CA 92110
Phone: (619) 692-4800
TTY: (619) 692-4978

Headquarters Directory

Child Abuse	(619) 531-2260
Crime Analysis	(619) 531-2413
Crime Prevention	(858) 523-7049
Crime Stoppers	(888) 580-TIPS
Crisis Intervention	(619) 446-1014
Domestic Violence	(619) 533-3500
TTY for Domestic Violence	(619) 533-3501
Financial Crimes	(619) 531-2545
Gangs	(619) 531-2847
Homicide	(619) 531-2293
Internal Affairs	(619) 531-2801
Juvenile Services	(619) 531-2270
Permits & Licensing (Vice Administration)	(619) 531-2250
Media Relations	(619) 531-2675
Missing Persons (Adults Only)	(619) 531-2277
Missing Juveniles	(619) 531-2000
Narcotics Unit	(619) 531-2468
Records	(619) 531-2846
Recruiting	(619) 531-2677
Reserves	(619) 446-1014
Retired Senior Volunteer Patrol (RSVP)	(619) 446-1016
Robbery	(619) 531-2299
Sex Crimes	(619) 531-2210
STAR/PAL	(619) 531-2718
Vice	(619) 531-2452
Video Unit	(619) 531-2618
Volunteer Services/Neighborhood Policing	(619) 446-1017

http://www.sandiego.gov/police/contact/ Page 1 of 2

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San Diego
Fire-Rescue Department

Contact SDFD
- Contact SDFD Home
- Ask a Firefighter or Paramedic

APPARATUS/SPEAKER REQUEST

FIRE STATION TOUR

RURAL/METRO OF SAN DIEGO CONTACT INFORMATION

CrimeStoppers Hotline
(888) 580-TIPS (8477)

Contact SDFD

If you have an emergency, dial 9-1-1. More information on calling 9-1-1.

Contact us at the following non-emergency numbers or e-mail us at sdfd@sandiego.gov.

San Diego Fire-Rescue Department
Administrative Office/General Information
1010 2nd Avenue, Suite 400
San Diego, CA 92101
(619) 533-4300

Follow us on:

Department Directory

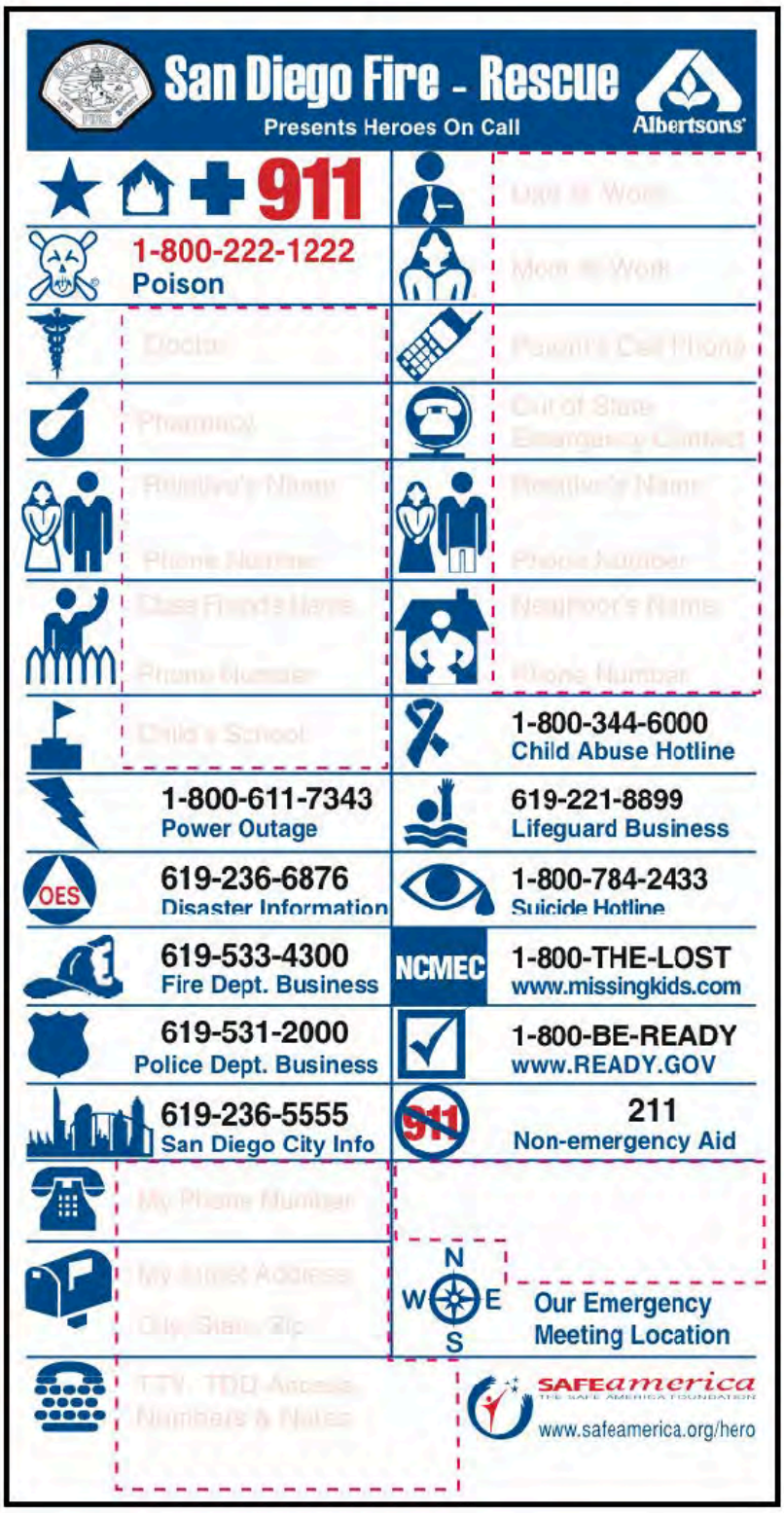
Contact	Phone Number
Administrative Office/General Information	(619) 533-4300
Community Education	(619) 533-3780
Emergency Management Services ▪ FEMA Urban Search & Rescue ▪ Task Force CA-TF8	(619) 533-4313
Employee Services (Human Resources)	(619) 533-4319
Fire Cadet Program ▪ Email: Cadet Coordinator, sdfd_cadetprogram@sandiego.gov ▪ Email: Cadet Advisors, sdfd_cadetadvisors@sandiego.gov	(619) 533-4300
Fire Communications - Dispatch & Information Services	(858) 573-1300
Fire-Field Operations	(619) 533-4300
Fire Hazard Advisor - Brush/Weed Complaint	(619) 533-4444
Fire Hazard Advisor - Complaint	(619) 533-4411
Fire Prevention Bureau	(619) 533-4400
Fiscal & Information Services	(619) 533-4300
Junior Lifeguard Program	(858) 581-7861
Lifeguard Services	(619) 221-8899
Logistics - Facilities, Fleet and Equipment	(858) 573-1357
Metro Arson Strike Team ▪ Arson Investigations/Explosive Device Team	(619) 236-6815
New Construction - Inspection Scheduling	(619) 446-5440
Non-Emergency Transportation	(858) 499-1500
Rural/Metro of San Diego	(619) 280-6060
Training and Safety Division	(619) 692-4985

Other Numbers

Contact	Phone Number

Powered by BoardOnTrack

XI. San Diego Fire Dept. Emergency Supply List


San Diego Fire - Rescue
Presents Heroes On Call
Albertsons
911
1-800-222-1222
Poison
Doctor
Pharmacy
Relative's Name
Phone Number
Close Friend's Name
Phone Number
Child's School
Work
Mom at Work
Parent's Cell Phone
Out of State
Emergency Contact
Relative's Name
Phone Number
Neighbor's Name
Phone Number
1-800-344-6000
Child Abuse Hotline
1-800-611-7343
Power Outage
619-221-8899
Lifeguard Business
OES
619-236-6876
Disaster Information
1-800-784-2433
Suicide Hotline
619-533-4300
Fire Dept. Business
NCMEC
1-800-THE-LOST
www.missingkids.com
619-531-2000
Police Dept. Business
1-800-BE-READY
www.READY.GOV
619-236-5555
San Diego City Info
911
211
Non-emergency Aid
My Phone Number
My Street Address
City, State, Zip
N
W
E
S
Our Emergency
Meeting Location
TTY - TDD Access
Numbers & Notes
SAFEamerica
www.safeamerica.org/hero

San Diego Fire Department

Heroes On Call is *America's Ring Leader* for reaching emergency aid. Place this label visibly close to your phone such as on your refrigerator door, a phone book cover or a bulletin board – it's your call!
Just as important, this label can also provide emergency personnel with crucial information needed when responding to your need for aid at home.

SAN DIEGO ARE YOU READY?

Keep these items on hand in the event of an emergency:

- ❑ A 3 day water supply
- ❑ Store one gallon of water per person per day
- ❑ Ready to eat canned meats, fruits and vegetables
- ❑ Canned juices, milk, soup, sugar, salt, pepper
- ❑ High energy foods, peanut butter, trail mix, granola bars
- ❑ Vitamins, medications
- ❑ First-aid kit with non prescription drugs such as, aspirin, anti-diarrhea medication, antacid, laxatives
- ❑ Paper plates with plastic utensils and cups
- ❑ Emergency preparedness manual (go to: www.fema.gov/areyouready)
- ❑ Battery operated radio
- ❑ Flashlight, extra batteries
- ❑ Non-electric can opener, utility knife
- ❑ Tool kit, fire extinguisher - ABC type
- ❑ Matches in a waterproof container, plastic storage containers
- ❑ Needles, thread
- ❑ Map of the area for finding local shelters
- ❑ Soap, liquid detergent, household bleach, disinfectant, plastic garbage bags
- ❑ Plastic bucket with tight lid
- ❑ Personal hygiene supplies, toilet paper, towelettes
- ❑ Sturdy shoes or work boots
- ❑ Rain gear, hat and gloves, thermal underwear, sunglasses
- ❑ Blankets or sleeping bags
- ❑ Whistle
- ❑ Baby items, formula, diapers, bottles, powdered milk
- ❑ Adult items, prescribed medication, denture needs
- ❑ Contact lenses, extra eye glasses
- ❑ Important family documents - keep these records in a waterproof container:
  - ✔ Will, insurance policies, contracts, deeds, stocks and bonds
  - ✔ Passports, social security cards, immunization records
  - ✔ Bank account numbers, credit card account numbers
  - ✔ Inventory of valuable household goods, important telephone numbers, cash, travellers' checks
  - ✔ Family records including birth, marriage and death certificates

FREE! To download a larger version of Heroes On Call for easier reading and to learn more about keeping your family safe go to: www.safeamerica.org/hero. Then also send us an email to share your comments with us about Heroes On Call!

SAFEamerica™
THE SAFE AMERICA FOUNDATION™

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XI: Recommended FIrst Aid Supplies

Emergency First Aid Guidelines for California Schools

RECOMMENDED FIRST AID EQUIPMENT AND SUPPLIES FOR SCHOOLS

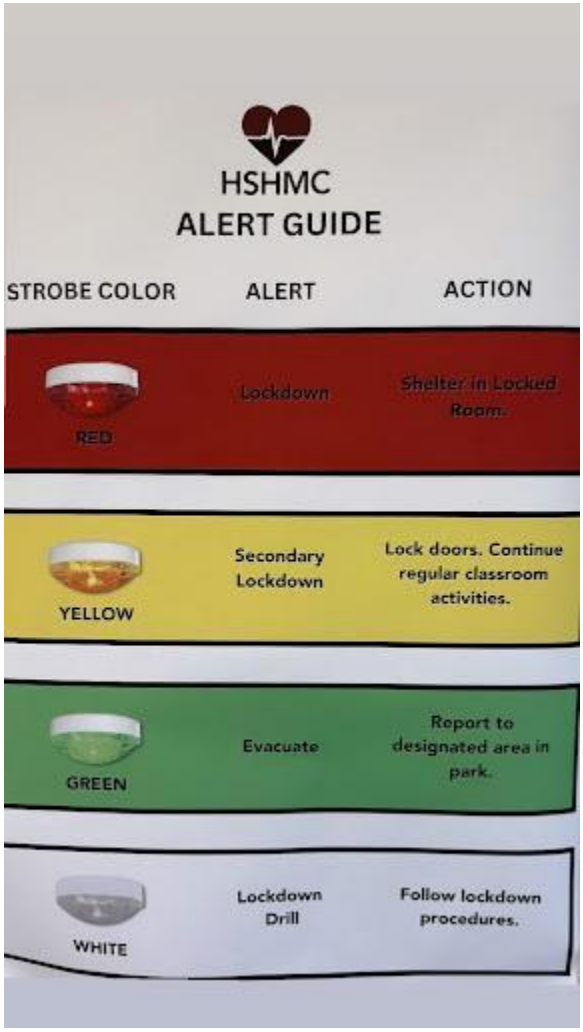
1. Current National American Red Cross First Aid Manual or equivalent.
2. American Academy of Pediatrics First Aid Chart.
3. Portable stretcher
4. Cot: mattress with waterproof cover
5. 10 Triage Tags
6. Blankets, sheets/pillows/pillow cases (disposable covers are suitable)
7. Wash cloths, hand towels, small portable basin
8. Covered waste receptacle with disposable liners
9. Manual resuscitation bag (Ambu bag) [optional]
10. Bandage scissors, tweezers
11. Disposable thermometer or electronic thermometer with disposable covers
12. Sink with running water
13. Expendable supplies (refer to http://www.redcross.org/disaster/masters/supply.html for recommended inventory):
    - Pocket mask/face shield for CPR
    - Disposable gloves (including latex free gloves for persons with a latex allergy)
    - Soap (plain)
    - Cotton tipped applicators, individually packaged
    - Assorted Band-Aids (1”x3”)
    - Gauze squares (2”x2”’; 4”x4”), individually packaged
    - Adhesive tape (1” width)
    - Gauze bandage (2” and 4” widths) rolls
    - Ace bandage (2” and 4” widths)
    - Splints (long and short)
    - Cold packs
    - Triangular bandages for sling & Safety pins
    - Tongue blades
    - Disposable facial tissues
    - Paper towels
    - Sanitary napkins
    - One flashlight with spare bulb and batteries
    - Hank’s Balanced Salt Solution (HBSS) – Available in the Save-A-Tooth emergency tooth preserving system or 1/3 cup of powdered milk for dental first-aid (for mixing with water to make a liquid solution)
    - Bleach for cleaning contaminated surface

XII: Staff Phone Numbers.Roster.xlsx

XIII: Student Alphabetical Roster/demographics

See rosters in red backpacks (one per room)

IV: Security Alarm Lock Down Procedures





Administrative Procedures
Health Sciences High & Middle College Inc.

The following administrative procedures have been adopted by Health Sciences High & Middle College Inc. (HSHMC Inc.) to meet the needs and requirements of HSHMC and its community. All Procedures are to be reviewed by the HSHMC Inc. Board of Directors and/or Administrative team.

Administrative Procedure

Category: Support Services, Security Program

Subject: School or Site Closure/Early Dismissal of Students

A. **PURPOSE AND SCOPE**

1. To outline administrative procedures governing the closure of school or site and early dismissal of students, or declaration of a minimum day, as the superintendent deemed necessary based on the nature of the emergency.

B. **Legal and Policy Basis**

1. **Authority.** Only the superintendent or Chief Executive Officer or designee has the authority to close schools or sites, or to declare a minimum day. Exception: City, county, or state health departments may order a school closed due to epidemic conditions.

2. **Policy.** It is the obligation of HSHMC Inc. personnel to offer instruction and/or keep schools open as long as a suitable learning environment can be provided. School shall not be closed for reasons other than national emergency, natural disaster, epidemic, or situations which would make operation of the school impossible, extremely difficult, or hazardous for students.

3. **Employees.** If a school is closed or minimum day declared, personnel who report for work shall remain on duty for their normal work hours unless released by the site administrator in response to notification by the superintendent. Unless notified by authorities to evacuate a site, provision shall be made to accommodate students who must remain on campus.

    a. Parents can pick them up.
    b. Transportation can be provided.

C. **General**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Educational Officer and or designee.

2. **Definitions**

    a) **Closing of school**: Cessation of instruction and dismissal of students to return to their homes or to remain at home; this includes declaration of a minimum day. Closing of school might occur at any time during the regular school day or at times other than during regular school hours, depending on the nature of the emergency.

    b) **Minimum Days**: State minimum day is the minimum day for attendance purposes. Closing of a school prior to completion of minimum day for any reason other than a national emergency, natural disaster, or epidemic results in financial loss to the school and is prohibited unless authorized by the superintendent or designee.

    c) **School year**: Each school year includes not less than 180 instructional days; each day will be not less than a specified number of minutes, depending on grade level. No change may be made except with authorization from the HSHMC Chief Educational Officer.

3. **Closure of School or Sites/Minimum Day Declared.** Listed below are some situations which could warrant declaration of a minimum day or closure of one the school.

Type of Emergency	Authority/Review Channels
a. National emergency, or threat of attack	Pres/CEO or designee acts on basis of public declaration by the President of the United States.
b. Earthquake	Pres/CEO or designee may authorize closing of a school. If after evacuation of building, structural inspection indicates that the building is unsafe for reentry.
c. Withdrawal of Services	President/CEO or designee may authorize closing of the school after consultation with the Administrative team.
d. Emergency weather conditions other than hot weather (extreme winds, hurricane, prolonged heavy rains, floods, etc.)	Pres/CEO or designee may authorize closing of the school for all or a portion of the day(s).
e. Facilities damaged or rendered unusable (earthquake, explosion fire, flooding, national emergency	Pres/CEO may close the school, site, or building after appropriate inspection of the facility.
f. Epidemic	City, county of state Board of Health may order closure of a school. If absence rate exceeds 15 percent because of illness, site shall notify the County Health Department.

D. **Implementation**

1. **Responsibilities**

a. Pres/CEO or designee analyzes the situation; consults with HSHMC admin team and staff; determines appropriate actions based on the nature of emergency.

1. If schools or sites are to be closed/dismissed early:

a) Notifies HSHMC admin team and staff
b) Provides specific instruction, regarding release of employees. Site security needs, or other special circumstances to be considered.
c) Clarifies requirements for safety and supervision of students.
d) All staff will ensure that they are aware of students and fellow staff members who may need assistance during unexpected school closures
e) Requests periodic status reports.

2. Contacts or assigns designee to contact local media to provide for notification and status reports to parents and public.
3. Monitors situation; reviews input and status reports from involved management employees.
4. If appropriate, shall activate site disaster preparedness plan or specific components of the plan.
5. Instructs staff as to specific responsibilities, as needed.
6. Clarifies whether or not employees shall be dismissed or shall remain on site.
7. On school site ensures that procedures are implemented to provide for safety and supervision of students, including appropriate measures for students with disabilities.
8. Works with involved personnel to ensure shutdown and safety of equipment and facilities; requests assistance as needed.
9. If a disaster occurs in San Diego County, HSHMC will grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. HSHMC will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. If school is not in session, our school site may be used by the American Red Cross to shelter community members.

E. Forms and Auxiliary References

1. Site-prepared disaster/emergency preparedness plan

Administrative Procedure

Category: Support Services, Welfare
Subject: School Response Team (SRT)

A. **Purpose and Scope**

1. To outline administrative procedures governing the designation of a crisis response team to provide assistance to students/faculty during situations which affect the emotional stability of students/faculty and disrupts the educational program.

2. Related Procedures:
Communications
Shootings
Suicides
Terrorism/kidnapping
Weapons

B. **General**

1. **Definitions**

a. **Crisis:** Any incident which affects the emotional stability of students/faculty and disrupts the educational program (i.e., plane crash, shooting incident, suicide, death of faculty members/students, racial disturbance, child abuse, natural disaster) as determined by Pres/CEO or designee.

b. **School Response Team (SRT):** Team at site who have been trained to provide first line of support to faculty and staff.

c. **Team Leader:** A team member appointed by the Pres/CEO or designee to provide overall direction and coordination of the SRT during the period of assistance. Responsible for maintaining communication.

C. Implementation

1. Team Mobilization Responsibilities

a. Pres/CEO or designee
   1) Confirms crisis and determines need for response.
   2) Informs HSHMC Inc. admin team and SRT team.
   3) Identifies SRT and clarifies appropriate action/ designates team.

2. **School Response Team Responsibilities**

a. **Selected SRT members**

1. Meet with site administrators, team leaders to define problem areas (disruption of classes, student/faculty/disturbance, community reactions).

2. Assist staff in establishing site counseling/support facilities (classrooms, learning/counseling centers, offices, lounges, quads, or other outdoor locations) and in determining other appropriate action needed.

b. **The designated team leader** meets with team members to determine specific assignments and to discuss general approaches to problems.

c. **Team members** implement appropriate counseling/consultative activities.

d. **Team leader**

   1) Confers periodically with Pres/CEO or designee and appropriate site personnel to monitor effectiveness of efforts , and to adjust counseling and support needs throughout the day.
   2) Maintains contact throughout the day with the Pres/CEO or designee to communicate the status of the crisis and SRT progress.
   3) Meets with team members and appropriate site staff to plan and schedule appropriate follow-up activities.

3. Withdrawal of SRT

    a. **Pres/CEO or Designee**

        1) Determines when SRT services are no longer needed; informs team leader of release of the SRT.
        2) Notifies all personnel when activities are completed.

4. **Reports and Records**

    a. SRT team produces summary of situation reports to Pres/CEO or designee.

Administrative Procedure

Subject: FIRE

Background

Fire prevention and emergency response to fire situations are a primary responsibility for all HSHMC Inc. staff. Regular action must be taken to ensure that all staff/students are familiar with the site/s emergency/fire response plan and action. The school must have a fire protection system and should be in communication with the fire department.

In any disaster/emergency situations, the Pres/CEO or designee shall be responsible for the safety of and accountability for staff and students. In any life-threatening situation, the staff shall take immediate action to provide for the safety of staff and students without waiting for directions from the Pres/CEO or designee.

Fire – When school site is in operation

- Immediately evacuate upon discovering fire or hearing signal (Fire alarm or Manual/verbal signal).

- Proceed to the assembly area and remain until further instructions are received.

Administrative Team

- Notify the site office by pulling the fire alarm, or call the site office if alarm signal has not sounded,

- Order evacuation of remaining staff/students to appropriate assembly area; if the alarm system fails to operate, notify staff/students by other methods.

- Call the fire department (911) immediately.

- Activate the site emergency preparedness component of the comprehensive school/site safety plan if there is any life-threatening situation.
- Supervise evacuation of school/site; ensure that all rooms and areas are evacuated. Ensure the safe evacuation of students with disabilities
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If an incident results in injury to staff or students, immediately call 911 and call Pres/CEO or designee.
- Notify Pres/CEO or designee if arson is suspected.
- Notify Fire 911 if hazardous materials are present or suspected.

Pres/CEO or designee

- Contact fire insurance carrier; prepare and submit proper insurance claim forms.
- Determines if fire is major or minor and arranges for:
- Inspection of fire damage and preparation of reconstruction cost estimate.
- Recommends and requests bids for reconstruction and building repairs.
- Takes necessary emergency action (utility connections, barricades, and estimates) and arranges for necessary emergency repairs.
- Investigates loss of furniture and equipment
- Prepares inventory of furniture, equipment, and other school owned personal property damaged or destroyed in the fire.
- Attempt to replace and deliver materials in time to meet the scheduled reopening date.

FIRE – WHEN SCHOOL IS NOT IN OPERATION OR BUILDINGS ARE UNOCCUPIED.

- As soon as emergency repairs or cleanup beyond the fire department, or that is necessary to secure the facility is the responsibility of the Pres/CEO or designee and ensures the minimum disruption to instruction and maximum protection to unaffected portions of the facility.

FALSE ALARM

Pres/CEO or designee

- Turns off alarm, notifies staff, resets alarm system. If the alarm is damaged, call the alarm company and request emergency repairs.

- Arrange for staff/students to reoccupy the school.

- Try to identify the person who turned on the alarm; coordinate apprehension with the Police or Fire Department.

LEGAL CONSIDERATIONS

Tampering (Penal Code Section 148.8)

- Any person who willfully and maliciously tampers with, molest, injures, or breaks any public fire alarm apparatus, wire, or signal, or willfully and maliciously sends, gives, transmits, or sounds any false alarm or fire, is guilty of a misdemeanor and, upon conviction thereof, shall be punishable by imprisonment in the county jail, not exceeding one year, or be a fine, not exceeding one thousand dollars, or both.

- Any person who willfully and maliciously sends, gives transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal, or by any other means or methods, and great bodily injury or death is sustained by any person as a result thereof, is guilty of a felony and upon conviction thereof shall be punishable by imprisonment in the state prison for not less than one year nor more than five years or by a fine of not less than five hundred dollars ($500) nor more than ten thousand dollars ($10000), or by both.

Arson (Penal code Section 451)

- Any person is guilty of arson when he or she willfully and maliciously sets fire to or burns or causes to be burned, or who aids, counsels or procures the burning of any structure, forest land, or property.

Throwing/Placing a lighted cigarette where it may start a fire; Use or operation of welding torch, a misdemeanor (Health and Safety Code Section 13001)

- It is a misdemeanor for any person, through carelessness or negligence, to throw or place any lighted cigarette, cigar, ashes, or other flaming or glowing substance, or any substance likely to cause a fire, in any place where it may directly or indirectly start a fire.

- It is a misdemeanor to use a welding torch, tar pot, or any device which may cause a fire without clearing flammable material surrounding the operation or taking other reasonable precautions to insure against the starting and spreading of fire.

Health and Safety Code Section 13001
Penal Code Sections 148.8, 451

EMERGENCY PROCEDURE

Subject: Environmental Emergencies

BACKGROUND

In the event of site environmental emergencies including chemical spills, asbestos fiber release episodes, and air pollution alerts, HSHMC administration and staff must be able to react quickly and effectively to prevent injury or illness. In any disaster, emergency situations, HSHMC administration and staff shall be responsible for the safety of, and accountability for, staff and students. In any life-threatening situation, staff/teachers shall take immediate action to provide for the safety of staff and students without waiting for directions from HSHMC admin.

CHEMICAL SPILLS

HSHMC Inc. Administration

- Assess location of chemical spill and determine appropriate action to take for safety of students and others (i.e., evacuation of room, building, or site).
- Secure the affected area and do not allow staff or students to re-enter until condition has been controlled.
- Activate specific components of the site disaster/emergency preparedness plan for any life-threatening situation, as appropriate. Call 911 if needed.
- Notify appropriate public authorities.
- Evacuate if necessary. Assure that staff/students move crosswind or upwind from the problem area to avoid inhalation of vapors and proceed in orderly fashion to designated safe areas.
- Provide first aid/emergency care if needed.
- Keep staff/students in designated areas until the problem is resolved or until further instructions are received from authorities.
- Communicate with parents/community as needed.

Off –Site Incidents

HSHMC Inc. Administration:

- Determines appropriate action after notification by police or fire department.
- Determine whether or not to evacuate, appropriate evacuation route, and designated safe area under direction by police/fire department; supervise evacuation process.
- Keep staff/students in designated safe areas until the problem is resolved or further instructions are received.
- Communicate with parents/community as needed.
- Air Pollution Alerts
- Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality concentrations exist.

Stage I Alert: Occurs when air quality consists of 0.20 ppm.

State II Alert: (A warning stage) occurs when air quality consists of 0.35 ppm.

Stage III Alert: (Emergency stage) occurs when air quality consists of 0.50ppm or higher.

- Air quality forecasts may be obtained by calling (858) 650-4777 (telephone tape for the San Diego metropolitan area. Forecast gives anticipated starting time and expected duration of an alert.

    1) Current Day Forecasts are updated each day as needed.
    2) The Next Day Forecast is available after 4:30 p.m. of the current day.
    3) In-Depth Forecasts may be obtained by calling the Air Pollution Control District at (858)650-4707.

IN THE EVENT OF AIR POLLUTION ALERT

HSHMC Inc. Administration

- Inquires into or is notified by Air Pollution Control District (APCD).
- APCD does not issue alerts due to smoke or ash. Use discretion in suspending outdoor physical activity.
- In a Stage I alert, students should refrain from outdoor physical activity and remain indoors.
- Strenuous outdoor physical activities for all students shall be discontinued; activities of a less strenuous nature should be substituted. Intensity of an activity and its potential for increasing the respiration rate for an extended period may be deciding factors for

canceling certain activities. Heat and stress aggravate respiratory problems; the younger the child, the greater the risk of aggravating the upper respiratory system.

In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those with respiratory or heart problems should be monitored.

Actions During a Scheduled Athletic Event

In a Stage I alert, the event should be canceled or rescheduled.

In a Stage I alert, the event should be postponed or canceled.

In a State II or III alert, students shall remain indoors for the duration of alert.

LEGAL AND POLICY CONSIDERATIONS

California Code of Regulations, Title 22
Environmental Protection Agency (EPA) Final Rule Act (AHERA), 40 CFR Subpart E, October 30, 1987.

EMERGENCY PROCEDURE

SUBJECT: EARTHQUAKE

BACKGROUND

Of all earthquake preparedness measures, safety drills are the most important. Essential components for earthquake safety drills are discussion, instruction, and physical demonstration (proactive drill). In addition to indicating pre planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking.

Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

EARTHQUAKE WHILE INSIDE (ON SITE)

- A Drop and Hold command is given by any staff member at first indication of ground shaking.

- All staff/students: Drop and Hold and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto the table/ desk leg to keep it over body. If in the hallway, move to the inside wall, or stand in a doorway.

    1) Avoid glass and falling objects.
    2) Move away from windows.

3) Move away from heavy suspended light fixtures.
4) Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.

Remain undercover for at least two to three minutes to assess damage/injuries and to wait for the first aftershock to occur.

After the first aftershock, or after two to three minutes, activate the site earthquake evacuation assembly plan.

EARTHQUAKE WHILE OUTSIDE (ON SITE)

- Move to open space away from buildings, trees, overhead power lines, etc.
- Lie down or crouch.
- When shaking stops, report to the designated assembly area. Activate an orderly dismissal.
- Evacuate building according to site plan; activate site emergency plan for specific components of the plan as necessary.
- Transport injured adults/students to triage area.
- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.
- Listen to local area emergency channels for any instructions.
- If communication lines are disrupted, use battery-operated radio and turn to EBS 600 kc, 1170 kc on the AM dial.

EARTHQUAKE WHILE OFF SITE

- If walking to and from school/work site, move to open space away from buildings, trees, overhead power lines; lie down or crouch. Be alert for possible dangers, which would require movement. DO NOT RUN.
- Students who are on the way to school should go to school.
- Students on the way home should go home.

NON-EARTHQUAKE STRUCTURAL FAILURE

- Evacuate affected building/area and secure to prevent entrance by staff or students. Advise all staff members and contact SDPD.

LEGAL AND POLICY CONSIDERATIONS

- Since the safest place for students in any emergency occurring during the school day is o the school campus itself, it should be the school policy to not send children home unless dismissal can be done with complete safety.

- Pres/CEO or designee is responsible for conducting required safety drills (including fire, earthquake, disaster preparedness, and school campus emergencies and for maintaining an accurate record of each drill.

REFERENCE MATERIAL

Site Disaster/Emergency Preparedness Plan

EMERGENCY PROCEDURES

SUBJECT: WEAPONS

BACKGROUND

HSHMC weapons policy. Possession by a student of any weapon will result in a recommendation for expulsion. Possession of unlawful weapons could result in prosecution.

Procedures for Handling Armed Students

- Any staff member must report to the HSHMC Inc. administration if a student is suspected of possessing a weapon on campus. If safety permits, confiscate the weapon for further investigation. In circumstances where the weapon is a gun, carefully evaluate whether an attempt to confiscate the weapon can be done safely and, if in doubt, follow the procedure below.

- Telephone Police Services at (619) 531-2000 if non-emergency. Call 911 in an emergency.

- Do not contact the student. Wait for the Police.

- Do not attempt to retrieve the weapon. Wait for the police.

- Do not restrain or discipline the student. Wait for the police.

- If the student is in class and the weapon is concealed, the staff member should send a not in an envelope to the Front office or HSHMC Inc. Administration, using a messenger. Include as much information as possible:

    1) The name of the student

2) Exact location of the student in class
3) Clothing description or unique identifiers.
4) Type of weapon suspected
5) Location of weapon
6) Room Number
7) Number of students in class
8) Demeanor of student and any other useful information

HSHMC STAFF SHOULD

- Allow class or passing periods to occur as normal until police arrive.
- Pull the suspected student's schedule.
- Refrain from alarming other students.
- Allow the police to handle the situation according to their procedures.
- After the situation is resolved, consider the impact on other students.
- Determine whether the student has an IEP or 504 plan. If the students has an IEP or 504 plan, then implement day one guidelines and long-term follow up according to plan.

PROCEDURES FOR HANDLING OTHER ARMED OFFENDERS

- Notify San Diego Police Department
- Notify all staff of an emergency situation.
- Implement lockdown procedure when appropriate.
- Notify all students and staff outside classrooms to report to the nearest safe classroom.
- If the armed person can be contained in one section of the building, students and staff should be evacuated.
- If safety permits, a staff member should be stationed outside to warn approaching visitors of danger.
- If safety permits, a staff member should meet law enforcement outside to apprise them of the details of the emergency.
- Administration and staff should follow the directives of law enforcement personnel.
- Complete an Incident report.

LEGAL AND POLICY CONSIDERATIONS

Firearms (Penal Code Section 626.9)

- It is a felony to possess a firearm, loaded or unloaded, upon the grounds of any public school. This includes elementary or secondary schools, community colleges and universities.

Dirks, Dagger, Knives, Razors, Tasers, or Stun Guns (Penal Code Sections 626.10 and 12020 (a))

- It is a felony to possess any concealed dirk or dagger. It is also a felony to possess any folding knife having a blade in excess of 2-1/2 inches or a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun, upon the grounds of, or within, any public elementary or secondary school. The law doesn't apply to possession of a knife having a blade longer than 2-1/2 inches, or a razor with an unguarded blade, if possessed as directed in a school-sponsored activity or class.

Switchblade Knives (Penal Code Section 653k)

- It is a misdemeanor to possess, sell or otherwise transfer a switchblade or gravity knife having a blade length of two or more inches.

- Manufacture, Sale, Possession, Etc. of Certain Weapons (Penal Code Section 12020 (a))

- Any Person in this state who manufactures, or causes to be manufactured, imports into the state, keeps for sale, or offers, or exposes for sale, or who gives, lends, or possesses any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy club, throwing star, nunchaku, sandclub, sandbag, sawed-off shotgun, or metal knuckles, or who carries concealed upon his/her person any explosive substance, other than fixed ammunition, or who carries concealed upon his/her person any dirk or dagger, is guilty of a felony.

- Retention of Injurious Objects by School Personnel

- An injurious object shall mean an object capable of inflicting substantial bodily damage and is not necessary for academic purposes of the student. As used in this section, academic purposes means any school-sponsored activity or class of instruction scheduled during the school day. An injurious object does not include any personal possessions or items of apparel which a school age child might reasonably be expected to either wear or possess.

- Any certificated employee and any classified employee of the school who is designated by the governing board for such purposes, may take from the personal possession of any pupil upon school premises, or while under the authority of school personnel, any injurious object in possession of the pupil.

- School Personnel may notify any pupil’s parent/guardian that an injurious object has been taken from the student.

- School personnel may retain protective possession of any injurious object until the risk of its use as a weapon has dissipated, unless prior dissipation of the risk, the parent/guardian requests that school personnel retain the object until the parent/guardian, or another adult with the written consent of the parent/guardian, personally appears to take possession of the injurious object from school personnel, provided such injurious object may be lawfully possessed off school grounds.

- If the injurious object is a weapon, it may be retained as evidence.

- A pupil who brings an injurious object to school, and who presents the object to a certificated or classified employee, may have the object returned to him or her at the conclusion of the school day, provided such injurious object may be lawfully possessed off school grounds.

REFERENCE MATERIAL

California Penal Code Section 187 (murder)
California Penal Code Section 245 (Assault with a deadly weapon)
California Penal Code Section 626.10 (Possession of firearm on school campus)
California Legal Information@www.leginfo.ca.gov/calaw.html
School Safety@www.fontana.k12.ca.us/burton
www.ed.gov/offices/OESE/SDFS/safeschools.html
School Safety @ www.cde.ga.gov/spbranch/safety/safetyhome.html

EMERGENCY PROCEDURE

SUBJECT: INJURY/ILLNESS EMERGENCIES – STAFF, STUDENTS, OR VISITORS

BACKGROUND

The school has a primary responsibility to provide for the prompt care and immediate assistance to staff or students who may be injured or become injured or become ill during the course of regular operations. All administrators must take appropriate actions to ensure that all staff members are familiar with appropriate procedures in the event of injury or illness.

RESPONSIBILITIES (INJURIES/ILLNESSES-STUDENTS)

Injury or Illness of Employees

HSHMC Inc. administration or staff members ensure that employees receive prompt medical care, utilizing available resources.

Injuries due to disaster/emergency situation. First aid is provided as outlined in the site emergency preparedness plan. First aid includes staff members with first aid training or certification.

On the job injury/illness. Resources available are Paramedics (telephone 911) for movement to the nearest hospital. (If an employee indicates otherwise, a private ambulance should be called).

Counseling and Advice (on the job injury or illness). Contact Dr. Oscar Corrigan, Human Resources Manager and/or

HSHMC Inc. Administration regarding:

- Leaves and allowances.
- Insurance
- Workers compensation benefits
- Mandatory reports (workers compensation law requires that employee job-related injuries be reported immediately after attending to an employee injury or illness.
- Legal counsel

Responsibilities (Injuries/Illnesses-Students)

Injuries due to Major Disaster/Emergency. First aid assistance is provided by qualified persons as outlined in the site emergency plan.

Serious Injury

HSHMC Administration

- Notifies parent/guardian and assists parent/guardian in arranging for transportation and care. In absence of a parent/guardian, a competent person accompanies injured students to home or hospital.
- If parent/guardian cannot be reached, and evaluation suggests that the student needs immediate attention, call 911. Generally, paramedics are primarily for life-threatening situations.
- Record appropriate information on student's health record
- If there is no nurse on duty than HSHMC Inc. administration is responsible for designating an individual to complete all activities related to injury not requiring licensure or first aid training.

Poisoning. Emergency information concerning the nature of poisons and their proper antidotes may be obtained from:

- Poison Information Center of San Diego, telephone: 1-800-876-4766
- Immediately call paramedics (911) for medical assistance.

Epinephrine Delivery Systems

- The school shall maintain emergency epinephrine delivery systems for use in providing emergency medical aid to individuals experiencing, or reasonably believed to be experiencing, an anaphylactic reaction.
- Emergency epinephrine delivery systems shall be stored in a location that is accessible to trained personnel during an emergency and maintained in accordance with applicable requirements.
- A pupil who is required to carry emergency epinephrine may carry and self-administer a prescribed emergency epinephrine delivery system during the school day when appropriate authorization and documentation have been provided in accordance with Education Code requirements.
- School nurses and other appropriately trained and designated school personnel may assist a pupil with the administration of an emergency epinephrine delivery system in accordance with the pupil's health care plan, physician instructions, and applicable law.
- When a pupil's emergency epinephrine delivery system is supplied by the parent/guardian or physician, the medication, equipment, physician authorization, and parent/guardian authorization shall be maintained in accordance with school medication procedures.
- In the event of a suspected anaphylactic reaction, trained personnel should administer an emergency epinephrine delivery system without unnecessary delay and immediately activate emergency medical services by calling 911. Emergency response procedures shall continue until emergency medical personnel arrive.
- In an emergency, any school employee who has received the required training and voluntarily agrees to administer emergency epinephrine may use a school-provided emergency epinephrine delivery system consistent with applicable law and training.
- The School Response Team (SRT) includes personnel trained to recognize signs and symptoms of anaphylaxis and administer emergency epinephrine delivery systems to a pupil or other individual experiencing, or reasonably believed to be experiencing, an anaphylactic reaction.
- Emergency epinephrine procedures, training, procurement, and storage shall use the term **"epinephrine delivery systems"** rather than limiting procedures to epinephrine auto-injectors.
- When applicable, these requirements shall also extend to locations of state- or federally subsidized childcare programs operated by or under contract with the LEA. Eligible childcare program employees may be trained as volunteer personnel consistent with applicable requirements.
- The school/LEA shall coordinate procurement of emergency epinephrine delivery systems through authorized pharmacies or other legally permitted sources and shall ensure that appropriate emergency epinephrine delivery systems are available at required schoolsites and applicable childcare program locations.

Legal References: Business and Professions Code § 4119.2; Education Code §§ 49414 and 49423.

Release of Information without Parental Consent. Educational institutions may release information to appropriate person in connection with an emergency if knowledge of such information is necessary to protect health or safety of a student or other persons. (This should be narrowly construed). Factors determining whether records may be released include;

- Seriousness of threat to health or safety of student or other person.
- Need for such records to meet emergency.
- Whether persons to whom such records are released are in a position to deal with emergency.
- Extent to which time is of essence.
- Note: Record release of information in student's file.

LEGAL AND POLICY CONSIDERATIONS

- Information for use in Emergencies (Students). For the protection of a student's health and welfare, the parent/guardian may be required to provide and keep current emergency information including the home address and telephone number; business address and hone number of the parent/guardian; and name, address, and phone number of a relative or friend who is authorized to care for the student in an emergency situation if the parent/guardian cannot be reached.

Emergency First Aid

No School employee shall diagnose, prescribe, or treat, other than to render appropriate first aid.

Workers' Compensation Law

EMERGENCY PROCEDURE

SUBJECT: DISTURBANCES AND DEMONSTRATIONS

BACKGROUND

HSHMC Inc. administration may be confronted with disturbances or demonstrations occurring in three ways; adjacent to the site, on the site, or one that is associated with a job action.

The courts have held that demonstrations are lawful as long as the demonstrators; conduct does not materially disrupt call work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus would probably interfere with school activities and therefore would be unlawful.

HSHMC Inc. administration are empowered to order persons whose presence interferes with the peaceful conduct of the school, or disrupts the school or its pupils or school activities, to leave

the school campus. Persons who fail to comply with such instructions are subject to arrest. This includes any person more than sixteen (16) years of age who does not attend the school, as well as parents/guardians of students of the school.

Disturbance or Demonstration (Students)

- First, request that the students return to class. Warn them they risk discipline procedures if they do not comply. Make no physical effort to prevent students from leaving campus.
- If students fail to comply and if physical assault begins, call 911.
- Determine the urgency of the situation, type of assistance needed, and if site needs to be locked down or evacuated.
- If students are participating in an unlawful assembly on campus, loitering, or causing class disruptions, the administration is responsible for the following:

    1) Notify students via bullhorn, or other means that they should return to class.
    2) Warn students of disciplinary action if they do not comply.
    3) Notify any student persisting in illegal activities that he or she has been suspended, and direct the student to leave campus.
    4) Request law enforcement officers (SDPD) to effect the arrest of the student(s) who do not comply with orders to desist the activity or leave campus.

DISTURBANCE OR DEMONSTRATION (NON-STUDENT)

- Politely inform the individual(s) they are disrupting the school, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify SDPD. If physical assault begins, call 911.
- The officer and HSHMC Inc. administration will devise a plan of action. The situation will dictate whether additional officers will be needed.

OTHER CONSIDERATIONS

- Consider placing staff to answer telephone calls from concerned parents/guardians.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- Try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

LEGAL AND POLICY CONSIDERATIONS

California Penal Code Section 407 (Unlawful assembly defined)
California Penal Code Section 408 (Participation in unlawful assembly)
California Penal Code Section 409 (Failing to disperse after lawful order)
California Penal Code Section 415 et se. (Fighting, noise, or offensive words in public place)
California Penal Code Section 626.8 (Disruptive presence at schools)
California Penal Code Section 626.2 (Entry upon school grounds by student or employee without permission after written notification of suspension or dismissal)
California Penal Code Section 626.4 (Withdrawal of consent to remain on campus for causing disruption)
California Penal Code Section 647(c) (Obstruction of thoroughfares)
California Penal Code Section 32210 (Willful disturbance of public school or meeting)
California Penal Code Section 32211 (Threatened disruption or interference with classes)
California Penal Code Section 44810 (Willful interference with classroom conduct)
San Diego Municipal Code Section 53.30 (Weapons at demonstration)
San Diego Municipal Code Section 56.51 (Intimidating picketing)
San Diego Municipal Code Section 56.52 (Breach of peace by picketing)

REFERENCE MATERIAL

California Legal Information @ www.lefinfo.ca.gov/calaw.html
City of San Diego Municipal Code, available from Police Services

EMERGENCY PROCEDURE

SUBJECT: SUICIDES

BACKGROUND

Any attempt at suicide or discussion of an intent to commit suicide is a strong indication of the existence of a serious problem that should not be ignored. Suicide is the third leading cause of death among adolescents in the United States, and the second leading cause of death in the 10 – 14 age range. School personnel shall not attempt to evaluate whether a student or staff member is serious or "bluffing." Any employee, student, or outside agency representative working on campus, who becomes aware of a suicide threat or attempt on the part of a student or staff member, shall report such information to the HSHMC Inc. Administration.

RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR STUDENT THREATS

- Assure that the student is never left alone until placed into the custody of a responsible adult.

- When necessary to transport such a student off school grounds two employees should accompany the student until the student is placed in the custody of another legally responsible person.

- If emergency help is needed, Notify police crisis intervention (619) 531-1404 and/or call 911.
- If emergency medical attention is required, call paramedics at 911.
- Immediately notify the student's parent/guardian. Request they respond to the school to take responsibility for their child.
- If the parent/guardian is unavailable to assume custody of his/her child, contact Police services to request an evaluation for possible committal to a mental health facility. Only a peace officer or public health officer may take people into protective custody and place them into a qualified institution (Welfare and Institutions Code 5150).
- Complete Suicide Risk Form.
- Place form into student files for follow up. Information on suicide should not be entered on school records.
- When a student is a ward of the court, the legally responsible agency should be notified immediately.
- A school may ask for a written statement from the parents stating that they want their child to return to school.
- If the student is seeing a professional for counseling services, the school may ask for a release of information to obtain the opinion of the professional concerning the student's readiness to return to school.

RESPONSIBILITIES OF THE PRES/CEO OR DESIGNEE FOR EMPLOYEE THREATS

- Designate staff member(s) to remain with the individual at all times.
- Contact a family member to come to the school/workplace.
- Direct the incident and all steps taken and to whom the employee is released.
- Request family member to sign Suicide Risk form.
- If a family member cannot be located or is uncooperative, request HSHMC Inc. Administration to assist in making appropriate contacts to respond to the situation.
- Submit all documentation to HSHMC Inc. Administration.
- Insure that employee returns to work only after a release is obtained from a doctor, and only after review and approval by HSHMC Inc. Administration.

REFERRALS TO PSYCHOLOGICAL SERVICES

- Emergency health care is available 24 hours a day at the San Diego Mental Health Services (619) 692-8200.
- Parents/guardians should be notified that no school can assume responsibility for this serious problem.
- The school may recommend to the family that appropriate professional help be sought.
- A family may choose to discuss this problem with a physician, clergyman, practitioner, psychologist or friend.
- If a family chooses not to avail themselves to help and school staff believe the child to be in danger of suicide, school staff should make a referral to Child Protective Services.
- The school should follow up to determine what help, if any, has been arranged by the family.
- Psychological services may be utilized to determine the severity of the problem and appropriateness of school services after responsibility for the suicide thought has been accepted by the parent/guardian or a chosen professional adviser.

LEGAL AND POLICY CONSIDERATIONS

California Welfare and Institutions Code Section 5150

REFERENCE MATERIAL

County of San Diego Suicide Homicide Audit Report

Suicide Risk Form
(Confidential)

Person
CompletingForm:_____Title:_____

Name of
Student/Employee:_____DOB:_____Sex:_____

Address:_____Home
Phone:_____

Grade:_____Ethnicity:_____

Presenting the Problem: What prompted the concern? What did the person say about suicide? What did the person do? Describe the person's behavior. What are the current stressors? Did the person indicate a suicide plan?

_____

_____

_____

_____

Action
Taken:_____

_____

Family Contacted: Date:_____
Time:_____

Prior Suicidal Behavior:
Has person talked about committing suicide before:
Yes:_____No:_____Unknown:_____

If Yes, When?_____ Describe situation and action taken:_____
_____

_____

Mental Health or Substance Abuse History (depression, mood swings etc.):

_____

_____

Recommendations for Follow-up:

Notification Form

I have been notified that my child (relative) _____has

Verbalized and/or manifested the dangers of possible suicide. It has been strongly recommended that I should seek immediate psychological assistance for my child (relative) and that HSHMC Inc. will not assume responsibility for this serious problem.

Parent's/Guardian's/Relative's Signature:
_____ Date:_____

Witness: _____ Title:_____

Witness: _____ Title: _____

EMERGENCY PROCEDURES

SUBJECT: THREATS AND VIOLENCE

BACKGROUND

HSHMC Inc. employees occasionally may be confronted with threats of violence. These threats are typically verbal and can be criminal depending upon the severity. Threats can also be made online (e.g. social media). Assessing these threats will help determine appropriate resources required in dealing with each specific situation. Employees who are assaulted or battered should first seek medical attention if necessary, and then notify law enforcement officials.

THREAT ASSESSMENT

Generally, more than one person should attempt to assess a threat. In an instance where a threat has been made by a minor student, HSHMC Inc. personnel are encouraged to work with the student's parents first, prior to law enforcement intervention. All threats should be addressed by the Pres/CEO or designee. Below are some basic tips for assessing threats taken from the National Center for the Analysis of Violent Crime.

- Not all threats are created equal. One response will not fit all situations. Not every threat represents the same danger or requires the same level of response.
- Consider how credible and serious the threat itself is: Does the person making the threat appear to have the resources, intent, and motivation to carry out the threat?
- Consider the person making the threats, background, personality, and lifestyle.
- Try to identify the motive for the threat.
- A threat is only one observable behavior; look for other supporting behaviors such as acting out, writings, drawings etc..
- Seek specific, plausible details. These details can assess how much thought, planning, and preparatory steps have been taken. Lack of detail may suggest the individual is only "blowing off steam."
- The emotional content of the threat may tell you something about the temperament and may sound frightening, but generally there is no correlation between the emotional intensity in a threat and the rest that it will be carried out.
- Try to understand what triggered the behavior. Perhaps you can calm the situation by identifying underlying issues such as depression, anger, and stress.

Low level threats:

- Vague and indirect.
- Inconsistent, implausible, or lacking detail.
- Lack of realism.
- Contain information that suggests the person is unlikely to carry it out.

Medium level threats:

- More direct.
- Contains information suggesting that some thought was given to how the act will occur.
- More likely to indicate a possible place and time the threat will be carried out.
- Contain some indication of preparatory steps to carry out the threat.
- Include statements seeking to convey that the threat is not empty such as “I am serious” or “I really mean it.”

High Level Threats:

- Direct, specific, and plausible.
- Suggestive steps of the plan have been taken and the means have been identified to carry out the threat.

HSHMC Inc. personnel should attempt to deal with low and medium level threats without law enforcement intervention. With minors, including the parents often will eliminate the initial threat and allow parents to seek intervention strategies. However, in cases where the threat level is either high, between medium or high, or parent involvement is unavailable, law enforcement services should be called for assistance. Threats made against schools intended to create fear, even if an individual is not identified, will result in involvement of law enforcement.

San Diego police officers can respond to assess the danger of an individual. Welfare and Institutions Code Section 5150 provides a peace officer or health officer may take people into custody for their best interest and protection, and place them in a qualified institution if the officer believes:

- The person may cause injury to themselves or others.
- The person is gravely disabled or unable to provide for his/her own basic needs.

Officers will make an evaluation. If the officer believes the individual requires a psychiatric screening, the officer will take custody of the individual. If the officer believes the necessary criteria is not me and the individual is a minor, the officer should assist in locating the parents and making appropriate arrangements for other forms of intervention. The Pres/CEO or designee must provide supervision of the student unless the officer takes custody of the child.

In the event the qualified institution denies admittance of an adult, the officer will likely release the individual. If admittance of a juvenile is denied, the officer has the option to either return the child to the school or to release the child into the custody of the parent/guardian. Officers most often will attempt to release the child to the parent/guardian if they can be located. Should the child be returned to the site, he/she will be released to the Pres/CEO or designee.

HSHMC Inc. personnel are encouraged to do their best in evaluating each situation individually. With minors, working with parents and family to address the person who is exhibiting threating behavior will often be the best course of action. Calling for law enforcement services when the threat assessment is clearly low or medium places an unnecessary burden on law enforcement resources.

VERBAL THREATS

HSHMC Employees

If an HSHMC Inc. employee receives a verbal threat, he/she should:

- Notify HSHMC Inc. administration immediately.
- Attempt to assess the validity and severity of the threat as outlined in this procedure.
- Contact SDPD if a crime was committed.
- If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.
- If a crime was not committed and the threat was from another employee. Notify Pres/CEO or designee for appropriate administrative review and follow up.

PHYSICAL ASSAULT AND BATTERY

HSHMC Inc. Employees

If an HSHMC Inc. employee is assaulted or battered, her/she should:

Seek medical attention if necessary.

Notify HSHMC Inc. administration to report injury.

If a crime was committed, Call SDPD to investigate, make necessary arrests, and provide documentation for criminal prosecution.

If a student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If another employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

Students

If a student is threatened, assaulted or battered, he/she should:

- Seek medical attention if necessary.
- Notify a staff member who should notify the Pres/CEO or HSHMC Inc. administration or designee.
- If necessary, contact SDPD.

If a crime was committed, SDPD will investigate, make necessary arrests, and provide documentation for criminal prosecution.

If another student committed the act, the Pres/CEO or designee will take appropriate disciplinary action.

If an employee committed the act, notify the Pres/CEO or designee for appropriate administrative review and follow-up.

LEGAL AND POLICY CONSIDERATIONS

California Penal Code Section 71 (Threatening school officials)
California Penal Code Section 240 (Assault)
California Penal Code Section 241.2 (Assault on school property)
California Penal Code Section 241.6 (Assault on school official)
California Penal Code Section 242 (Battery)
California Penal Code Section 243.3 (Battery on bus driver)
California Penal Code Section 243.4 (Sexual Battery)
California Penal Code Section 243.5(a) (Battery on school property)
California Penal Code Section 243.6 (Battery on school official)
California Penal Code Section 245(a)(1) (Assault with a deadly weapon)
California Penal Code Section 422 (Terrorist threats)
California Penal Code Section44014 (Mandated reporting)
California Penal Code Section 44811 (Insults and abuses)
California Penal Code Section 49079 (Notice of caused or attempted bodily injury)
California Penal Code Section 1714.1 (Parent/Guardian liability of child's actions)

REFERENCE MATERIAL
California Legal Information @www.leginfo.ca.gov/calaw
Conflict Resolution Education Guide by U.S.D.O.J. @www.usdoj.gov

National Center for Analysis of Violent Crime(NCAVC) @www.fbi.gov
Early Warning Timely Response, Guide to Safe Schools @http://cecp.air.org/guide/guide.pdf

SB19 Crimes: Threats

The school recognizes and responds to threats of violence directed toward the school, school facilities, school-sponsored activities, students, staff, or other members of the school community in accordance with California Penal Code section 422.3 (SB 19). Threats may be communicated through any means, including verbal or written statements, electronic communications, text messages, social media, websites, images, or other forms of communication. A threat does not need to identify a specific individual to warrant assessment and appropriate action.

All reports of threats will be taken seriously and promptly reported to a school administrator or other designated staff member. School administration will assess the information, preserve relevant evidence, determine appropriate protective measures, and consult with or notify law enforcement and other emergency responders when appropriate or required. The school's response may include implementation of emergency procedures such as lockdown, evacuation, shelter-in-place, parent/guardian notification, and other measures necessary to protect students and staff.

The school will maintain documentation of reported threats and actions taken and will cooperate with law enforcement and other appropriate agencies in the investigation and response to threats. When a threat involves a student, the school will follow applicable laws and school procedures concerning student discipline, threat assessment, intervention, support services, and law-enforcement referral.

EMERGENCY PROCEDURES

SUBJECT: BOMBS AND EXPLOSIONS

BACKGROUND

Most bomb threats are hoaxes. Telephone calls to school stating there is a bomb, often are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms, but should be handled in a quick and consistent manner. Safety and the prevention of panic are of paramount importance.

TELEPHONE BOMB THREAT

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for specific bomb location and time of detonation. Gather information.
- Try to signal a co-worker to listen in on the telephone line, if possible.
- Write down information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.

- Utilize a Bomb Threat Information Form if available; otherwise, complete form after the call.

- Immediately notify Pres/CEO or HSHMC Inc. administration. Do not use two way radios as they may detonate a device.

- Call SDPD to report the incident or if a device or suspicious object is located.

- Pres/CEO or designee coordinates with Police to evaluate information received and decide upon a course of action.

SEARCHING AND EVACUATION

- The Pres/CEO or designee is responsible for initiating and directing a search or evacuation of the site. Consult with Police prior to making this decision. Law enforcement should assist and coordinate these efforts.

- School personnel generally should not search for bombs. However, they can provide assistance to law enforcement.

- Initiating a search with the assistance of law enforcement and evacuating the site may be the most desired approach if a suspicious package or device is found. Directing the immediate evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Immediately notify Pres/CEO or HSHMC Inc. administration and/or SDPD of the exact location and description.

- Do not touch or disturb the suspected bomb. Do not us radios or cell phones—these may activate some types of bombs.

- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.

- If possible, shut off gas main and electrical power to minimize the possibility of fire.

- Gather any possible witnesses for law enforcement to interview.

- Upon arrival. Law enforcement of fire personnel will assume responsibility. All investigations will be conducted by SDPD.

EXPLOSIONS

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid any possible toxic fumes. If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- Immediately notify Pres/CEO or designee and SDPD of exact location and description.
- Turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns to property until fire personnel officially declare the area safe.

OTHER CONSIDERATIONS

- Attempt to control the situation to avoid panic.
- Everyone should know and understand their role. Practice your response.
- Bomb threats require a response; usually no less than a search by qualified personnel and Police services.
- Consider the impact on students and staff.
- Have long term strategies included in your School Site Safety Plan to deal with mass destruction. Include transportation issues in your plan.

LEGAL AND POLICY CONSIDERATIONS

California Penal Code Sections 148.1 et seq (false bomb report)
San Diego Municipal Code Section 63.02.3 (Fireworks)

EMERGENCY PROCEDURE: LOCK DOWN/ACTIVE SHOOTER/THREAT

BACKGROUND

It is important that plans are in place when a person, persons or situation dictates that lock down procedures need to be implemented. The most elevated threat circumstances would be that of an active shooter who attempts to, or enters, the school. Considerable time and resources have been invested in establishing these plans and procedures and the capacity to implement them.

First, the HSHMC campus was not originally designed as a school and many of the environmental features of a traditional school do not exist here. To close those gaps, investments have been made to the campus to better control access, egress, and communications. These

include but are not limited to upgrades in fencing and securing perimeters of campus, locks, controlled access points, cameras, coordinated communications and identification of safe zones throughout the building, especially in classrooms.

Second, HSHMC has invested in a security system supported by the company Centegix. This program specializes in incident alerting solutions to turn schools/learning communities into safer spaces. This solution empowers all staff to respond to any crisis with confidence. A touchpad badge allows quick and easy access for every adult, and the system is tied to every room, every computer, and communicates directly to local authorities.

Third, implementation protocols for building lockdown, especially in the case of an active shooter or threat, are dependent on adults in the school with both generic and specific assigned roles and responsibilities. In the plan herein, specific roles are delineated and assigned to specific team members. There is also recognition of the need for flexibility in those assignments due to the likelihood that a team member may not be on campus or available to assume responsibilities. Thus, backup plans for assignment coverage are provided. Multiple team members who are typically in various areas of the campus must be available to fill in if needed. This flexibility will be built as part of the staff training and materials available.

Fourth, as stated above, the lockdown plans require knowledgeable staff who understand the protocol and their generic responsibilities as well as the specific responsibilities of the implementation team should they need to be filled. Therefore, there will be time devoted to "active shooter" all staff training at the beginning of fall, spring and summer terms.
Finally, our plan will always be part of an ongoing effort to review, evaluate and improve our school campus, our lockdown protocols and our staff and student preparation. The safety of our students, staff and visitors demands our continued attention.

Section 1: Upgrades to Building for Safety

Over the last couple of years HSHMC has grown in building capacity, expanding to the third and fourth floors of our building at 3910 University Ave. With this expansion, we have taken multiple steps to make sure that the building is secure. Below is a bulleted list of all the upgrades we have put in place to keep HSHMC a safe environment.

- A new exterior fence was put around the backside of the building all the way up to the entry point of CitiBank (University Ave). With the addition of the new gate, the main entrance point into the building is now on University Ave.
- With University Avenue as the main entry point, the double glass doors are now kept locked. We have installed a remote unlock switch that will be activated by our front desk staff. This door will also be monitored by security as well.
- The double glass doors will be unlocked during our scheduled passing periods with team members stationed at every unlocked door.
- We have fobbed the elevator for all floors. No students will use the elevator to the second floor, unless accompanied by a staff member. Use of the elevator is solely based upon ADA Compliance or stakeholders who are physically unable to take the stairs.
- We have updated our video camera system and added new cameras in the building. This camera system is installed on all iPads that have the ring on them. There is active monitoring of our cameras.

- Updated PA system with the ability to make announcements via landline phones in 4 different sections of the building.
- Adoption of Centegix
- New locks on each door, teachers do not have to lock the door from the outside.

Section 2: Active Shooter Protocol

HSHMC is determined to keep a safe school with real time communication. We have created a clear protocol so that communication is not missed, and safety can be achieved. Active Shooter or Live Threat Protocol is largely dependent on an informed staff that is responsible for directing the student body out of harm's way to the extent possible. This requires all staff to understand their generic responsibilities for campus and classroom lockdown and an implementation team with specific responsibilities for site organization and communication. Centegix will be used as the notification system in the instance of the need to lockdown the campus. Any staff member can activate the emergency system which will automatically notify all staff. Once notified, staff members will take action to secure the facility.

- The plan includes:
  - A Command Center located in the fourth floor of the Administration suite.
  - A Command Center located in the admin suite found on the fourth floor.
  - A surveillance center will be located on the fourth floor.
  - All three centers will be in communication via access to cameras and cell phones.

The Implementation team shall consist of the following members and their roles:

1. **Site Administrator in Charge** will oversee assignments of team roles and responsibilities and assume ultimate site command and communication.
   a. If available and on site this role will be assumed by the principal (Dominique Smith).
   b. If unavailable, responsibility will be assumed by administrator in charge (likely Oscar Corrigan or Broc Arnaz or leads on the Restorative Team (Nick Regas or Demetrius Davenport).
2. **Community Contacts**:
   a. **Police and Community Contactor** will call 911 and provide support to police and emergency personnel. If available and on site this role will be a school counselor (Ricki Wilder and if unavailable HR Director Oscar Corrigan).
   b. **School and Property Management, Student/Family Unification Contactor** (HR Director Dr. Oscar Corrigan), Head Counselor Grecia Ortega)
   c. **Family and Staff Contactor**: will reach out to notify San Diego Unified of an active shooter/threat. Prepare a message for parents to be sent on website, canvas pages and other LMS. Prepare to communicate with classrooms using school phones, email or cell phones. This will be the point person to keep classrooms informed. If available and on site this role will be assumed by one of the Restorative Practices Coordinators (Nick Regas, Demetrius Davenport)

3. **Technology and Camera Surveillance Contactor,** If available and on site this role will be assumed by one of the technology coordinators (Andy Silveyra & Alex Gonzalez)
4. **Gate Access Lockdown Contactor**: will lockdown all exterior gates. If available and on site this role will be assumed by one of the Restorative Practices coordinators (Nick Regas, Demetrius Davenport)
5. **First Floor Lockdown Coordinator**: will lockdown all first floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Nicholas Swift, Johnnie Gomez, Matthew Heisser)
6. **Second Floor Lockdown Coordinator**: will lockdown all second floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Demetrius Davenport, Beth Fisher)
7. **Third Floor Lockdown Coordinator**: will lockdown all third floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Mikayla Haywood, Broc Arnaiz)
8. **Fourth Floor Lockdown Coordinator**: will lockdown all fourth floor interior doors as well as the bathrooms on that floor. If available and on site this role will be assumed by one of the safety team coordinators (Dominique Smith, Oscar Corrigan, Nick Regas)

In a case of an active shooter or threat on campus responsibilities of each Implementation member are as follows:

1. **Site Administrator in Charge** is notified and begins to notify all stakeholders immediately. They will make an announcement of an active threat via landline phone or PA system. Announcement: We have an active threat in our building, please go into Active Threat Protocol. (Section 3, for teachers).

2. **Site Administrator** will call, text and email Police and Community Contact of the threat.

3. **Community Contactor** will begin to connect with outside help.
    a. They will call 911 from the counseling center and explain active shooter/harm. They will tell teams we have created a safe phrase “Health Sciences Surgeons you are now safe” Teachers will be told not to answer the door until this statement is heard.
    b. They will be the point of contact for outside agencies, letting teams know as much information possible in the following areas:
        i. Location of shooter
        ii. Number of shooters
        iii. Physical description of shooter(s)
        iv. Number of weapons
        v. Any wounded
    c. They will also communicate with **Technology and Camera Surveillance Coordinator** to access the camera system to identify the location of the threat.

Technology and Camera Surveillance Coordinator will communicate to **Community Contact Coordinator**, active threat. **The Community Contact Coordinator** will contact property management to have the building locked down.

d. Will get the best image or photo for authorities.
e. Send Zoom invites to everyone. Not to zoom, but to have an active chat function for everyone to be on.

4. **Site Administrator in Charge** will text, call or email first floor executive coordinator and state: Active Threat.
5. **First Floor Executive Coordinator** will communicate Active Threat to "Safety/Lockdown Team" (Nicholas Swift, Oscar Corrigan, Broc Arnaiz, Nick Regas, Demetrius Davenport)
6. **Family and Staff Contactor** will:
    a. Reach out to San Diego Unified to notify of an active shooter/threat.
    b. Prepare a message for parents to be sent on website, canvas pages and other LMS.
    c. Prepare to communicate with classrooms using school phones, email or cell phones. Serve as the point person to keep classrooms informed. Demetrius Davenport will help Broc Arnaiz with communication.
    d. Monitor Zoom chat box
7. **Gate Access Lockdown** (If available Demetrius Davenport or Nick Regas) will:
    a. Ensure that perimeter gates are secured and that all students, staff and visitors are safety secured.
    b. Check bathrooms by room 104 on 1st floor
    c. After securing the perimeter, move to the relocation spot.
8. **Front desk staff members** will move to the principal's office and take calls from that space. "Yes, there is an active threat, we have the building locked down, police are here. Please meet your child at the relocation site at_____."
9. **First Floor Lockdown Coordinator** (if available Nick Swift):
    a. Ensure that 1st floor rooms are secured and that all students, staff and visitors are safety secured.
    b. Ensure that students are away from glass doors.
    c. Check single bathrooms on 1st floor
    d. If any person is found during floor sweep, the first floor lockdown coordinator will navigate the person found to the command center.
10. **Second Floor Lockdown Coordinator** (if available Demetrius Davenport):
    a. Ensure that 2nd floor rooms are secured and that all students, staff and visitors are safety secured.
    b. Begin to implement an exit strategy for students away from the active threat.
    c. Ensure that relocation sites and paths are safe. If they are in a way of harm, Oscar will create a new relocation spot and communicate that spot with Broc Arnaiz.
    d. If any person is found during floor sweep, Second Floor Lockdown Coordinator will navigate to the command center.
11. **Third Floor Lockdown Coordinator** (if available Mikayla Haywood):
        i. Ensure that 3rd floor rooms are secured and that all students, staff and visitors are safety secured.
        ii. Ensure that students are away from glass doors.
        iii. Check single bathrooms on 3rd floor
        iv. If any person is found during floor sweep, the third floor lockdown coordinator will navigate the person found to the command center.

12. **Fourth Floor Lockdown Coordinator** (if available Oscar Corrigan):
    i. Ensure that 4th floor rooms are secured and that all students, staff and visitors are safety secured.
    ii. Begin to implement an exit strategy for students away from the active threat.
    iii. Ensure that relocation sites and paths are safe. If they are in a way of harm, Oscar will create a new relocation spot and communicate that spot with Broc Arnaiz.
    iv. If any person is found during floor sweep, Fourth Floor Lockdown Coordinator will navigate to the command center.

Section 3: Active Threat Classroom Protocol

When a teacher or staff member hears an active threat announcement, they need to get into the closest room or office possible. When in rooms the protocol is as follows:

1. Lock door from inside and ask students to move into “safe zone” in the room. This space will be broken down in each room. If rooms have two doors, go to the center of the room where tables will be used as a barricade around the safe zone.
2. Text your safety floor lead and state
    a. Door locked all students accounted for, or
    b. Door locked missing the following students _____ ,or
    c. Not inside, door not locked.
3. Ask students to silence cell phones and try to stay calm and quiet
4. Have email open, cell phone available
5. Build barricade in front of doors and around students
6. Do not open the door without safety statement: *Health Sciences Serpents you are now safe*.

Section 4: Safe Zone of Room

103: Close to bathroom, desk used as barricade.
104: Center of room next to yellow wall/ old fire closet if class is small enough. Desks around students.
105: Center off room, away from the glass wall. Tables around students.
105A: Center of room
106: Front left corner of room. Wall closest to hallway
107: Back left corner of the room
108: Storage area in room
200A and 200B in the side room/offices. The connecting door will remain locked.
202: Middle of classroom close to promethean board.
203: Front left corner, by standing bar.
204: Back right corner, by wall that opens
205: On stage

207: Back section of room, behind wall.
208: Back left corner by wall that moves.
209: Back left corner
210: Front close to promethean board.
211: Move to 213
213: Front Right Corner by TV
301: Back Right Corner by Duct
302: Back Right Corner by Desk
303: Back Left Corner by White Boards
304: Corner by White Board
306: Back Corner by Stairwell Wall
307:Back Corner By Windows
308: Between Office and 321 Back Space
309: Enter classroom 308
320: Back Corner by Cabinets
321: Back Corner by Sink
401: Back Corner Across From Stairwell Door
402: Left Corner Adjacent to Main Door
403: Corner Away From Door
404: Back Right Corner
405: Against Wall Shared with Office 414
406: Back Left Corner Behind Wall
407: Front Wall by Storage Wall
408: Back Corner by Windows
410: Go to 404

All staff training, which includes an overview of the systems in place, will be provided by the Safety Team and Centegix and will follow the state recommendations regarding safety and security. Health Sciences High implements one safety and security drill with adults once every semester.

HSHMC unification plans will follow the same directives as fire/natural disaster unification plans. HSHMC students will have two areas of unification, the main unification location is Teralta Park while the secondary unification location is Cherokee Park. These areas will be monitored by the lockdown coordinators.

Other Considerations

Post event resources and needs for all stakeholders

Event Debrief and Safety Plan Edits

LEGAL AND POLICY CONSIDERATIONS

REFERENCE MATERIAL

https://www.fema.gov/sites/default/files/2020-10/fema_scenario_1_active_shooter_TTX_answer_key-01102020.pdf

www.cde.ca.gov/spbranch/safety/safetyhome.html

https://www.sandyhookpromise.org

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

EMERGENCY PROCEDURE

SUBJECT: TERRORISM/KIDNAPPING

BACKGROUND

An act of terrorism is most often perpetrated by an individual or group who use deliberate violence against a government or other authorities to achieve certain goals. Terrorist methods include the taking of hostages, kidnapping, and the use of bombs and explosions. In a school situation, a student(s) may be kidnapped and held hostage by another person or may be taken by a non-custodial parent or other person without the custodial parent's permission or knowledge.

KIDNAPPING

- Check school records to determine if there may be a legal custody issue.
- Contact the student's legal parent or guardian.
- Notify the SDPD at 911. Be able to identify your site and exact location. Be prepared to give the student's information and physical/clothing description.
- Notify Pres/CEO or HSHMC Inc. administration of notification of police response.

OTHER CONSIDERATIONS

- Obtain a photo of the abducted student and provide it to the police.
- Provide the police with information on known friends of the abducted student. They may be able to provide further information.
- Try to obtain a description of the abductor and direction of travel.
- Gather any possible witnesses for law enforcement to interview.

- Remain calm—the prevention of panic is important.

HOSTAGES

An Administrator or designee will notify the SDPD at 911. Be prepared to give the following information:

- Identify the hostage location on the site
- Number of assailants, if known.
- Number of hostages, if known
- Name of assailants, if known
- Any available description of assailants and weapons
- Demands made by the assailants.
- Notify Pres/CEO and or HSHMC Inc. administration.

If possible, isolate the hostage area and use available communication to notify staff to move students away from the hostage location to a safer location.

Use "Lockdown" procedures, if appropriate.

Do not evacuate until given instruction by police.

Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage(s), and other witness information.

Provide law enforcement with floor plans of the school and arrange for any custodial assistance:

- Provide keys for access to classrooms, buildings and gates.
- Location of power, water, and gas shutoffs
- Access to roofs
- Location of phones and other communication devices

Work with the school office and law enforcement to determine the next steps.

OTHER CONSIDERATIONS

- Gather any possible witnesses for law enforcement to interview
- Minimize any possibility of the suspect's ability to see or hear news reports.
- Consider the possibility of transportation needs.
- Consider the emotional impact on the students and staff.
- Contact Pres/CEO or designee to provide briefings related to the situation.

- Remain calm—the prevention of panic is important.

LEGAL AND POLICY CONSIDERATIONS

California Penal Code Section 207 (Kidnapping)
California Penal Code Section 209 (Kidnapping for ransom or reward)
California Penal Code Section 210.5 (Taking of hostages)
California Penal Code Section 422 (Terrorist threats)

REFERENCE MATERIAL

California Legal Information @www.leginfo.ca.gov/calaw.html
School Safety @ www.fontana.k.12.ca.us/burton,
www.ed.gov/offices/OESE/SDFS/safeschools.html, and
www.cde.ca.gov/spbranch/safety/safetyhome.html

EMERGENCY PROCEDURE

SUBJECT: COMMUNICATIONS

BACKGROUND

The following procedure is designed to assist HSHMC Inc. personnel to assess, develop, document and improve their ability to communicate during emergency situations. Coordination of these efforts with emergency response organizations in a manner, which best protects and provides safety for students, staff, buildings and supplies are imperative.

GENERAL INFORMATION

- As required by law, the Pres/CEO or HSHMC Inc. administration shall develop and maintain a comprehensive school safety plan.

- The Pres/CEO or designee will direct and coordinate all emergency actions at his/her site until relieved by another administrator/designee or by police/fire authorities.

EMERGENCY RESPONSE

- For emergencies or life-threatening situations, the Pres/CEO or designee shall activate the site emergency preparedness plan found within the School Safety Plan.

- The Pres/CEO or designee will contact SDPD.

- If communication is established, the Pres/CEO or designee should provide a complete report of the incident or emergency, identifying damages sustained, current response actions, resource status, etc. Based on the information provided, the Pres/CEO or designee will determine which staff will be notified and requested to respond.

- Pres/CEO or designee will determine any additional staffing needs at the time of emergency.

LEGAL AND POLICY CONSIDERATIONS

California Civil Regulation, Title 5, Section 560
California Education Code Sections 35294 et seq.

EMERGENCY PROCEDURE

SUBJECT: SITE EMERGENCY PREPAREDNESS PLANS/DRILLS

BACKGROUND

During an emergency, all staff must be prepared to function as self-sufficient units for the initial hours. The Pres/CEO or designee's major responsibility must be to prioritize the school site emergency response. HSHMC Inc. administration is responsible to see that the following planning goals are accomplished:

- Review of the emergency procedures and plans with the entire staff to ensure that specific needs of the school are met.

- Definition of areas of responsibility for the staff in earthquake, fire, take-cover procedures, and other disasters.

- Carry out drills of earthquake, fire, and take-cover procedures involving the entire student body and staff.

In the event of any emergency or life-threatening situation, all staff must be prepared to take immediate action to provide for the safety of students and others who may be present. State law requires that regular drills be conducted to meet this urgent need. The Pres/CEO or designee is responsible for conducting these drills and maintaining records of each completed drill.

DISASTER PLANNING—GENERAL

School Plan Requirements

School preparedness plans shall include organization of the staff to meet an emergency, a system of warnings, instruction and preparation of staff/students, and appropriate drills.

Required plans shall provide maximum security for the staff, students, and other occupants of the school.

- A site map should be included with the plan, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid supplies, and designated areas for prolonged staff/student care.

- Arrangements must be made to provide for accountability of staff and students, orderly release for students to parents/guardians, and temporary shelter should it be needed.

- Schools with handicapped staff/students must direct special attention to the disposition and medical needs of those staff/students. Plans for such staff/students must be written into the site plan.

Written site plans must include special instructions for students who are in transit. The instructions must be specific in describing what these students do during and immediately following an earthquake.

Copies of the plan shall be distributed as follows:

- One copy to every staff member at the beginning of each school year. Special attention must be given so that site plans are available to substitute and itinerant personnel.

- One copy files in each Emergency Procedures Manual issued to the site.

- One copy was included in the site safety plan and sent to the School Police Services Department.

Pres/CEO or designee shall review and update the site safety plan annually and address changes to staff.

Site Map. A plot map and a floor plan (for each building) will serve many purposes. It will provide a basis for establishing primary and alternate evacuation routes, identifying primary and secondary assembly areas, and developing procedures for conducting emergency response activities. A floor plan should be attached to the site emergency plan.

- Main shut-off valves for gas and water.

- Electrical power master switch(es).

- Portable, battery powered PA equipment/lighting/radios.

- Fire extinguishers.

- First aid equipment and emergency supplies (bedding, water, food)

- Portable emergency equipment for search and rescue.

- Outside water faucets/hoses.
- Stoves, heating/air-conditioning equipment.
- Chemical storage and gas lines in laboratories.
- Hazardous materials stored by custodians or gardeners.
- Overhead power lines.
- Sewer lines and underground gas lines.

Hazardous identification. By October 1 of each year, each office, classroom and site should conduct a survey to determine the scope of potential hazards throughout the site and in the immediate neighborhood.

- Pres/CEO or designee should identify common site hazards that can be reduced or Pres/CEO or designee should identify common site hazards that can be reduced or eliminated at little or no cost, and develop plans to reduce these hazards.

Assignment/training of staff

Pres/CEO or Designee

- Identifies persons having specialized training or skills or provides for such training (e.g., first aid certification, operation of equipment, and assessment of building safety) and assigns them to appropriate teams.
- Appoints second in command and one backup. Assures that both persons are trained and familiar with the responsibilities in the event of an emergency/disaster.
- Provides for necessary training in use of disaster equipment, utility disconnection, and preservation of water and resources.
- Assures that at least two or three persons are trained and familiar with each assigned responsibility.

ESSENTIAL ELEMENTS OF SITE PLAN

Provision for site isolation. Consideration must be given to the necessity for a site to be self-sufficient for a period of 72 hours. In a major emergency/disaster, a state of isolation could realistically confront schools/sites. Provisions must be included in the plan for no power, no communication, and no assistance from the outside agencies.

This shall also include primary and alternative evacuation routes and assembly areas. Assembly area should be an open area on school grounds that are away from buildings, trees, utility poles,

exposed wires, and similar hazards. Staff and students may be moved to another location for assembly should the situation require and as directed/approved by fire or police personnel.

Emergency roll/program cards on each student/staff.

Assign or designate staff to appropriate teams to facilitate first aid, rescue, accountability, communications, security, and sanitation.

Development of a site communication system.

- Staff or students may be utilized as "runners"
- Possible methods of communication without electrical power and telephones.
- Flags on poles can be used to communicate with ground reconnaissance teams.
- Plastic or canvas panels placed on the ground to communicate with air reconnaissance.
- Possible methods of communicating should be indicated in the site plan.

Instruction of staff/students. Determine what training and drills must be conducted to ensure staff and students know what actions to take in an emergency.

First aid for staff and students. Provide and maintain essential equipment and supplies, and provide for communications with site Emergency Operations Center.

On School sites, orientation of students and parents/guardians to assure understanding of site procedures.

Closing of schools or sites/early dismissal of students.

PRESERVATION OF FACILITY

- Damage Control. Main water valves and electric switches should be shut off as soon as possible.
- Of primary concern is the hazard of fire since leaking natural gas could cause a fire or contribute to its rapid spread. However, due to the buildup of pressure in gas lines and the problems with restoration of services, gas lines should be turned off only when it is suspected that there is a gas leak or when fire is threatening gas-supplied structures.
- Conservation of water and supplies. A major source of water is in water storage tanks and hot water heaters. To avoid potential contamination, valves should immediately be shut off so water will not siphon back into city mains.
- No one should be allowed to use water supplies without direct authorization of administration.

- Water in toilet tanks and water heaters must be purified before use. (Do not use water in toilet bowls)

- Note: Limited water or food for the estimated 48-72 hour isolation period will not endanger lives; resources must be conserved through rationing.

- Site use as temporary emergency shelter for staff and students. Note: If school is in session, the school population shall have priority of occupancy.

- Pres/CEO or designee activates appropriate site disaster preparedness plan.

- Outdoor sanitation facilities should be provided.

Except for basic supplies, large quantities of food, water, and bedding, should not be stored on site. In terms of basic supplies, all schools have water; first aid supplies and equipment; bedding; battery operated radios; flashlights; custodial supplies and equipment; and general supply room material.

General Duties During Emergency. Specific responsibilities shall be outlined in the site disaster preparedness plan. General duties include the following:

Pres/CEO or designee assumes overall direction unless extenuating circumstances are present.

On school site, teachers provide for the safety and direct supervision of their students. (Classes may be combined in order to release a teacher for other duties.) Teachers hall:

- Keep the class roll in their possession at all times and maintain control of and accountability for all students under their supervision.

- Direct the evacuation of students to a designated assembly area in accordance with site plan or instructions from Pres/CEO or designee.

- Assure that students needing first aid receive care.

All staff members assume duties as assigned in the site emergency plan, and when necessary, take immediate action for the safety of staff and students without waiting for directions from the Pres/CEO or designee or authorities.

DRILL RESPONSIBILITIES

Emergency Notification signal for school

Signals. Bells, buzzers, or tones may be the school's alarm system. Pres/CEO or designee must designate which signal will alert staff and students to a particular emergency and familiarize all occupants with the designated signal.

Fire (evacuate)

Alternate signal (site disaster plan shall designate an alternate signal to be used. Runners may be activated as appropriate.

Earthquake Emergency (drop). Drop command given by staff member. (all clear: command given by staff member.) Earthquake: Warning is a shaking of ground, a violent jolt, or rumbling noises. Plane crash or explosion: Only warning is sound of blast or blinding flash of light.

Disaster preparedness plan (activate). The site plan shall designate a signal for activating a site disaster plan and/or specific components of plan.

Fire Drill (evacuate). All staff and students shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take. Since a fire drill signal will be used for other emergencies, the procedure outlined in the safety plan shall be implemented every time fire alarm is sounded.

Pres/CEO or designee

- Rings fire alarm bell or notifies staff by other means.
- Note: To familiarize staff with location and use of alarm boxes, may have staff member activate Evacuate procedure by using an alarm box. May “close” primary evacuation route(s) or primary assembly area to require use of alternate route(s) or assembly area.
- Ensures that all rooms and buildings have been evacuated and that no one reenters building(s) until all clear signal.
- Goes to designated assembly area; implements procedure to ensure accountability for all students and staff.
- Gives official all clear signal permitting return to buildings.

Note: If fire actually exists, building shall not be reentered for any reason until officially declared safe by fire department or school officials.

Teachers

- Take along class roll/register and any other emergency materials specified in the site disaster plan.
- Evacuate students in an orderly manner to designated assembly areas; use alternate routes or assembly area if the primary route/area is closed.
- Using class roll, verify presence of all students; send report to Pres/CEO or designee according to site plan.

- Keep students in the assembly area until further instructions are received. No one shall reenter buildings or return to classrooms for any reason until official all clear signal is given.

Earthquake/Disaster. In addition to Evacuate (fire drill), all staff and students shall receive instructions in Drop and Take Cover procedures. All staff and students shall review site disaster preparedness plan, assigned responsibilities, and appropriate actions.

If inside building:

- Get under protective cover if available.
- Assume protective position:
- Drop to knees with back to windows and knees together. Note: if taking cover under a desk, table, or other furniture, hold on to furniture to prevent it from moving away.
- If no furniture is available for cover, clasp both hands firmly behind the head, covering the neck.
- Bury face in arms, protecting head; close eyes and cover ears with forearms.
- Stay in position until a clear signal is given or the threat is over.
- Follow site emergency preparedness plan procedures if Activate signal is given; avoid glass and other hazards during Evacuate procedure.

SCHOOL DISASTER PREPAREDNESS PLAN

The purpose of drill is to prepare, to train, and to educate. At no time shall the safety of staff or students be placed in jeopardy.

Prior to conducting a drill to Activate site plan:

- Pres/CEO or designee shall determine time and date of drill and inform all necessary authorities.
- School shall send advance notification to parents informing them of planned drill.
- Site employees shall be notified in advance and shall be expected to review their assigned responsibilities, if needed.
- Students shall review site plan and actions to take and shall be instructed about reasons for planned drill.

On day of drill, Pres/CEO or designee:

Ensures that at no time during drill shall students be unsupervised or placed in jeopardy.

Uses pre-designated signal to Activate site plan; may Activate specific components of plan and then follow with full implementation of plan.

Establishes site Emergency Operations Center, checks communications component with and without telephones or power for effectiveness.

Verifies “safety” of staff and students

Checks each team/component to evaluate effectiveness; reviews or clarifies specific responsibilities with staff, as needed.

May include “built in” situations for a drill.

After drill, Pres/CEO or designee:

- Evaluate effectiveness of drill and areas needing improvement; provide for staff input, observations, and discussion.
- Prepares written evaluation report concerning site effectiveness during drill; identifies areas needing improvement, possible changes to be made in site plan, and training or in-service needs.
- Distributes copies of written evaluation to instructional leader/division head, chief of staff, and each staff member involved; files a copy at site.
- If site plan is revised, updates and submits revised plan.

School Campus Emergency Plan

The purpose of the plan is to prepare, train and educate personnel in steps to minimize the possibility of accidents or tragedy on school campuses.

Prior to conducting a drill to Activate site plan, establish a clear communication system that signals an emergency and, when crisis has passed, signals All Clear. Signals should be distinguishable from those that designate class periods and should be established prior to an emergency.

- Post a regular update and a checklist of equipment and emergency telephone numbers.
- Have necessary equipment available such as hand held radios for communicating with supervising staff; a camera for documenting damaged or destroyed equipment; a public address system/ fire extinguishers; first aid supplies; and, where possible, a private telephone line and number to be used only by the Pres/CEO or designee in emergencies.

- Identify how injured staff and students will be transported to the hospital.
- Plan alternative routes for transporting injured if standard routes are obstructed.
- Establish an orderly dismissal procedure in a manner everyone understands.
- Provide parents with information regarding relevant elements of emergency plan so that they are prepared and know what to expect.
- Establish an information post in a location accessible to parents, community members, and the media.
- Authorize only one or two staff members to act as police contacts.
- Designate a spokesperson to advise and handle questions and concerns.

STUDENT SMARTPHONE USE DURING EMERGENCIES

Consistent with Education Code § 48901.7, students may use smartphones in the event of an emergency or in response to a threat or danger. During an emergency, students shall follow the directions of school staff, administration, law enforcement, and emergency responders regarding the safe use of smartphones.

Smartphone use shall not interfere with evacuation, lockdown, shelter-in-place, reunification, or other emergency response procedures. During a lockdown, active threat, or other situation in which maintaining silence or limiting communication is necessary for safety, students shall silence devices and follow the directions of school staff and emergency responders.

Students may use smartphones to contact emergency services when necessary and may communicate with parents/guardians when such communication can be accomplished safely and does not interfere with emergency response procedures.

When the emergency or threat has ended, the school's regular student smartphone policy shall resume.

Legal Reference: Education Code § 48901.7

LEGAL AND POLICY CONSIDERATIONS

Emergency procedures at the school shall be in compliance with federal, state, county and city requirements and shall be in accordance with the Board and Charter Policies.

HSHMC Inc. shall cooperate with civil authorities and agencies in the event of a declared state of emergency.

Responsibilities of School Employees. Immediately upon declaration of a state of extreme emergency by the Governor of the State of California, all public employees are declared to be civil defense workers subject to such civilian defense activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state, or any county, or city and county, state agency or public school, "excluding aliens legally employed."

California Code of Regulations, Title 5, Sections 550, 560, 14102

Government Code Sections 3100 et seq.

EMERGENCY PROCEDURE

SUBJECT: EVACUATION AND REUNIFICATION

BACKGROUND

Experience has shown that simplicity and training are the keys to effective emergency operations. Lengthy, complex plans are seldom remembered by the majority of users who are under unusual stress and may have received little, if any, training or practice in using the plans. Therefore, the evacuation policies and procedures used in this document are designed with simplicity and flexibility.

Evacuation Authority

The following personnel may order the evacuation of the facility:

- Pres/CEO or HSHMC Inc. administration or designee.
- A public safety agency Incident Commander (Penal Code 409.5)
- Designee in charge of the Emergency Operations Center.

Evacuation Categories

In order to establish standardization and consistency at the school facility, the following evacuation categories are established:

- One site Evacuation
- Off site Evacuation

- In Place Sheltering (Lockdown)

On-Site Evacuation

On site Evacuation involves movement (walking) of students/staff to a safe location within the school or facility grounds. Reasons for selecting on site Evacuation may include (but are not limited to):

- Fire alarm sounds
- Odor in a classroom or small area.
- A small fire that should be easily extinguished.
- Minor hazardous material spill/accident.

Off Site Evacuation

Off-Site evacuation involves movement (walking) of students/staff to a safe location outside of the school grounds. The Off Site location should be at least 500 feet from the evacuated site/facility and generally not more than ¼ mile distant (to provide protection against flying debris). Reasons for selecting Off Site Evacuation may include (but are not limited to):

- Large Fire
- Gas Leak
- Credible bomb threat/found bomb.
- Explosion.
- Hostage situation or Shooting when “lockdown” is not feasible.

In-Place Sheltering (“Lockdown”)

In some circumstances, it may be safer to have students/staff remain inside classrooms and/or facilities rather than be outdoors. Such situations might include (but are not limited to):

- Shooter on campus
- Hazardous material incident near the school grounds.
- Fire near the school grounds.
- Explosion hazard near the school grounds.
- Police activity near the school grounds.

Note: In the event of an earthquake, everyone should immediately Drop, Duck, Cover, and Hold. The situation might dictate that it is safer to stay inside. Carefully consider the risks prior to ordering evacuation in a seismic event.

Evacuation Site Selection

The On Site and Off-Site selections depend upon the physical layout of the facility, accessibility, and the topography in the neighborhood. The following guidelines are provided in selecting locations.

Ideally each site should identify two evacuation locations at opposite ends of the facility. This allows for an alternate location in the event that the wind is blowing towards the Primary location. However, because of geographic or facility design, it may not always be possible to have an alternate location.

Other site selection considerations should include:

- Proximity to utility equipment.
- Accessibility, especially for persons with disabilities.
- Protection from falling or flying debris.
- Size
- Accessibility by buses, if required.
- Ability to provide security.
- Contact and agreements with owner of sites that are privately owned or managed by another government agency.

IDENTIFICATION OF REFUGE SHELTER

In the event an evacuation order is issued, HSHMC shall identify an appropriate refuge shelter capable of accommodating all pupils and staff. Selection of the refuge shelter shall consider the nature and location of the emergency, accessibility, transportation needs, evacuation routes, and direction provided by emergency response agencies.

The Pres/CEO or designee shall notify the operational area having jurisdiction of the identified refuge shelter and coordinate with emergency response agencies as appropriate.

Primary and alternate refuge locations shall be identified when feasible. Existing designated evacuation locations, including Teralta Park and Park De La Cruz, may be utilized when determined safe and appropriate based on the circumstances of the emergency and direction from public safety officials.

Students and staff shall remain accounted for throughout evacuation and relocation. Appropriate accommodations and assistance shall be provided to individuals with disabilities and others with access or functional needs.

Legal Reference: Education Code § 32282

Methods of Alerting

The method for initiating evacuation or In-Place Sheltering depends upon the situation and the immediacy for movement. When the situation does not require instant evacuation, the Pres/CEO or designee, shall notify teachers/staff with directions and instructions for evacuation.

If the situation does require immediate action, then the bell system should be utilized.

Bell System Notification

Each school should designate a system for:

- Directing students and staff to evacuate the primary One Site evacuation point.
- Directing students and staff to “Lockdown”.

At most school facilities, the signal to direct students and staff to evacuate will be the “Fire alarm” bell.

Pres/CEO or designee must ensure that ALL staff, teachers, students, and visitors, particularly substitute teachers and staff, are aware of what bell designation is being utilized at their particular location. This should be posted clearly in all rooms.

These alerts can be supplemented.

Pres/CEO or designee should determine if their bell system has power backup. And should consider adding handheld air horns to their Crisis Kits for use in the event of a failure of the bell system. Facility maintenance personnel can assist schools in reviewing their systems and recommending modifications.

NOTIFICATION OF THE EVACUATION

Whenever an evacuation or In-Place Sheltering is imminent or initiated, ensure SDPD is immediately notified.

ACCOUNTABILITY

Accountability will be crucial during any movement of students/staff. Accountability takes three areas into consideration:

- Control of student/staff movement to evacuation point

- Searching facilities to ensure students/staff have evacuated
- Taking roll of students/staff at the evacuation point

MOVEMENT

Factors that may affect control:

- Whether evacuation occurs when classes are in session or between classes
- Age of students
- Distance to evacuation point
- Visibility of emergency

The Pres/CEO or designee must develop procedures for their individual facility to ensure that staff are prepared to move and control their particular populations, including persons with disabilities.

SEARCHING FACILITY

In emergencies, individuals may hide themselves in such locations as closets, restroom stalls, or other areas where they feel safe. Additionally, there may be a classroom or office that either did not hear the warning or decided to lock down rather than evacuate. When an evacuation takes place, it is critical that all classrooms, libraries, storage rooms, and offices be physically searched.

The Pres/CEO or designee will assign a school staff member with master keys to assist law enforcement and or fire personnel in conducting a physical interior search of all rooms to determine that all students/staff have evacuated. Areas searched should be marked with chalk and should be a circle with an "X" in the center and the time of the search:

Searchers should also verbally call out to students/staff within rooms. Schools sites may want to use a "Code Word" system that allows the staff member inside a room to determine if the person outside the door is a legitimate staff member or searcher.

The site must ensure that all room numbers are posted above doors or on both sides of the door. This will assist searchers in locating and recoding room numbers.

Roll Call

Accounting for all students/staff during an evacuation/emergency can be very difficult. Older students may leave the school for other destinations without advising a school official. The following guidelines are established to maximize accountability.

When evacuating, teachers must bring both their roster and daily attendance rosters. If class is in session, teachers can keep the students together in the class configuration for movement and accountability at the evacuation site. If the evacuation is ordered when classes are on break, then procedures should be in place for teachers and staff to control movement of students to the evacuation location. Once at the evacuation location, students can be gathered into one of two types of groups.

Alphabetical groups

In this option, pre-made signs are used to direct students to certain areas alphabetically by last name. These signs can be brought out with the emergency kits or could be permanently erected on a school fence or other stanchions. While this method may allow for quicker regrouping, it also means that a master school roster in alphabetical format will be needed for roll call. Or the lead at each alphabetical grouping will have to develop a raw list.

Next Period groups

In this option, students are advised to report to the teacher of their next period class. Having signs available with the teacher's name boldly printed would be helpful. Be prepared to handle students who cannot remember what their next class was or did not have another class. Teachers can then use their master class list to conduct roll call. If no roster was brought out, a raw roster will have to be developed.

Both options should be available and determine which method works best in a given situation.

Once students are situated into their groups and roll calls are conducted, the results must be given to the staff member responsible for overall accountability. Principals must have procedures developed that provide for compilation of head counts and determination of missing students/staff.

The Crisis Box should have copies of the school master roster sorted.

All students alphabetically

Alphabetically by grade

These lists should be updated biweekly and the date of update printed onto each roster.

FACILITY (NON-CAMPUS) EVACUATION GUIDELINES

In the event that a facility must evacuate, all persons shall follow the procedures outline in the emergency plan for that facility, including the following:

- Ensure that all persons, including visitors, are aware of the evacuation.
- Notify SDPD

- Assist persons with disabilities.
- Move in a safe and orderly manner to the designated evacuation point.
- Account for all staff.
- Coordinate with Police services and/or responding public safety agencies.

CANCELING EVACUATION

Once an evacuation has been initiated, it should generally be completed, even if the situation becomes resolved or "safe" in mid-evacuation. This will reduce loss of control, accountability, and the potential for injuries from reversing direction in "mid-stream."

RETURN TO SCHOOL OR FACILITY

If the incident that caused the evacuation requires the response of a public safety agency, the public safety Incident Commander must approve the return to the school by students/staff. At that point, the Pres/CEO or designee has the authority to return students/staff to the facility (with concurrence of the Incident Commander), or to initiate release of students from the evacuation point. In either case, the principal/department head shall ensure that the EOC is notified of the decision(s).

REMOTE SHELTERING

There may be rare situations that require students/staff be moved to a temporary shelter, rather than released from the evacuation point. This may include:

- Inclement weather.
- Evacuation areas are considered to be unsafe (such as major hazardous material incident, potential explosion, and damage to surrounding community).
- Need for a facility/location that provides for better control.

These "Remote Shelters" might include another school, a city park and recreation center, a sports arena, or other large facility.

The need to move students/staff to a remote shelter will be discussed between the Incident commander, the Pres/CEO or the EOC. The EOC Director will make the decision to initiate the movement to a remote shelter. In such a case, the EOC will coordinate this operation and make the arrangements for the use of a remote shelter facility, transportation, and additional support staff. The Pres/CEO or designee and on-scene public safety personnel will coordinate the movement of students/staff, including:

Loading buses and assigning at least one staff member to each group boarded onto a bus. This staff member will create a raw roster of who boarded and will stay with that group until they

arrive at the shelter and have turned control of the students (and roster) over to assigned shelter staff. If there is no adequate staff available to supervise students, Staff should stay with their assigned group until relieved by the individual assigned to supervise the remote shelter site. Once relieved, staff may be directed to return to the affected school or school facility to continue assisting in movement or to serve as shelter staff.

Assign a staff member and any available staff to the remote shelter site to establish control at the location. All schools and HSHMC facilities should have plans in place to sere as a "Host" site. The individual assigned to the shelter site should have a method of communicating with the Pres/CEO or designee.

PARENT NOTIFICATION

In the event the Pres/CEO feels that students are to be released or that notification of parents/guardians is warranted, they shall advise the EOC. The EOC will coordinate and track parent/guardian notification. The EOC and the principal will ensure that constant updates take place between them regarding notifications.

Pres/CEO or designee shall keep in mind that there may be situations where parent/guardian notification may actually create unnecessary problems. (i.e., only cause for evacuation was fire alarm with no smoke or fire or other situation where it is reasonable that the problem will be handled quickly and students will return to class.

PARENT REUNIFICATION

In some situations, the Pres/CEO or designee may decide that students should be released or reunified with parents/guardians. The following guidelines are for situations in which students are either the On-site Evacuation site or the Off-site Evacuation site.

If the release of students is to take place after the normally scheduled "end of the day" period, the Pres/CEO or designee may allow students to leave as they normally would. The Pres/CEO or designee should keep the EOC advised and should ensure that there is an accountability of released students.

However, if the release is to take place prior to the normally scheduled "end of the day" period, the students must be released to a parent/guardian with approval of the Pres/CEO or designee.

The following release procedures should be followed:

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.

- Designate (and staff) an exit point where parents/guardians with students are to check out.

- Establish procedures for verifying identity of "parent/guardian" at the entry point and exit point.

- Direct parent/guardian to the location of the student's group for release; advise parent's/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).

- Maintain documentation of student accountability.

REUNIFICATION FROM REMOTE SHELTER

Reunification procedures are basically the same as those for release from on or near school grounds. The Pres/CEO or designee should supervise the reunification.

The Pres/CEO or designee may also elect to have the school Reunification Assistance Team leader supervise this function.

- Designate an entry point for parents/guardians to report to (law enforcement may be beneficial in these circumstances). Note: the use of preprinted banners and signs may be helpful to direct and control arriving parents/guardians.

- Designate (and staff) an exit point where parents/guardians with students are to check out.

- Establish procedures for verifying identity of "parent/guardian" at the entry point and exit point.

- Direct parent/guardian to the location of the student's group for release; advise parents/guardian to check out at the designated exit (keep the entrance and exit separate whenever possible).

- Maintain documentation of student accountability.

Regardless of the grade levels or location, keep the following issues in mind.

- Arriving parents/guardians will create significant parking and traffic control problems; law enforcement must be on scene to address this.

- Arriving parents/guardians may be in a high level of anxiety and will want to reunite with their student as quickly as they can; long waits in lines may only aggravate their emotions. Ensure that sufficient staff is available at entry points and exit points to facilitate movement.

- Law enforcement will need to be an integral part of the reunification staff to ensure control, peace, and movement. Coordinate with law enforcement officials on scene and ensure that sufficient officers are available to maintain control.

- Assign a senior staff member to oversee reunification setup and operations. This will allow the Pres/CEO or designee to oversee all aspects of the emergency.

- Be prepared to deal with the media.

EMERGENCY OPERATIONS CENTER

When a school is evacuated the Emergency Operations Center should generally be activated to support school emergency operations. The purpose of evacuations include the following:

Coordinate response by support personnel, agencies, and teams to the affected school

Coordinate additional resources to support evacuation operations, including transportation, traffic control devices, food/drinks, and other materials and supplies.

Determine if remote sheltering is required; if so, initiate procedures to obtain facility, arrange transportation, and reunification.

Coordinate parent/guardian notification if required.

Provide overall direction to the Pres/CEO related to school operations.

TRAINING/EXERCISES

It is essential that all potential users of the evacuation plans are trained. This includes staff as well as students. The Pres/CEO or designee shall ensure (and document) that all staff receive training in all emergency procedures during the initial days of the new school year or upon their assignment to the school. Students should be briefed on plans and their responsibilities during the first few days of school year or upon enrollment. Parents/guardians should receive information regarding emergency plans and their responsibilities.

Exercises are an important aspect of emergency preparedness and provide staff and students the opportunity to practice their emergency procedures in a safe environment. When developing an emergency exercise, the Pres/CEO or designee will coordinate planning with SDPD and San Diego Fire Department. This enhances the interagency coordination that is vital in an emergency and ensures that public safety agencies are aware of the exercise.

REFERENCE MATERIAL

School Emergency Response-California Office Emergency Services (6/98)
California Penal Code 409.5PC, Closure of Areas in Emergencies
Emergency Preparedness www.EmergencytrainingOnline.com

Coversheet

Professional Boundaries Policy

Section: IV. Consent Agenda
Item: B. Professional Boundaries Policy
Purpose:
Submitted by:
Related Material:
B - 37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

B - 37-68338-0114462 Health Sciences High and Middle College (4) (1).xlsx

Coversheet

Uniform Complaint Policy, Complaint Form and Annual Notice

Section: IV. Consent Agenda
Item: C. Uniform Complaint Policy, Complaint Form and Annual Notice
Purpose:
Submitted by:
Related Material:
C - HSHMC _ Uniform Complaint Procedures (UCP) Annual Notice(11489110.1).pdf
C - HSHMC _ Uniform Complaint Procedures (UCP) Policy and Complaint Form(11488543.1).pdf

HEALTH SCIENCES HIGH AND MIDDLE COLLEGE
ANNUAL NOTIFICATION
OF THE
UNIFORM COMPLAINT PROCEDURES

(For Board Approval 11/30/2026)

Health Sciences High and Middle College ("HSHMC") annually notifies students, employees, parents or guardians, and other interested parties of the Uniform Complaint Procedures ("UCP") process. HSHMC has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education Programs
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Education Code section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a).
- Educational and graduation requirements of pupils in foster care, pupils who are homeless, former Juvenile Court pupils now enrolled at the school, pupils from military families, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Child Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School or athletic team names, mascots, or nicknames

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- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate

Filing a UCP Complaint

Generally, a UCP complaint shall be filed no later than one (1) year from the date the alleged violation occurred, except that complaints regarding the educational rights of students experiencing foster care are not subject to the one-year timeline. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to HSHMC's LCAP, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by HSHMC.

Complaints Concerning Pupil Fees

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fees complaint may be filed with the Principal or the Compliance Officer (defined below).

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Compliance Officer

The designated official ("Compliance Officer") to receive and investigate complaints is:

Dr. Oscar Corrigan
Director of Human Resources
Health Sciences High and Middle College

3910 University Avenue, San Diego, 92105
619-528-9070
ocorrigan@hshmc.org

HSHMC will ensure that the Compliance Officer and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

Investigation Report and Right to Appeal

Complaints will be investigated and a written Investigation Report (final written decision) shall be sent to the complainant within sixty (60) calendar days from receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with HSHMC's UCP Policy.

The complainant has a right to appeal HSHMC's decision concerning complaints regarding programs and activities within the scope of the UCP to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of receiving the school's decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of HSHMC's Investigation Report.

School's Responsibilities

HSHMC advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

HSHMC advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of HSHMC's complaint procedures.

Copies of HSHMC's UCP Policy shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in a local educational agency. HSHMC does not currently operate a preschool program. The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Health Sciences High and Middle College
Uniform Complaint Procedures Policy
(For Board Approval 11/30/2026)

This Uniform Complaint Procedures ("UCP") Policy establishes rules and instructions about UCP complaints regarding an alleged violation of federal or state laws or regulations governing certain educational programs at Health Sciences High and Middle College ("HSHMC"). HSHMC developed this UCP Policy in accordance with Title 5, California Code of Regulations, Section 4600 et seq. HSHMC has primary responsibility to ensure its compliance with applicable state and federal laws and regulations. HSHMC will investigate and seek to resolve, in accordance with this UCP Policy, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by HSHMC that are subject to the UCP.

UCP COMPLAINTS

Not all complaints fall under the scope of the UCP. However, HSHMC may use these complaint procedures to address complaints not covered by the UCP in its sole discretion. Only allegations within the subject matters falling within the UCP can be appealed to the California Department of Education ("CDE"). According to applicable law, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education Programs
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Education Code Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Unlawful discrimination further includes noncompliance with Education Code sections 243(a) and 244(a).
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court schools now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

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- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Child Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School or Athletic Team Names, Mascots, or Nicknames pursuant to Education Code section 221.3
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

UCP ANNUAL NOTICE

HSHMC provides notice of this UCP on an annual basis. The notice addresses all students, employees, parents or guardians, school advisory committee members, appropriate private school officials or representatives (if applicable), and other interested parties. The notice includes information regarding allegations about discrimination, harassment, intimidation, or bullying. It lists all federal and state programs within the scope of the UCP. It lists the position at HSHMC that is responsible for processing UCP complaints and knowledgeable about the laws and programs that they are assigned to investigate, and the identity(ies) of the person(s) currently occupying the position if known. HSHMC's annual UCP notice is in English. If 15% or more of students enrolled at HSHMC speak a single primary language other than English, the annual notice will be provided in that language as well pursuant to Education Code Section 48985. The notice may be made available on HSHMC's website.

HSHMC does not operate a preschool program, but pursuant to applicable law, the notice includes a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers (1) that the health and safety requirements under Title 5 of the California Code of Regulations apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) of the location at which to obtain a form to file a complaint.

COMPLIANCE OFFICER

The employee responsible for receiving, investigating and responding to UCP complaints (the "Compliance Officer") is as follows:

Dr. Oscar Corrigan
Director of Human Resources

Health Sciences High and Middle College Charter
3910 University Avenue, Suite 100
San Diego, CA 92105
619-528-9070
ocorrigan@hshmc.org

In no instance will the Compliance Officer be assigned to investigate a complaint in which they have a bias that would prohibit them from fairly investigating or responding to the complaint. Any complaint against the Compliance Officer or that raises a concern about the Compliance Officer's ability to investigate the complaint fairly and without bias should be referred to the CEO, who will determine how the complaint will be investigated.

HSHMC will ensure that the Compliance Officer (or designee) investigating the complaint is knowledgeable about the laws and programs at issue in the complaints. HSHMC may consult with legal counsel as appropriate.

CONFIDENTIALITY AND NON-RETALIATION

HSHMC will ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, or bullying remains confidential as appropriate.

COMPLAINT PROCEDURES

Step 1: Filing a UCP Complaint

A UCP complaint must be filed according to the procedures set forth herein.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, may file a UCP complaint. However, a complaint filed on behalf of a student may only be filed by that student or that student's duly authorized representative.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that they personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to the same.

A UCP complaint is written and signed. If a complainant is unable to put their complaint in writing due to a disability or illiteracy, HSHMC will assist the complainant in the filing of the complaint. A signature on a UCP complaint may be handwritten, typed (including in an email), or electronically generated. Complaints related to pupil fees and/or LCAPs may be filed anonymously (that is, without an identifying signature) if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Complainants are encouraged, but not required, to use the appropriate complaint form attached.

Complaints shall be filed with the Compliance Officer at the address or email address provided herein. A pupil fees complaint may also be filed with the Principal or designee. The Compliance Officer will maintain a log of complaints and subsequent related actions to the extent required by oversight agencies, providing each complaint with a code number and a date stamp.

The Compliance Officer (or designee) may also determine if interim measures are necessary pending the result of an investigation. If interim measures are determined to be necessary, the Compliance Officer (or designee) will consult with the appropriate school officials or designee, prior to implementing any such measures. The interim measures shall remain in place until the Compliance Officer (or designee) determines that they are no longer necessary or until HSHMC issues its final written Investigation Report, whichever occurs first.

Timing of Complaints and Investigation

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred or the complainant first obtained knowledge of it. The time for filing may be extended by the Compliance Officer (or designee) for good cause upon written request from the complainant. Such extension shall be in writing and may not exceed ninety (90) days following the expiration of the six-month period.

All other complaints shall be filed no later than one (1) year from the date the alleged violation occurred, except this one-year timeline shall not apply to complaints regarding the educational rights of foster youth. For complaints regarding LCAP, the date of the alleged violation is the date when the Board approves the LCAP or annual update.

Unless a UCP complaint is resolved through mediation as set forth below, HSHMC will investigate the UCP complaint and issue a written Investigation Report to the complainant within sixty (60) calendar days from the date of receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Step 2: Mediation (Optional)

Within five days of receiving a complaint, the Compliance Officer (or designee) shall informally discuss with the complainant the possibility of using mediation, and the Compliance Officer (or designee) and complainant may mutually agree to mediation. Any HSHMC employee, contractor as appropriate, or member of the Board who has not been involved with the allegations in the complaint may be assigned by the Compliance Officer (or designee) to serve as mediator. The mediator will arrange for both the complainant and HSHMC to present relevant evidence. The Compliance Officer (or designee) will inform the complainant that the mediation process may be terminated at any time by either HSHMC or complainant, in which case the complaint will proceed directly to an investigation. If mediation resolves the complaint to the

satisfaction of both parties, HSHMC will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties or within the parameters of law, the Compliance Officer (or designee) shall proceed with their investigation of the complaint.

The use of mediation does not extend HSHMC's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

In order to investigate the complaint, the Compliance Officer (or designee) shall have access to applicable school records and/or information related to the complaint allegations. As part of their investigation, the Compliance Officer (or designee) will do all of the following, in any order:

- Provide an opportunity for the complainants and/or representatives to present evidence or information relevant to the complaint or investigative process;
- Obtain statements, as applicable, from individuals/witnesses who can provide relevant information concerning the alleged violation;
- Review documents, as applicable, that may provide information relevant to the allegation; and
- When necessary, seek clarification on specific complaint issues.

Refusal by the complainant or their representatives to provide the Compliance Officer (or designee) with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by HSHMC to provide the Compliance Officer (or designee) with access to records and/or other information related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Final Written Decision (Investigation Report)

The Compliance Officer (or designee) shall prepare and send to the complainant a written report of the investigation and final decision (the "Investigation Report") within sixty (60) calendar days of receipt of the complaint, unless complainant agrees in writing to an extension. HSHMC's Investigation Report shall be written in English and, when required by law, in the complainant's primary language.

The Investigation Report shall include:

1. The finding(s) of fact based on the evidence gathered;

2. Conclusion providing a clear determination for each allegation as to whether HSHMC is in compliance with the relevant law;

3. If HSHMC finds merit in the complaint, the corrective actions required by law;

4. Notice of the complainant's right to appeal HSHMC's Investigation Report to the CDE, except when HSHMC has used its UCP to address a non-UCP complaint; and

5. Procedures to be followed for initiating an appeal to the CDE.

In addition, any Investigation Report on a complaint of discrimination, harassment, intimidation, or bullying based on state law shall include a notice that the complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

An Investigation Report shall not include student information protected under the Family Educational Rights and Privacy Act or any private employee personnel information, including but not limited to the nature of the disciplinary action taken against a student or employee. If a student or employee is disciplined as a result of the complaint, the Investigation Report shall simply state that effective action was taken and that the student or employee was informed of HSHMC's expectations.

If HSHMC finds merit in a complaint regarding pupil fees, physical education instructional minutes, course periods without educational content, or LCAP, the remedy will go to all affected pupils and parents/guardians. For all other complaints within the scope of the UCP, the remedy shall go to the affected pupil. With respect to a pupil fees complaint, HSHMC will engage in reasonable good faith efforts to identify and fully reimburse all pupils, parents, and guardians who paid any unlawful pupil fee within one year prior to the filing of the complaint.

APPEAL PROCESS

A complainant may appeal HSHMC's Investigation Report by filing a written appeal within thirty (30) calendar days of the date of the Investigation Report to the California Department of Education ("CDE"). This appeal to the CDE must specify and explain the basis for the appeal, including at least one of the following:

1. HSHMC failed to follow its complaint procedures;

2. Relative to the allegations of the complaint, the Investigation Report lacks material findings of fact necessary to reach a conclusion of law;

3. The material findings of fact in the Investigation Report are not supported by substantial evidence;

4. The legal conclusion in the Investigation Report is inconsistent with the law; and/or

5. In a case in which HSHMC found noncompliance, the corrective actions fail to provide a proper remedy.

The appeal must be sent to CDE with: (1) a copy of the locally filed complaint; and (2) a copy of HSHMC's Investigation Report. As of the date of adoption of this UCP, an online Appeal Assistance Form is available on the CDE website at Appeal Assistance Form - Complaint Procedures (CA Department of Education).

The CDE may directly intervene in the complaint without waiting for action by HSHMC when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which HSHMC has not taken action within sixty (60) days of the date the complaint was filed with HSHMC. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include evidence that supports such a basis.

CIVIL LAW REMEDIES

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the school's preschool program administrator or their designee. HSHMC does not currently operate a preschool program.

A state preschool health and safety issues complaint about problems beyond the authority of a school's preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to the appropriate school official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If Education Code Section 48985 is otherwise applicable, the response, if requested, and the school's Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the school's designee shall make all reasonable efforts to investigate any problem within their authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, they shall also report the same information in the same timeframe to the school's designee.

Filing an Appeal Regarding UCP State Preschool Health and Safety Issues

A complainant not satisfied with the resolution of the preschool program administrator or the school's designee has the right to describe the complaint at a regularly scheduled hearing of the board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction ("SSPI") if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the school's designee has the right to file an appeal to the SSPI within 30 calendar days of the date of the Decision.

The complainant shall comply with the same appeal requirements of 5 CCR section 4632.

The school shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and its board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the school's board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

All complaints and responses are public records.

UCP COMPLAINT FORM

This Complaint Form may be used to file a complaint subject to Health Sciences High and Middle College's Uniform Complaint Procedures Policy. Complaints concerning pupil fees and/or the LCAP may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. However, if you wish to receive a response, you must provide contact information. Complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Retaliation in any form for filing of a complaint is prohibited.

Response requested: ☐ Yes ☐ No

Name (Optional for Pupil Fee & LCAP Complaints):	Mailing Address (Optional):
Phone Number (Optional):	Email Address (Optional):

Issue of complaint (please check all that apply):

- ☐ Pupil Fees
- ☐ Local Control and Accountability Plan ("LCAP")
- ☐ Discrimination, Harassment, Intimidation, or Bullying in Programs or Activities
- ☐ Other Complaint Re: Programs and Activities

Date(s) of Problem: _____

Location of Problem (school name, address, and room number or location): _____

_____

Describe specific nature of the complaint in detail. You may include as much text as necessary:_____

_____

_____

_____

_____

_____

_____

Signature: _____

Please file this complaint with the following Compliance Officer:

Dr. Oscar Corrigan
Director of Human Resources
Health Sciences High and Middle College
3910 University Avenue, Suite 100
San Diego, CA 92105
619-528-9070
ocorrigan@hshmc.org

Coversheet

Cyber Bullying Off-Campus Policy

Section: IV. Consent Agenda
Item: D. Cyber Bullying Off-Campus Policy
Purpose:
Submitted by:
Related Material: D - Cyberbullying_ Off Campus Acts.docx.pdf

HSHMC
inc.
A California Distinguished School

Cyberbullying: Off Campus Acts

(For Board Approval 11/30/2026)

Health Sciences High and Middle College (HSHMC) believes that all students have the right to a safe, respectful, and supportive educational environment. HSHMC, its staff, and community share a responsibility to promote mutual respect, responsible digital behavior, and positive interactions among students both on campus and online.

HSHMC prohibits acts of cyberbullying that interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

For purposes of this policy, cyberbullying includes bullying conducted through electronic communication or digital platforms. Cyberbullying may include, but is not limited to, sending or posting harmful messages, images, or videos; impersonating another student online; creating false profiles; spreading rumors or threats through electronic means; or encouraging others to participate in online harassment.

Cyberbullying may occur on campus or off campus, inside or outside of school hours. HSHMC is authorized but not required to address reported acts of cyberbullying occurring outside of school hours when the conduct is sufficiently severe or pervasive to have the actual and reasonably expected effect of creating an intimidating or hostile educational environment.

Students and staff are expected to promptly report incidents of cyberbullying to the principal or designee. School personnel who witness or become aware of cyberbullying shall take appropriate steps to ensure the incident is reported and addressed consistent with HSHMC procedures. Reports of cyberbullying will be reviewed and investigated in a timely manner pursuant to applicable HSHMC policies and procedures.

HSHMC may respond to cyberbullying using a Multi-Tiered System of Supports (MTSS) framework that promotes prevention, early intervention, and appropriate responses to harmful behavior. These supports may include social-emotional learning, restorative practices, trauma-informed approaches, counseling, and schoolwide positive behavior interventions and supports.

Students who engage in cyberbullying may be subject to disciplinary action consistent with HSHMC policy and applicable law. Alternatives to discipline may include restorative interventions, counseling, behavioral supports, or other corrective measures designed to address the behavior and support a safe school environment.

HSHMC may promote digital citizenship education and responsible use of technology to help prevent cyberbullying and foster respectful online communication.

Students and parents will receive information about the HSHMC's cyberbullying policies and reporting procedures through the student handbook, school website, and other communications. HSHMC prohibits retaliation against any individual who reports cyberbullying or participates in an investigation.

Source: California Department of Education, Reported Acts of Cyberbullying Occurring Outside of School Hours Sample Policy, modified for Health Sciences High & Middle College.

Coversheet

Extreme Weather and Environmental Safety Policy (amended from 8/19/2026)

Section: IV. Consent Agenda
Item: E. Extreme Weather and Environmental Safety Policy (amended from 8/19/2026)
Purpose:
Submitted by:
Related Material: E - Extreme Weather and Environmental Safety .docx.pdf

HSHMC inc.
A California Distinguished School

Extreme Weather and Environmental Safety Policy

(Board Approved 5/26/2026 | Updated November 2026)

California High School Weather Operations and Student Safety Procedures

At Health Sciences High, the health, safety, and well-being of students and staff remain a top priority. In alignment with California Senate Bill 1248, California Department of Education guidance, and San Diego Unified School District operational practices, the school will implement weather safety procedures during periods of extreme heat and hazardous environmental conditions to ensure safe learning environments for all students and employees.

All primary instructional spaces on campus are equipped with air conditioning or designated cooling access. During periods of elevated temperatures or hazardous weather conditions, the school will follow established Hot Weather Operations procedures to reduce health risks and maintain safe school operations.

Staying Safe During Hot Weather and Hazardous Conditions

During periods of extreme heat or environmental concerns, the school may implement the following safety measures:

- Modifying instructional activities and adjusting schedules when necessary
- Limiting, relocating, or rescheduling strenuous outdoor activities, athletics, physical education, and recess
- Utilizing shaded, cooled, and air-conditioned spaces whenever possible
- Providing regular access to drinking water and encouraging hydration throughout the day
- Monitoring students and staff for signs of heat-related illness or environmental distress
- Relocating students and staff from non-air-conditioned or unsafe areas when needed
- Increasing indoor supervision and wellness monitoring during excessive heat events
- Modifying outdoor lunch, break, and transition procedures when appropriate
- Utilizing indoor alternatives for assemblies, activities, and school events

The school will continue normal operations as long as a safe learning environment can be maintained.

Heat Thresholds and Operational Modifications

School administration will actively monitor:

- National Weather Service forecasts
- Local temperature and heat index conditions
- Air Quality Index (AQI) levels
- California HeatRisk guidance
- Site-specific environmental conditions

Per SDUSD operational guidance, schedule modifications or minimum day considerations may occur when:

- Forecasted temperatures reach or exceed 95°F
- Heat index levels exceed 103°F
- Hazardous conditions are expected to persist beyond a single day
- Site conditions significantly impact safe operations

Operational decisions will be made in collaboration with site leadership and communicated to families and staff as early as possible.

The Principal or designee will determine HSHMC operational changes based on current site conditions and applicable requirements. SDUSD temperature and heat-index benchmarks are considerations for scheduling decisions, not prerequisites for restricting unsafe outdoor activity. Decisions will also account for HeatRisk level, duration of exposure, intensity of activity, access to shade and water, indoor conditions, and the needs of medically vulnerable individuals.

HeatRisk-Based Outdoor Activity Decisions

HSHMC will consult the current California Department of Public Health (CDPH) Heat Risk Grid and CDE extreme weather guidance when planning or modifying outdoor activities. The following response framework will be applied in conjunction with site-specific judgment and any more protective applicable athletics rules:

- HeatRisk 0 (little to none): normal activities with routine precautions.
- HeatRisk 1 (minor): reinforce water access, shade, and symptom monitoring.
- HeatRisk 2 (moderate): reduce intensity or duration, add rest breaks, and schedule strenuous activities during cooler periods or indoors.
- HeatRisk 3 (major): cancel or move outdoor activities indoors during peak heat (generally 10 a.m.–5 p.m.); consider further restrictions based on local conditions.
- HeatRisk 4 (extreme): cancel outdoor activities and use safe indoor alternatives.

Staff will apply more protective restrictions whenever actual conditions, student health needs, or current CDE/CDPH guidance warrant them. These actions do not depend on the forecast reaching 95°F.

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Physical Activity and Athletics

Outdoor physical activity may be modified, reduced, relocated indoors, postponed, or canceled during periods of hazardous weather conditions. Designated indoor alternatives include classroom-based physical education lessons, health and wellness instruction, low-intensity physical activities in safe indoor spaces, and other supervised instructional activities appropriate to student needs.

This includes:

- Physical Education classes
- Athletic practices and competitions
- Conditioning sessions
- Outdoor clubs and extracurricular activities
- School events and assemblies
- Field trips and outdoor learning experiences

Additional hydration breaks and recovery periods will be required during elevated temperatures.

Coaches, PE teachers, and activity supervisors will monitor students for symptoms of:

- Heat exhaustion
- Heat cramps
- Heat stroke
- Dizziness
- Nausea
- Difficulty breathing
- Fatigue or confusion

Emergency medical protocols will be followed when necessary.

Air Quality and Wildfire Smoke Procedures

The school will monitor AQI conditions daily during wildfire or poor air quality events.

When air quality reaches unhealthy levels:

- Outdoor activities may be reduced or suspended
- Students may remain indoors during breaks and lunch
- HVAC systems and filtered indoor spaces will be utilized when available
- Additional accommodations may be provided for students with asthma or respiratory conditions

Administration will consult AirNow, the San Diego County Air Pollution Control District, and current public-health/school activity guidance. As a planning framework, at AQI 101–150, sensitive individuals will receive additional protections and strenuous exposure will be reduced; at 151–200, strenuous outdoor activity will be moved indoors or canceled; at 201 or higher, outdoor student physical activity will be suspended. At hazardous AQI levels, the school will evaluate indoor air quality, ventilation/filtration, and whether safe on-site operations are possible. More protective guidance or individual health plans will control when applicable.

Severe Rain, Flooding, Thunderstorms, and Other Hazards

HSHMC will monitor National Weather Service San Diego alerts, San Diego County emergency notifications, and campus conditions for heavy rain, flooding, thunderstorms, high winds, and other extreme weather. Outdoor activities and transitions will be modified, relocated, delayed, or canceled when unsafe. Staff will keep students away from flooded walkways, standing or moving water, downed power lines, unstable trees, and other hazards. During thunderstorms, students will move into substantial buildings and outdoor activities will not resume until at least 30 minutes after the last thunder or lightning. Administration will assess safe arrival, dismissal, transportation, and campus access and coordinate emergency response as needed.

Student Health and Medical Considerations

Additional precautions may be implemented for students with:

- Asthma
- Respiratory conditions
- Cardiovascular concerns
- Diabetes
- Disabilities or medical accommodations
- Heat sensitivity or other health concerns

School health staff and administration may recommend individualized activity modifications as needed.

Individualized health plans, IEPs, Section 504 plans, and relevant medical directions will be considered in weather-related activity decisions. Staff will ensure accessible, supervised indoor alternatives for students who cannot safely participate outdoors.

Communication with Families and Staff

The school will continue monitoring weather conditions and will communicate operational updates through:

- Email notifications
- Phone messaging systems
- School websites
- Staff communications

Families will be notified as early as possible regarding:

- Schedule adjustments
- Activity modifications
- Minimum day declarations
- Event cancellations
- Safety recommendations

Students will be notified of weather-related changes to outdoor activities through classroom announcements, schoolwide communications, or direct instructions from supervising staff.

Local Agency Coordination and Decision Responsibilities

The Principal or designee is responsible for monitoring advisories, deciding activity and operational modifications, assigning staff duties, and documenting significant decisions. As appropriate, HSHMC will consult or coordinate with National Weather Service San Diego, San Diego County Office of Emergency Services, San Diego County Public Health Services, the San Diego County Air Pollution Control District, emergency responders, and relevant education partners. The school will maintain current contact and alert procedures, including for field trips and off-campus activities.

Staff Training and Preparedness

Staff members supervising students outdoors will receive annual guidance regarding:

- Heat illness prevention
- Hydration protocols
- Emergency response procedures
- Environmental safety practices
- Student supervision expectations during extreme weather conditions

Health Sciences High and Middle College recognizes that extreme weather and environmental conditions can significantly impact the health, safety, and well-being of students and staff. Through proactive planning, ongoing monitoring, and collaborative

communication, the school is committed to maintaining safe learning environments while minimizing disruptions to instruction and school operations.

All staff members, students, and families share responsibility in supporting weather safety procedures by remaining informed, following district guidance, prioritizing hydration and wellness, and responding appropriately during hazardous conditions.

~~This protocol will be reviewed annually and updated as needed to align with current California law, California Department of Education guidance, local district procedures, and evolving best practices related to student and staff safety.~~

This protocol will be reviewed and evaluated annually by the Principal or designee and updated as necessary. The annual review will consider changes in California law, CDE and CDPH guidance, local weather patterns, emerging safety concerns, advances in safety practices, and feedback from staff, students, families, and other relevant stakeholders. The school will maintain documentation of the annual review, including the review date, findings, and any revisions made.

Coversheet

Gang-Related and Weapons-Related Criminal Conduct, Continued Enrollment, and Re-enrollment Amendment

Section: IV. Consent Agenda
Item: F. Gang-Related and Weapons-Related Criminal Conduct, Continued Enrollment, and Re-enrollment Amendment
Purpose:
Submitted by:
Related Material: Gang Disengagement Plan and Acknowlegment .docx
Gang Amendment.docx

Commented [RR1]: To HSHMC: Feel free to also add a New Heights logo to this document.

Gang Disengagement & Success Plan

Student: _____
Date of Birth: _____
Plan Start Date: _____
Primary Case Manager: _____
Gang Intervention Specialist: _____
Parent/Caregiver/Support Adult: _____
Next Formal Review Date: _____

Purpose

Consistent with Health Sciences High and Middle College's ("HSHMC") mission to provide students with a world-class education in a safe and supportive environment, this plan is designed collaboratively with the student at a HSHMC charter school program to support movement away from gang involvement and toward increased safety, school engagement, healthy relationships, employment/career development, and long-term personal goals.

Gang disengagement is understood as a process. Progress will be measured through observable behaviors, student self-reflection, school engagement, and information available to the intervention team. A setback does not automatically end participation; it requires reassessment, increased support, and, when appropriate, a higher level of intervention.

Student's Personal Goals

What do I want my life to look like 6–12 months from now?

_____
_____

What would have to change for me to get there?

_____
_____

Individual Disengagement Plan

Area	Current Concern / Risk	Student Commitment	Observable Benchmark	Adult / Provider Responsibility	Review
Gang involvement					
Peers / relationships					
Safety / retaliation					
School engagement					
Family / home					
Employment / CTE / college					
Substance use / wellness					
Other					

Gang Disengagement Commitments

These are individualized. The team checks only the commitments relevant to this student and may add others.

□ I will refrain from engaging in gang-related or weapons-related criminal conduct. I understand that a conviction or juvenile adjudication for such conduct may result in expulsion or involuntary removal, and ineligibility to re-enroll at HSHMC and its charter school programs the following school year(s).

Commented [RR2]: TO HSHMC: We recommend checking this box for all students.

□ I will not recruit, pressure, or encourage other students to participate in gang activity.

□ I will not use HSHMC activities, HSHMC-connected locations, or HSHMC communication systems to promote or participate in gang activity.

□ I will identify people, places, online activity, and situations that increase my risk of gang involvement.

□ I will work with my intervention specialist to develop strategies for avoiding or safely navigating those situations.

□ I will contact _____ when I believe I am at immediate risk of retaliation, violence, or renewed involvement.

□ I will participate in scheduled meetings with my gang intervention specialist at least _____ times per week/month.

□ I will participate consistently in one or more positive roles outside gang involvement:

_____
_____

□ Other individualized commitment:

_____
_____

Progress Benchmarks

At each formal review, the team considers progress in the following areas.

1 — Significant Concern
Active gang involvement or serious deterioration; immediate intervention required.

2 — Emerging Progress
Some commitments being met, but significant risk or instability remains.

3 — Sustained Progress
Most commitments consistently met; reduced gang involvement and increased engagement in positive activities.

4 — Demonstrated Disengagement
Sustained behavioral evidence of disengagement, stable school/community engagement, positive relationships, and an established safety/support network.

Current Rating: 1 2 3 4

Evidence supporting the rating:

_____
_____

Intervention Response Level

Level 1 — Maintain

Student is meeting agreed benchmarks.

Response: continue current supports and recognize progress.

Level 2 — Intensify

Multiple benchmarks are missed, attendance deteriorates, or concerning gang association reappears.

Response: increase intervention contacts; review barriers; revise commitments; involve family/support adult where appropriate.

Level 3 — Case Conference

Verified student involvement in a gang-related incident; significant re-engagement; threat or retaliation concern; or repeated failure to meet critical benchmarks.

Response: immediate multidisciplinary case review; revised safety/disengagement plan; increased intervention services; possible adjustment of schedule, learning environment, transportation, or community-based supports.

Level 4 — Immediate Safety Response

Credible threat of violence, weapon involvement, serious retaliation risk, or other acute safety issue.

Response: activate school safety procedures and appropriate external supports while maintaining educational engagement whenever safely possible.

Review & Accountability

Progress since last review:

_____

_____

Benchmarks met:

_____
_____

Benchmarks not met:

_____
_____

What got in the way?

_____
_____

What changes will be made to the plan?

_____
_____

Current Intervention Level: 1 2 3 4

Next Review Date: _____

Shared Commitment

Student:
I understand that this plan is intended to help me move away from gang involvement and toward the goals I have identified for myself. I agree to participate honestly in the plan, work toward the commitments listed above, and ask for help when I am struggling.

Student Signature: _____ Date: _____

Parent/Caregiver/Support Adult: _____ Date: _____

HSHMC Team:
We agree to provide the support, opportunities, intervention services, advocacy, and accountability identified in this plan. We will respond to setbacks by reassessing risk and adjusting intervention to support the student.

Case Manager: _____ Date: _____

Gang Intervention Specialist: _____ Date: _____

Commented [3]:

Serious Criminal Conduct and Continued Enrollment Acknowledgment Form

Health Sciences High and Middle College's ("HSHMC") gang disengagement program is founded on a student's sincere commitment to withdraw from gang-related and criminal activity, demonstrate personal responsibility, and work toward the individualized goals and behavioral expectations established in the student's Gang Disengagement & Success Plan. The program is designed to provide students with an opportunity to make positive changes while maintaining a safe and supportive learning environment for all students.

Students and parents/guardians acknowledge that participation in gang-related violence, serious criminal conduct, or weapons-related offenses is fundamentally inconsistent with these commitments. This conduct may undermine the program's goals, compromise the safety and well-being of other students, and interfere with HSHMC's ability to provide a safe and supportive learning environment. While HSHMC recognizes that disengagement is a process and setbacks may occur, involvement in serious criminal conduct may require HSHMC to reassess the student's participation and determine appropriate interventions or other actions.

By signing this form, the student and parent/guardian acknowledge that a student's criminal conviction or juvenile adjudication involving gang-related and/or weapons-related criminal conduct may result in expulsion or involuntary removal, and ineligibility to re-enroll at HSHMC and its charter school programs the following school year(s).

This acknowledgment form does not waive any rights provided by law.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

HSHMC Representative: _____ Date: _____

Health Sciences High & Middle College, Inc.

Proposed Board Policy Amendment

Gang-Related and Weapons-Related Criminal Conduct, Continued Enrollment, and Reenrollment

Proposed for Board Consideration: November 30, 2026

Purpose

Consistent with its commitment to providing safe, supportive, and accountable educational environments, Health Sciences High & Middle College, Inc. (HSHMC) establishes the following clarification of its student accountability and enrollment policies, applicable to Health Sciences High & Middle College and its affiliated charter school programs, including New Heights Charter School.

Continued Enrollment and Accountability

The student and parent/guardian acknowledge that a student's criminal conviction or juvenile adjudication involving gang-related and/or weapons-related criminal conduct *may* result in expulsion or involuntary removal, and ineligibility to re-enroll at HSHMC and its charter school programs the following school year(s).

Implementation

1. This provision shall be incorporated into the student handbooks and independent study agreements of HSHMC and New Heights Charter School, consistent with each school's approved charter and applicable policies.
2. Students participating in individualized gang disengagement interventions shall also receive the revised Gang Disengagement & Success Plan and accompanying Serious Criminal Conduct and Continued Enrollment Acknowledgment Form. Students and parents/guardians of minors shall be asked to acknowledge these expectations through their signatures.
3. Any proposed expulsion, involuntary removal, or denial of reenrollment shall be considered individually and implemented only in accordance with applicable law, the school's approved charter, established disciplinary and enrollment procedures, and required due process protections.
4. For students with an Individualized Education Program (IEP) or Section 504 plan, applicable disability-related protections, including manifestation

determination requirements, shall be addressed before any contemplated removal action, consistent with legal counsel's guidance.

5. The Executive Director or designee shall be responsible for implementing this amendment, maintaining appropriate documentation, and ensuring that any proposed enrollment action receives the necessary administrative and legal review.

Board Action

The Board of Directors hereby approves this amendment to the student accountability and enrollment policies of Health Sciences High & Middle College, Inc., authorizes its incorporation into the appropriate student handbooks, independent study agreements, and gang disengagement documents, and directs administration to implement its provisions consistent with applicable law and existing due process requirements.