

# *La Canada High School*

*Grades 7-12*

*Safety Plan*  
*2016-2017*

# *La Canada High School*

## *School Safety Plan*

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# *Summary of Changes*

## *Section 1*

# LA CANADA HIGH SCHOOL

## SCHOOL SAFETY PLAN

**Note: Areas shaded in gray are new or changed.**

Area of Focus	Current Procedures/Programs in Place	2 <sup>nd</sup> Second Semester/2015-2016 Focus
<p><b>1. Assessment of current status of school crime</b></p>	<p>The State no longer requires each school site to prepare monthly crime reports.</p> <p>La Canada High School works in conjunction with the Los Angeles County Sheriff's Department to ensure on-going communication of crimes on the La Canada High School campus. Information regarding crimes such as vandalism, drug use, weapons, and truancies are shared with law enforcement as often as needed.</p> <p>Law enforcement is always contacted when students are found to be in possession of drugs. (Please see suspension data.)</p>	
<p><b>2. Child abuse reporting procedures</b></p>	<p>Child abuse reporting procedures are made pursuant to PC 11164 et. Seq. During the employment process, all district employees sign a district form indicating their awareness and responsibilities to report any suspected child abuse. Each year certificated and classified employees renew their mandated reporter certifications. Certificates of completion are filed in the Human Resources office at the district.</p> <p>Suspected Child Abuse forms are filed by school year in a cabinet in the Associate Principal's office. The Associate Principal notifies the Principal and Superintendent when a child abuse form is completed by a staff member.</p>	

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	<p>At the end of each school year, a report is filed regarding grade level and category of abuse. This information is then sent to the District Office where it is combined with information from all La Canada Unified School District schools. A report is ultimately filed with the Los Angeles County Office of Education.</p>	
<p><b>3. Disaster procedure, routine and emergency</b></p>	<p>The La Canada High School Emergency Preparedness plan is updated annually by the 9-12 <b>Associate Principal</b>. Each employee at the site is given a plan at the beginning of each year.</p> <p>Disaster drills are held in accordance with Ed. Code guidelines during both the regular school year and summer school. Data regarding disaster drills and fire drills held at La Canada High School is maintained in the 9-12 <b>Associate Principal's</b> office. Besides normally scheduled emergency drills, LCHS participates in the "Great Shake-Out," which is a statewide earthquake drill.</p> <p>Following all planned disaster drills, the <b>Associate Principal</b> organizes a de-briefing with all key players to see how to improve and streamline the process while addressing any areas of concern.</p> <p>Emergency Drills are created and communicated to staff and to local agencies.</p>	

# LA CANADA HIGH SCHOOL SCHOOL SAFETY PLAN

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	<p>In the fall of 2015, LCHS participated in a lock down drill to review all procedures to prepare for an emergency situation on or around the LCHS campus.</p> <p>La Canada High School works closely with the City of La Canada Flintridge to organize city-wide emergency drills on a yearly basis. The 9-12 and 7/8 Principals work with JPL in order to organize emergency training opportunities for 7-12 staff.</p> <p>The "Lock Down Procedure" plan for grades 7-12 is communicated to all staff and students. The plan has been reviewed by an emergency security specialist.</p> <p>In September of 2015, emergency procedures were updated by the Associate Principal's office to include new staff members. Each teacher was provided with a clip-board which contained evacuation procedures.</p> <p>The LCUSD uses School Messenger phone service. This service allows school personnel to contact all parents/guardians immediately in case of an emergency. This service is used to communicate important events and deadlines to parents/guardians.</p> <p>The 9-12 Associate Principal works with the PTA to provide supplies stored in the disaster trailer (near the football field) and restock it as needed.</p>
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# LA CANADA HIGH SCHOOL

## SCHOOL SAFETY PLAN

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	Emergency procedures will be communicated to parents and community members via the PTA President Newsletters.	
<b>4. Policies related to suspension, expulsion or mandatory expulsion, and other school-designated serious acts which would lead to suspension or expulsion.</b>	<p>The La Canada Unified School District Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. This is found in BP 5144.1 (a), BP 5144.1 (b).</p> <p>The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation AR 5144.1 (a), AR 5144 (b), AR 5144.1 (c).</p> <p>The policies and procedures for suspension and expulsion are also written in the Attendance and Discipline Policy and Procedures each year. A copy of the policy is available for anyone to view online. In addition, each homeroom teacher reviews the information with students at the beginning of school and then each student signs that he/she has had the opportunity to review and ask questions about the information.</p> <p>At the end of the each school year a Discipline Review Committee (DRC) consisting of teachers, students, parents, administrators, counselors and members of the classified staff is created. This team takes time to review</p>	<ul style="list-style-type: none"> <li>During the spring of 2016 the 9-12 School-wide discipline policy will be reviewed by a Discipline Review Committee (DRC). The Committee will consist of teachers, students, parents, administrators, counselors, and members of the classified staff. Volunteers will be selected from all stake holders via email, conversations, and solicitations from school administration. The new discipline policy will be communicated to all stakeholders before its implementation during the 2016-2017 school year.</li> <li>During the spring of 2016 the Assistant Principal in charge of discipline will hold a senior assembly to remind seniors of consequences that will stem from violation of school policy including senior pranks, violation of drug/alcohol policy and other violations that may jeopardize a student's participation in senior</li> </ul>

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	<p>all of the current policies that are currently in place. Suggestions and concerns from all stakeholders are taken into account when making changes for the next school year.</p> <p>At the beginning of each school year, the Assistant Principal meets with all 9-12 students in a class by class assembly to review rules, consequences and disciplinary action. She also reviews the changes that have taken place in the policy so that all students are aware.</p> <p>The 2015-2016 Academic Honesty Policy which was revised in 2013-2014 will continue to be in place. The policies main goal is to hold LCHS students to a strict, clearly outlined policy with consequences that are understood. Every 9-12 student and their parent(s)/guardian(s) were required to complete and sign the policy at the beginning of the school year. This policy was also reviewed at the class by class assemblies and is available online with registration documents.</p> <p>As an outcome of the Spring 2013 DRC meeting a greater focus on dress code was planned for the 2014 – 2015 school year and continuing forward. As part of these changes the staff has access to a Google form which allows them to report any inappropriate attire. This generates an email to the administration. When time appropriate, administration or a designee calls in the student and addresses this issue with progressive</p>	<p>events including the graduation ceremony.</p>
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	<p>discipline. This policy was addressed in the class by class assemblies.</p> <p>At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7<sup>th</sup> graders at the orientation and the 8<sup>th</sup> grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyberbullying at the beginning of the school year.</p> <p>The 7-12 Saturday School program continues to increase student accountability and responsibility. <b>School site</b> funds are used to fund this program.</p> <p>A 9-12 cell phone policy is effectively implemented at LCHS. This policy has decreased cheating and theft incidents, and has caused far less disruptions during instructional time. Within the cell phone policy LCHS 7-12 has added all wheeled devices so that it is clear to students that <b>they</b> can not be ridden on campus at any time. Consequences are in the policy titled <i>Skateboard/Wheeled and Electronic Devices Policy</i>. This has been posted and reviewed with all students during the class by class assemblies and is available online with registration documents.</p> <p>Upon returning from suspension, 9/12 students and their parent(s)/guardian(s) meet with the Assistant Principal</p>

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to review the incident. The student is then placed on a behavior contract at this meeting. 7/8 Students & their parent(s)/guardian(s) meet with the 7-8 Principal when suspended.

All 7-12 students are required to sign the LCUSD Student Technology and Internet Use Agreement.

The Assistant Principal regularly meets with students who are having attendance issues. Monthly, a list of students is generated who have multiple absences. These students are called in on an individual basis to discuss the reasons for their absences. Parents may also be notified at this point to advise them of the steps that will be taken if attendance issues continue. Students receiving excessive tardies/absences as outlined in the attendance policy are referred for a SART (Student Attendance Review Team) meeting and if attendance is not improved may be followed by a SARB (Student Attendance Review Board which includes a representative from District Attorney's office) meeting.

The senior attendance policy has been updated for the 2015-2016 school year. This policy helps hold seniors more accountable for being in school during the entirety of their senior year. As part of the Spring 2015 DCR meeting and at their recommendation, senior attendance requirements have been changed from 25 absences for the entire year to 12 absences per semester. The policy

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	<p>was relayed to them in numerous ways including class by class assemblies, registration documents, and a senior contract/High School Senior Event Participation Criteria, is signed by both seniors and their parent(s)/guardian(s).</p> <p>The school office maintains a file on all students who have been suspended or expelled.</p>	
<p><b>5. Notification to teachers pursuant to EC 49079</b></p>	<p>Teachers are informed of any students with whom such disciplinary action was necessary.</p> <p>On the day a student is suspended all his/her current teachers are notified that the specific student has been suspended. Teachers may retrieve more information by speaking with the 9-12 Assistant Principal or 7-8 Principal.</p>	
<p><b>6. Sexual Harassment policy ( EC 212.6 (b) )</b></p>	<p>In accordance with the Board Policy and Administrative Regulations relating to students, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. At the beginning of each school year all 9/12 students attend an assembly where sexual harassment is discussed. In addition, any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to appropriate disciplinary</p>	

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	<p>action. For students in grades 7-12, the disciplinary action may include community service, counseling, Saturday School, detention, suspension and/or expulsion depending on the severity of the offense.</p> <p>In accordance with Board Policy and Administrative Regulations, the Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.</p> <p>Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.</p>	
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<p><b>7. School wide dress code provision (EC 35183)</b></p>	<p>Dress code guidelines were developed by a committee of students, teachers, parents and administrator in the summer of 2006. The Dress Code guidelines are provided to students in the summer registration packet, <b>online, reviewed during the class by class assemblies and in the 7-8 agendas.</b></p> <p>The outcome of the DRC for 9-12 students asked for a greater focus on dress code for the 2014 – 2015 school year.</p> <p><b>All staff</b> have access to a Google form which allows them to report a student when they are inappropriately dressed. This form in turn generates an email to the administration. When time appropriate, administration or a designee calls in the student in and addresses this issue with progressive discipline.</p>	<ul style="list-style-type: none"> <li>• In the spring of 2016, the 7-12 Dress Code Guidelines will be reviewed by the DRC. <b>The committee</b> will be selected from all stake holders via email, conversations, and solicitations from school administration. Changes to policy will be communicated to all stakeholders before implementation.</li> </ul>
<p><b>8. Safe ingress and egress of pupils, parents, and school employees to and from school</b></p>	<p>The reported incidents of a suspicious nature that involve strangers loitering around the school area are responded to promptly. The campus security has the responsibility of monitoring areas directly surrounding the campus when such a report is made. More substantial reports of significant concern trigger informing all staff and parents by memo or letter of the nature of the concern. The school has established a lock-down procedure, which is practiced as a drill yearly. The site principal also works with the district administrative staff when issues arise</p>	

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that may lead to a potential problem in or around the park area which borders the school. Additionally, the Sheriff's Department is very responsive to our requests for patrolling surrounding areas.

A half-time Community Resource Officer is on the LCHS site. The position is funded by the City of La Canada Flintridge. The Community Resource Officer participates in SART and SARB meetings and assists with supervision. He also attends extra curricular activities outside the school day, including dances and athletic events and often is involved in parent education presentations at PSTA meetings. During the 2015-2016 school year, the Community Resource Officer and LCHS Head of Security played an integral role helping to organize and implement programs including Red Ribbon Week, guest speakers, drug presentations and other intervention and mentoring activities for parents and students.

LCHS participated in the Every 15 Minutes program in May 2015 and anticipates participating in the program again in 2017. This program helps make students much more aware of drunk driving with a recreation of the events that can transpire during a DUI incident. This impactful program provides insight into the myriad of effects a DUI may have on all involved.

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	<p>LCCHS has a total of 35 surveillance cameras, with a new server which was installed in the Fall of 2015 to improve the quality of the playback and storage. This will also allow LCCHS the ability to add additional cameras in the near future. These have helped provide a much safer and secure campus.</p> <p>During the Spring of 2013 LCCHS went through an extensive security audit conducted by an outside company. All findings were reported to the site principals and the Board of Education.</p> <p>The La Canada High School staff provides students with a safe and orderly school environment. The school wide progressive discipline plan is effectively utilized. The plan provides students with progressive consequences and guidelines for acceptable behaviors.</p>	
<b>9. Safe and orderly school environment</b>	<p>At the beginning of each school year, the 9-12 Assistant Principal of discipline will meet with all 9-12 students during a grade level assembly to review rules, consequences and disciplinary action.</p> <p>At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7<sup>th</sup> graders at the orientation and the 8<sup>th</sup> grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyber-bullying at the beginning of the school year. 7-8 initiated the Stand Up/Anti Bullying</p>	

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program which is a week long program with Peer Counselors from the 9-12 Bridge class, guest speaker(s), etc

The 9-12 counselors received training in cyber-bullying.

In December, the high school Assistant Principal held a parent night to assist parents with their understanding of the teen drugs, alcohol and vaping issues that face all school students. In addition to the assistant principal and Resource officer, the panel included the LCHS Head of Security and representatives from community non-profit resource organization(s).

In Spring 2015 the canine search program returned to the LCHS campus. For the 2015-2016 school year the program focuses on areas such as parking lots/cars and hallways/open areas and classrooms.

Many school wide programs are in place to help ensure a safe and orderly environment. At the 7/8 level, several programs have proven to be successful. Counselors lead small groups during lunch to deal with a variety of topics including death, social skills, and divorce. The 7/8 staff and counselors deliver lessons in Homerooms to promote character development through the Developmental Assets Framework. Small school student counseling also takes place. Individual students identified to be at risk have a student/parent conference with teachers each year. The



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	<p>7/8 After School Enrichment Program (GATE) provides students with opportunities to become involved in academic activities</p> <p>Challenge Day, a community building, anti-bullying campaign at LCHS directly impacts over four hundred students each year. Student involvement has had a major positive impact on the environment at LCHS.</p> <p>These programs and activities are in place to increase student “connections” to the school which results in a safe and orderly school environment.</p> <p>Numerous clubs (over 100 in the <b>2015-2016</b> school year) have been organized to meet student interests. Some of the clubs include: Aviation Club, Cultural Awareness Club, Key Club, Hockey Club, Challenge Club and Smile Club. The La Cañada High School ASB continues to make strides in promoting service activities.</p> <p>In the wake of statewide budget cuts in the Arts, the LC Performing/Visual Arts Department still continues to be exemplary and provides opportunities for students to display their creative talents. Additionally, the LCHS athletic program continues to excel.</p> <p>The counselors for grades 9-12 continue to make strides in working with at-risk students. The counselors work with the Assistant Principal of Attendance and Discipline</p>	
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to ensure the needs of the “whole child” are addressed. Guidelines to participate in the annual graduation ceremony have been developed and communicated to each member of the current class. Each senior and their parent(s)/guardian(s) signed a Senior Contract (High School Senior Event Participation Criteria) detailing the expectations and consequences involved in the area of attendance and participation in senior events.

In response to community input the counseling department has been redesigned to reduce the counselor/student ratio. For the 2015-2016 school year additional counselors were added. Currently there are seven (7) 9-12 counselors divided by alphabet. Each 9-12 counselor has approximately 50 seniors they will work with each year allowing for a very close counselor/student relationship. The ratio is approximately 200/1 for the 2015-2016 year and is the lowest in the state for a comprehensive high school. 7-8 counselors continue with two (2) counselors, one at each grade level. These counselors rotate so that students will have the same counselor for both 7<sup>th</sup> and 8<sup>th</sup> grades.

The Sheriff's Department may only question students on campus in certain situations as outlined in AR 5145.11.

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<p><b>10. Rules and procedures pursuant to EC 35291 and 35291.5</b></p>	<p>School Rules and discipline policies are provided electronically with registration documents to students and parents on an annual basis. These policies and rules may be revised annually as needed. Parents are requested to review specific discipline sections with their children.</p>	
<p><b>11. Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code</b></p>	<p>The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.</p>	
<p><b>Hold a public meeting (EC 35294.8 (g))</b></p>	<p>The Comprehensive School Safety Plan overview and description of the component was discussed and approved by LCAP on January 7, 2016</p>	

# *Hold a Public Meeting*

## *Section 2*

## ASSURANCES

### School Safety Plan

#### La Canada High School

La Canada Unified School District

Mr. Ian McFeat 9/12 Principal, Dr. Jarrett Gold, 7/8 Principal

4463 Oak Grove Drive, La Canada, CA 91011


818-952-4273 – mhazlett@lcusd.net

The undersigned assure that the School Safety Plan includes the following elements:

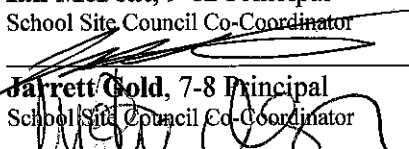
- An assessment of the current status of school or school related crimes
- Child abuse reporting procedure
- Disaster procedures, routine and emergency
- Policies related to suspension, expulsion or mandatory expulsion and other school designated serious acts which would lead to suspension or expulsion
- Procedures regarding teacher notification of dangerous students pursuant to EC 49079
- Sexual harassment policy pursuant to EC 212.5(b)
- Provisions of any school wide dress code, established pursuant to EC 25183
- Procedures for safe ingress and egress to and from school
- A safe and orderly environment conducive to learning
- Rules and procedures on school discipline adopted pursuant to EC 35291 and 35291.5

In addition, La Canada High School has met the following requirements of SB 187:

- The plan was written and developed by the LCAP pursuant to EC 52012 or 52852
- The LCAP consulted with a representative from a law enforcement agency regarding the writing and development of the plan
- A public hearing was held by LCAP on Thursday, January 7, 2016 at LCHS
- Public input was solicited through vehicle of the LCAP which meets monthly.

  
\_\_\_\_\_  
**Ian McFeat, 9-12 Principal**  
School Site Council Co-Coordinator

1-7-16  
Date

  
\_\_\_\_\_  
**Jarrett Gold, 7-8 Principal**  
School Site Council Co-Coordinator

1/7/16  
Date

  
\_\_\_\_\_  
**Christie Clarkson**  
P.T.S.A. President

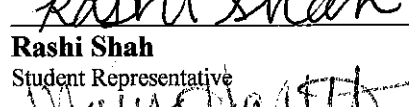
1-7-16  
Date

  
\_\_\_\_\_  
**Deputy Eric Matejka**  
Resource Officer

1-7-16  
Date

  
\_\_\_\_\_  
**Tanya Wilson**  
Head of Security/CSEA Representative

1-7-16  
Date

  
\_\_\_\_\_  
**Rashi Shah**  
Student Representative

1-7-16  
Date

  
\_\_\_\_\_  
**Mary Hazlett**  
Assistant Principal 9-12

1-7-16  
Date

\_\_\_\_\_  
Other Attendee(s)

\_\_\_\_\_  
Date



# LA CAÑADA HIGH SCHOOL

*2004 A National Blue Ribbon School*

IAN McFEAT  
9-12 Principal

DR. JARRETT GOLD  
7/8 Principal

JAMES CARTNAL  
9-12 Associate Principal

MARY HAZLETT  
9-12 Assistant Principal

December 18, 2015

Mr. Ian McFeat  
La Canada High School  
4463 Oak Grove Dr.  
La Canada Flintridge, CA 91011

Reference: School Safety Plan Presentation

Dear Mr. McFeat;

You are invited to attend our upcoming La Canada High School Site Council meeting where our School Safety Plan will be discussed and approved.

You may or may not be aware that the state requires this invitation be sent to community leaders, school/parent group representatives and student representatives.

The meeting is scheduled for Thursday, January 7, 2016 at 3:00 p.m. in the Faculty Lounge. We hope you will attend.

Sincerely,

Mary Hazlett  
Assistant Principal

MH:cr

Letters sent to: (for 2015-2016 SY)

Deputy Eric Matejka, Sheriff/Resource Officer

Christie Clarkson, PTSA President

Rashi Shah, Student Rep.

David A. Spence, Mayor, City of La Canada Flintridge

Tanya Wilson, LCHS Head of Security

Ian McFeat, 9-12 Principal

Jarrett Gold, 7-8 Principal

# *Suspension, Expulsion & Vandalism Data*

*Section 3*



# SUSPENSION DATA

Grades 9-12	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	as of 1/1/2016	
<b>Total number of 7-12 suspendable incidents for each school year.</b>		not available	not available	not available	91	122	50	104	76	57	78	34	26	27 to date	
<b>Ed Code Violations</b>															
For each suspension, put a tally mark next to each violation that applies.															
(A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.		7	16	20	23	12	7	7	6	3	1	0	0	2	
(A-2) Willfully used force or violence upon the other person of another, except in self defence.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	2	3	1	3	2	
(B) 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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.		3	3	3	1	6	3	0	1	0	0	1	0	0	
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.		15	17	19	11	33	5	17	12	12	9	10	14	8	
(D) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.		0	0	0	0	4	3	0	0	0	0	2	0	0	
(E) Committed or attempted to commit robbery or extortion.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	
(F) Caused or attempted to cause damage to school property or private property.		2	3	2	7	2	3	3	3	0	2	0	0	0	
(G) Stolen or attempted to steal school property or private property.		2	4	0	9	6	3	2	6	3	5	1	1	3	

# SUSPENSION DATA

Grades 9-12 Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	as of 7/1/2016	
(H) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.	1	0	0	0	1	3	4	0	5	2	0	0	0	0	
(I) Committed an obscene act or engaged in habitual profanity or vulgarity.	0	0	0	1	0	0	0	0	3	0	0	4	6		
(J) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	3	8	3	1	1	1	7	1	0	1	0	0	2		
(K) Alone Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties.	4	13	20	17	27	11	29	11	2	12	2	1	1		
(K) Combined with other codes	4	10	3	16	13	18	42	14	0	5	0	0	0		
(K) Total	8	23	23	33	40	29	71	25	2	1	2	1	1		
(L) Knowingly received stolen school property or private property.	0	2	0	0	0	0	0	0	0	1	5	0	0		
(M) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	0	0	0	0	0	1	0	0	0	1	0	0	0		
(N) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	0	0	0		
(O) Harassed, threatened, or intimidated a pupil who is a complaining witness.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0		
(P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0		
(Q) Engaged in, or attempted to engage in, hazing.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0		

# SUSPENSION DATA

Grades 9-12 Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	as of 4/1/2018	
(R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2	0	0	2	0	0	
(S) Aids or abets the infliction or attempted infliction of physical injury to another person.	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
(other)											2	0	0	0	
(0.2) Engaged in Sexual Harassment.	0	2	2	6	5	3	2	0	0	0	0	0	1	0	
(0.4) Engaged in harassment, threats, or intimidation.	0	1	0	2	0	0	0	0	0	0	0	0	0	1	
(0.7) A pupil making a terrorist threat against school officials or school property or both.	0	1	0	0	0	0	0	0	0	0	0	0	1	0	
#42 Academic Honesty Policy	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2	

# SUSPENSION DATA

Grades 7/8	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	ES of 7/17/2015	
(A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.		4	24	8	6	7	1	13	6	4	4	3	16	0	
(A-2) Willfully used force or violence upon the other person of another, except in self defence.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	0	2	0	5	
(B) 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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.		0	1	0	0	2	0	2	0	0	2	0	0	0	
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.		0	0	0	0	1	0	4	0	0	1	2	1	0	
(D) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.		0	0	0	0	0	0	0	0	0	0	0	0	0	
(E) Committed or attempted to commit robbery or extortion.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	
(F) Caused or attempted to cause damage to school property or private property.		0	0	0	0	0	1	0	2	0	0	0	0	0	
(G) Stolen or attempted to steal school property or private property.		0	5	6	1	1	1	6	1	2	3	1	0	0	
(H) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.		0	0	0	0	2	0	0	0	0	0	0	0	0	
(I) Committed an obscene act or engaged in habitual profanity or vulgarity.		0	0	0	0	0	0	0	1	2	1	0	0	0	

## SUSPENSION DATA

7/8 Grades Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	as of 1/11/2016	
(J) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	0	1	0	0	0	2	0	2	1	0	0	0	0	0	
(K) Alone Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties.	2	7	4	3	8	2	2	4	21	12	11	4	9	0	
(K) Combined with other codes	0	0	3	0	3	1	17	5	4	4	0	3	4	0	
(K) Total	2	7	7	3	11	3	21	26	16	3	7	13	0	0	
(L) Knowingly received stolen school property or private property.	0	0	0	0	2	0	2	0	0	0	0	0	0	0	
(M) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(N) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	
(O) Harassed, threatened, or intimidated a pupil who is a complaining witness.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	
(P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	
(Q) Engaged in, or attempted to engage in, hazing.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	
(R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	4	0	1	0	0	
(S) Aids or abets the infliction or attempted infliction of physical injury to another person.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(0.2) Engaged in Sexual Harassment.	0	1	1	1	0	0	1	0	0	0	3	0	0	0	
(0.4) Engaged in harassment, threats, or intimidation.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(0.7) A pupil making a terrorist threat against school officials or school property or both.	0	0	0	0	0	0	1	0	0	0	0	0	0	0	5



# LA CAÑADA HIGH SCHOOL

*2004 A National Blue Ribbon School*

IAN McFEAT  
9-12 Principal

DR. JARRETT GOLD  
7/8 Principal

JAMES CARTNAL  
9-12 Associate Principal

MARY HAZLETT  
9-12 Assistant Principal

## Memorandum

To: LCHS Staff  
From: Mary Hazlett, Assistant Principal  
Re: Vandalism Protocols  
Date: January 2016

**Upon discovery of vandalism on school premises the following protocols will be followed:**

- 1) Custodian and/or Security will take photograph(s) of vandalism before it is removed.
- 2) LCHS has cameras to document/investigate vandalism occurrences and security will search the footage when appropriate to obtain information/evidence regarding the occurrence.
- 3) Mary Hazlett and/or Tanya Wilson will be notified of the incident as soon as possible in order to:
  - a. Conduct an investigation
  - b. Appropriately document the vandalism
  - c. Contact the Los Angeles County Sheriff's Department if appropriate

A notebook containing vandalism occurrences will be maintained and kept in the Security Office.

LA CAÑADA UNIFIED SCHOOL DISTRICT  
VANDALISM AND/OR THEFT

Send to Maintenance Office within one week after phone report

School \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Check where appropriate:

Burglary (break-in/stealing) \_\_\_\_\_ Attempted entry (no entry gained) \_\_\_\_\_

Theft (disappearance) \_\_\_\_\_ Vandalism (damage to premises/no stealing) \_\_\_\_\_

Forced entry (break-in/no stealing) \_\_\_\_\_ Lawful entry (no evidence of break-in) \_\_\_\_\_

Building Damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Articles Damaged or Missing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How was entry gained? \_\_\_\_\_

Sheriff notified? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

By whom? \_\_\_\_\_

If yes what is Report number \_\_\_\_\_

Assistant Principal LCHS notified: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

By whom? \_\_\_\_\_

Remarks (attached work orders, e-mails, etc. \_\_\_\_\_

\_\_\_\_\_

Costs associated with repair/replacement (attach invoices, P.Os, etc)

\_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Distribution:

1 - Maintenance, 1 - Assistant Principal, LCHS

MM/08-27-03

## LCUSD Crime Report

**School Name:**

**LCHS**

2015

[illegible]



# La Canada High School

## Memorandum

To: 9/12 Teachers

Re: Suspension Notification

Date: Fall

In accordance with Education Code 49079, the law requires teachers to be informed of all pupils who have been suspended under Education Code 48900 from the previous three school years.

Attached is a list of your students who were suspended for the previous 3 years.

NOTE: Education Code 49079 €:

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

## **CALIFORNIA EDUCATION CODE: Suspension and Expulsion**

### **EC §48900 – Grounds for suspension or expulsion; jurisdiction; legislative intent** *(Amended by Assembly Bill 86 effective January 1, 2009)*

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of schoolday; local policy and procedures**

- (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

- (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
- (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
- (c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
- (d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

**48900.2.** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**48900.3.** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

**48900.4.** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of Grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

- 48900.5.** Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- 48900.6.** As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.
- 48900.7.** (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

# *Child Abuse Reporting Procedures*

*Section 4*

## **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

Because children are among the most defenseless victims of crime, the law provides special protection for them. A key legal protection is the requirement that people involved in certain occupations must report suspected child abuse to law enforcement or DCFS. In Los Angeles County, the designated county welfare department is DCFS. The mandatory reporting statutes appear at PC §11164 et seq.

**It is important to recognize that not all criminal acts require a mandatory report. Criminal acts which do not appear on this list must still be investigated and prosecuted where evidence warrants. In addition, children who are subject to acts which do not require a mandatory report may benefit by intervention from DCFS.**

The following is a summary of the statutes.

### **Mandated Reporter Occupations**

#### **Mandated Reporters {PC §11165.7}**

- teacher
- instructional aide
- teacher's aide or teacher's assistant employed by any public or private school
- classified employee of any public school
- administrative officer or supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school
- administrator of any public or private day camp
- administrator or employee of a public or private youth center, youth recreation program or youth organization
- administrator or employee of a public or private organization whose duties require direct contact and supervision of children
- employee of a county office of education or the California Department of Education whose duties require direct contact with children on a regular basis
- licensee, administrator, or employee of a licensed community care or child day care facility
- headstart teacher
- licensing worker or licensing evaluator employed by a licensing agency as defined in PC §11165.11
- public assistance worker



- employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of a residential care facility
- social worker, probation officer, or parole officer
- employee of a school district police or security department
- administrator or presenter of, or counselor in a child abuse prevention program in any public or private school
- district attorney investigator, inspector or local child support agency caseworkers<sup>1</sup>
- peace officer
- firefighter, except voluntary firefighter
- physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker
- any other person who is currently licensed under Div. 2 Business and Professions Code [B&P] §500 including but not limited to, research psychoanalyst, speech pathologist and audiologist, opticians, occupational therapist, dietitian, physical therapist, vocational nurse, hearing aid dispenser, physician assistant, osteopath, respiratory therapist, pharmacist, veterinarian, acupuncturist, or social worker
- emergency medical technician I or II, paramedic or other person certified pursuant to Div. 2.5 of the Health and Safety Code [H&S], commencing with H&S §1797
- psychological assistant registered pursuant to B&P §2913
- marriage, family and child counselor trainee, as defined in B&P §4980.03(c)
- unlicensed marriage, family and child counselor intern registered under B&P §4980.44
- state or county public health employee who treats a minor for venereal disease or any other condition
- coroner
- medical examiner or any other person who performs autopsies
- commercial film and photographic print processor, which means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation, including any employee of such a person; it does not include a person who develops film or makes prints for a public

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<sup>1</sup> unless working with an attorney appointed pursuant to WIC §317 to represent a minor. {PC §11165.7(a)(18)}

agency<sup>2</sup>

- any person who, for financial compensation, acts as a monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law
- animal control officer, which means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations
- humane society officer, which means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Corporations Code [Corp C] §§14502, 14503
- clergy member, which means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple or recognized religious denomination or organization<sup>3</sup>
- any custodian of records of a clergy member
- employee of any police department, county sheriff's department, county probation department, or county welfare department
- an employee or volunteer of a court-appointed special advocate [CASA] program
- a custodial officer as defined in PC §831.5
- anyone providing services to a minor under WIC §12300.1
- drug and alcohol counselors

### **What to Report -- Mandatory**

All mandated reporters shall report if they have knowledge of or observe a child, defined as any person under age 18, while in their professional capacity or within the scope of the job, and they know or reasonably suspect that the child has been abused or neglected. {PC §11166(a)}

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. {PC §11166(a)(1)}

[P]rofessionals . . . must evaluate facts known to them in light of their training and experience to determine whether they have an objectively

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<sup>2</sup> The report by a commercial film or photographic print processor must only be made to law enforcement, not to DCFS. {PC §11166(d)}

<sup>3</sup> Unless disclosure is made during a "penitential communication" as defined in PC §11166(c)(1).

reasonable suspicion of child abuse. [Citation.] However, nothing in the Act requires professionals . . . to obtain information they would not ordinarily obtain in the course of providing care or treatment. Thus, the duty to report [to a child protective agency] must be premised on information obtained by the [professional] in the ordinary course of providing care and treatment according to standards prevailing in the medical profession. Whether this information creates a reasonable suspicion of reportable child abuse will depend in many instances on application of the [professional's] training and experience, as the act expressly directs. People ex rel. Eichenberger v. Stockton Pregnancy Control Medical Clinic, Inc. (1988) 203 Cal. App. 3d 225, 239-240.

A detailed discussion of reasonable suspicion is included in these materials entitled "Determining Reasonable Suspicion." [See Index of Appendices]

**Reportable child abuse or neglect includes {PC §11165.6}**

- sexual abuse {PC §11165.1}
- physical injury which is inflicted by other than accidental means on a child by another person {PC §11165.6}
- willful cruelty or unjustifiable punishment of a child {PC §11165.3 and PC §273a}
- unlawful corporal punishment or injury {PC §11165.4 and PC §273d}
- neglect {PC §11165.2}
- abuse or neglect in out-of-home care {PC §11165.5}

Each of the categories above is discussed in more detail below.

**Reportable child abuse or neglect does not include {PC §11165.6}**

- a mutual affray between minors
- injury caused by reasonable and necessary force used by a peace officer within the course and scope of his or her employment as a peace officer

**Sexual Abuse** means either sexual assault or sexual exploitation {PC §11165.1}

**Sexual assault** means conduct in violation of one or more of the following sections {PC §11165.1(a)}

- rape {PC §261}
- statutory rape -- unlawful sexual intercourse where one party is under age 16 and the other is age 21 or over {PC §261.5(d)}
- rape in concert {PC §264.1}

- incest {PC §285}
- sodomy {PC §286}
- lewd act on a child {PC §288 (a), (b), or (c)(1)}
- sexual penetration {PC §289}
- oral copulation {PC §288a}
- child molestation {PC §647.6}

The conduct described as sexual assault includes, but is not limited to, all of the following {PC §11165.1(b)}

- any penetration, however slight, of the vagina or anal opening of one person by the penis of another person, whether or not there is an emission of semen
- any sexual contact between the genitals or anal opening of one person and the mouth or tongue of another person
- any intrusion by one person into the genitals or anal opening of another person, including the use of any object for this purpose, unless the act is performed for a valid medical purpose
- intentional touching of the genitals or intimate parts [including the breasts, genital area, groin, inner thighs, and buttocks]<sup>4</sup> or the clothing covering them, of a child or of the perpetrator by a child, for purposes of sexual arousal or gratification, except that, it does not include acts which may reasonably be construed to be normal caretaker responsibilities, interactions with or demonstrations of affection for the child, or acts performed for a valid medical purpose
- intentional masturbation of the perpetrator's genitals in the presence of a child

**Sexual exploitation** refers to any of the following {PC §11165.1(c)}

- preparing, selling or distributing matter depicting a minor engaged in obscene acts {PC §311.2; PC §311.4}
- coercing a child to engage in prostitution or coercing parental consent for a child to engage in prostitution
- depicting a child in or creating, developing or trading photos of minors engaged in obscene sexual conduct {PC §311.3(c); PC §311.3(e)}

In addition, the law requires a report in the following situations

- any sexual activity where one party is under age 14 and the other party

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<sup>4</sup> This conduct would include a violation of PC §243.4, sexual battery.

is over age 14, whether the conduct is consensual or not People ex rel. Eichenberger v. Stockton Pregnancy Control Medical Clinic, Inc. (1988) 203 Cal.App.3d 225, 249 Cal.Rptr. 762.

- any sexual activity where both parties are under age 14 and there is a significant difference in their ages, whether the conduct is consensual or not Planned Parenthood Affiliates of California v. Van de Kamp (1986) 181 Cal.App.3d 245, 226 Cal.Rptr. 361.
- The pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse. {PC §11166(a)(1)}

**Physical Abuse** includes a physical injury which is inflicted by other than accidental means on a child by another person. {PC §§11165.6} It also includes willful cruelty or unjustifiable punishment {PC §11165.3}, unlawful corporal punishment or injury {PC §11165.4}, or abuse in out-of-home care {PC §11165.5}.

**Willful cruelty or unjustifiable punishment of a child** means {PC §11165.3}

- any person willfully causing or permitting any child to suffer, or inflicting on the child unjustifiable physical pain or mental suffering
- any person with care or custody of any child, willfully causing or permitting the person or health of the child to be placed in a situation where the child's person or health is endangered

**Unlawful corporal punishment** means {PC §11165.4}

- any person willfully inflicting upon any child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition

**Corporal punishment** does not include

- reasonable and necessary force for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to person or damage to property for purposes of self defense or to obtain possession of weapons or other dangerous objects within the control of the pupil
- the exercise of the degree of physical control authorized by Education Code [Educ C] §44807
- injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer

**Abuse or neglect in out-of-home care includes {PC §11165.5}**

- physical injury inflicted upon a child by another person by other than accidental means
- sexual abuse as defined in PC §11165.1, neglect as defined in PC §11165.2, unlawful corporal injury as defined in PC §11165.4, or the willful cruelty or unjustifiable punishment of a child as defined in PC §11165.3, where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency

Abuse or neglect in out-of-home care does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

**Neglect includes {PC §11165.2}**

- negligent treatment or maltreatment of a child by someone responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare
- may include both acts and omissions

**Severe neglect means {PC §11165.2(a)}**

- the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive
- those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, [such as willful cruelty or unjustifiable punishment of a child] including the intentional failure to provide adequate food, clothing, shelter or medical care

**General neglect means {PC §11165.2(b)}**

- the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred

**Neglect does not include {PC §11165.2}**

- children receiving treatment by spiritual, cultural, or religious means as provided in WIC §§ 16509 and 16509.1, unless the practices present a

specific danger to the physical or emotional safety of the child. Children do not receive specified medical treatment for religious reasons, shall not, for that reason alone, be considered a neglected child

- an informed and appropriate medical decision made by a parent or guardian after consultation with a physician or physicians who have examined the minor

Evidence of maternal substance abuse merits risk assessment. Maternal substance abuse determined through a positive toxicology screen at the time of delivery of the infant does not, in and of itself, mandate a report, unless other factors are present that indicate risk to the child. These risk factors, alone, could be sufficient to mandate a report even if the toxicology screen is negative. The practitioner shall conduct a needs assessment of the mother and child pursuant to H&S §123605. [See Index of Appendices] If, after that assessment, it is determined that the risk to the child relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, the report shall only be made to a county welfare or probation department, not law enforcement. {PC §11165.13}

**Pediatric Condition Falsification [PCF]** traditionally referred to as Munchausen by Proxy, is a form of child abuse in which a parent, guardian, or caregiver deliberately produces or feigns physical or psychological illness symptoms in a child who is under his or her care. The child is presented for medical treatment and the parent or caregiver fails to acknowledge the deception. PCF often involves physical abuse, neglect, and emotional abuse.

PCF cases are typically complex, difficult to identify and document, and child victims suffer from a wide spectrum of harm. A multi-disciplinary approach is optimal to accurate assessment, diagnosis, and intervention. [See Index of Appendices]

### **Mandatory Reporting Requirement**

Mandatory reporting is governed by the procedure set forth in PC §11166.

In Los Angeles County, once a mandated reporter knows or reasonably suspects child abuse or neglect, the reporter must make a report immediately, or as soon as is practicably possible, by telephone to any police department, sheriff's department, or DCFS.

Notification to school district police or security department *does not* satisfy the reporting requirements of this statute.

A mandated reporter may choose to make this *immediate* telephonic report either to the DCFS Child Protection Hotline at (800) 540-4000 or directly to a police or sheriff's station. *Within 36 hours* after learning of the suspected abuse, the mandated reporter must send a written Suspected Child Abuse Report [SCAR, Form SS8572] to the agency where the report was made.<sup>5</sup> A mandated reporter must make a report, even if the child has died, whether or not the abuse contributed to the death, and even if suspected child abuse was discovered during an autopsy. {PC §11166(a)(2)} [See Index of Appendices]

Failure to report may result in criminal, civil and/or professional liability. Refer to the criminal liability section.

The absence of training does not excuse a mandated reporter from the duty to report. {PC §11166(e)}

### **Additional Reporting Requirements for Health Practitioners Only**

PC §11160 et seq. requires immediate mandatory reports by any health practitioner who, in his or her professional capacity or within the scope of his or her employment, provides medical services for a physical condition to a patient [victim] when the health practitioner knows or reasonably suspects

- the patient [victim] is suffering from any wound or other physical injury inflicted by his or her own act or by another with a firearm; or
- the patient (victim) is suffering from any wound or other physical injury which is the result of assaultive or abusive conduct.

For this section, *health practitioner* means any of the people listed in the mandatory reporting section, above, who are employed in a health facility, clinic, physician's offices, local or state public health department, or a clinic or other type of facility operated by a local or state public health department.

When a report is made pursuant to the Child Abuse and Neglect Reporting Act {PC §11164 et seq.}, a separate report is not required under this section. {PC §11162.7} The Health Insurance Portability and Accountability Act [HIPAA]

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<sup>5</sup> A medical professional who has performed a forensic examination for a sexual assault can submit the OES 925 or OES Form 930 in lieu of the SCAR form [Form SS8572] for reporting purposes only. {PC §13823.5(c)}



permits and California law requires disclosure of this medical information.

The reporter shall not inform the person suspected or accused of injuring the patient (victim), or that person's attorney, of the whereabouts of the patient. {PC §11163.2(b)}

Individuals who report pursuant to this section {PC §11160 et seq.} receive the same immunity and confidentiality protections as provided by the child abuse reporting statutes {PC § 11164 et seq.}.

### **Coroner's Report**

The duty to report is mandatory when there is a preliminary finding that the manner of death is homicide. The Chief Medical Examiner has discretion to report when the preliminary finding of the manner of death is undetermined. Additional investigation by law enforcement or DCFS may enable the Chief Medical Examiner/Coroner to reclassify the manner of death.

If the manner of death is found to be homicide following a final autopsy, a confirming report must be made to the Child Protection Hotline. Where the final result is undetermined but the Chief Medical Examiner/Coroner believes the death is potentially suspicious of abuse, the coroner has discretion to report this result.

### **What to Report -- Discretionary**

Any mandated reporter who knows or reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way may report the known or suspected instance of child abuse or neglect. {PC §11166.05}

When making a mandatory report under PC §11160 et seq., in domestic violence situations, even if the patient (victim) on whose behalf the report is made is not a child, the reporter is encouraged to list names of minor children in the home and to report to the Child Protection Hotline [CPH].

Another example of a discretionary report is an act of unlawful sexual intercourse, also called statutory rape, when the minor is over age 16 or the suspect is under age 21. Planned Parenthood Affiliates of California v. Van de Kamp (1986) 181 Cal.App.3d 245, 226 Cal.Rptr.361.

While the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse, such a pregnancy may require a referral to the CPH for an assessment of risk for abuse or neglect, especially if the mother is under age 14.

Additionally, any other person [non-mandated reporters] who has knowledge of or observes a child who he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect. {PC §11166(e)}

### **How To Make a Report**

A mandated reporter may choose to make the *immediate* telephonic report either to the county welfare agency at (800) 540-4000 or directly to a police or sheriff's station. {PC §11166.2} In Los Angeles County the designated county welfare department is DCFS.

During the initial contact with law enforcement or DCFS, the mandated reporter should obtain any available referral identification, "tag," department file, or reference number, the DCFS regional office where the case will be referred, and any appropriate phone numbers.

*Within 36 hours* after learning of the suspected abuse or neglect, the mandated reporter must send a written Suspected Child Abuse Report [SCAR, Form SS8572; see Index of Appendices] to the agency where the report was made. {PC §11162.2} If reported to DCFS, the written report can be done online approximately 30 minutes after the call at [www.dcfslacounty.gov](http://www.dcfslacounty.gov) in the "For Mandated Reporters Only" section.

There is no duty to report past incidents of child abuse when the victim has reached the age of 18. However, a reporter may, within his or her discretion, report incidents of past abuse that occurred before the child reached the age of 18. Such reports are encouraged, particularly when the abuser has current access to children. Reporters should be familiar with and abide by their professional confidentiality mandates governing adult patients or clients.

When the alleged perpetrator is not the parent, legal guardian, surrogate parent, or person in the home, DCFS will not respond. Therefore, the case may receive a more expedient response if the law enforcement agency is called directly instead of first calling DCFS.

Mandated reporters, especially from hospital SCAN teams, pediatric units and

emergency departments, are strongly encouraged, but not required, to report to both DCFS and law enforcement to ensure the most efficient response.

### **The Child's Disclosure**

The mandated reporter should not investigate or attempt to obtain a detailed or extensive history of abuse. The reporter should competently perform all duties required under any and all professional guidelines as to the child. Beyond that, the reporter should obtain only enough information to report a "reasonable suspicion" and does not need to provide proof.

The mandated reporter should provide a quiet, private place in which to listen to and document the child's disclosure, and

- communicate with the child in the language most comfortable to the child
- use interpreters, where appropriate
- use open-ended questions
- refrain from making promises to the child
- limit questions to those necessary to complete the required reporting form

Once a disclosure of abuse has been made, while the reporter may continue to provide reassurance to the child, further questions about the abuse should not be asked. If the child continues the disclosure without questioning, permit the child to do so and document all statements made by the child.

Mandated reporters are not required by law to disclose to the child's parent or guardian that they are making a suspected child abuse or neglect report. Disclosure to a parent sometimes interferes with the fact-finding process, compromises the investigation, or endangers the child. If the abuse is familial, the child could be subject to undue influence by the abuser or by another person. An assessment of the risk associated with disclosing the report must be done on a case-by-case basis. Therefore, the reporter is encouraged to defer notification to the child's parent or guardian until DCFS or law enforcement arrives.

The school-based, mandated reporter is not to notify the parent, guardian, or alleged perpetrator when circumstances indicate possible child abuse or a report of suspected child abuse is made. The safety of the child is the primary concern. In rare instances, it is the parent who discloses possible abuse. When a parental disclosure occurs within the context of clinical family services provided on

campus, the decision to inform the parent that a report will be made rests with the licensed professional. Should the professional elect to inform the parent that a report will be made, the professional should document the rationale for this decision in the client record.

### **Communication**

In some cases, the continuity of existing services or care may require close communication among the investigator, the CSW, and the mandated reporter. In other cases, the mandated reporter may become aware of additional information or the need for services for the child and should communicate that information to the investigator and the CSW. The reporter should record the investigator's contact information next to the SCAR number and keep that information for future reference in the event that follow-up communication is necessary.

The investigative agency, upon completion of the investigation, or after there has been a final disposition in the matter, *shall* inform the reporter of the final results of the investigation and any action the agency is taking with regard to the child or family. {PC §11170(b)(2)}

In addition, the investigative agency shall forward to the Department of Justice [DOJ] a written report of every case it investigates of known or suspected child abuse or neglect which is determined not be unfounded, other than cases of general neglect. Before forwarding this report, the agency must conduct an active investigation to determine that the report is not unfounded. If a report previously filed with DOJ subsequently proves to be unfounded, the agency shall notify DOJ in writing of that fact. The written report shall be submitted on a Child Abuse Investigation Report [Form SS8583]. The SCAR [Form SS8572] shall not be submitted for this report. {PC §11169(a)}

At the same time that the investigative agency forwards the Child Abuse Investigation Report to DOJ, the agency shall also notify the suspect in writing that he or she has been reported to the Child Abuse Central Index [CACI]. {PC §11169(b)}.

Agencies shall retain child abuse or neglect investigation reports which result in a Child Abuse Investigation Report to DOJ for at least as long as that information is required to be maintained on CACI. {PC §11169(c)}.

### **Confidentiality** {PC §§11167, 11167.5}

The mandatory reports of child abuse or neglect shall be confidential. Reports

may only be disclosed as provided in PC §11167.5(b), which limits disclosure to agencies or persons including, but not limited to

- DCFS
- law enforcement
- counsel representing a child protective agency
- the prosecutor in a criminal prosecution
- attorneys representing the child
- county counsel
- licensing agencies when abuse is in out-of-home care

None of the professionals who receive reports of child abuse or investigate child abuse may disclose the identity of the reporter, except to authorized personnel, without consent of the reporter or by court order. {PC §11167(d)(2)}

Failure to maintain confidentiality as mandated by law can result in criminal liability. Refer to the criminal liability section below.

### **Immunity**

Mandated reporters are immune from civil or criminal liability for any report required or authorized by the code. All other reporters are immune from civil or criminal liability unless the report was made with reckless disregard for the truth or falsity of the report and the person who reported knew of the reckless disregard. If a reporter is sued, he or she may submit a claim to the State Board of Control for reasonable attorneys' fees and costs. {PC §11172}

The immunity provisions of PC §11172 shall not apply to the submission of a Child Abuse Investigation Report by an investigative agency to DOJ. However, all other immunity provisions available under state or federal law remain unaltered. {PC §11169(d)}

### **Criminal Liability**

Failure to make a mandatory report {PC §11166(b)(2)} and failure to maintain confidentiality of the identity of a reporter {PC §11167.5(a)} are both misdemeanors and are punishable by six months in jail and/or a fine.

## **Internal Agency Procedures for Suspected Child Abuse Reporting**

Agencies should develop, consistent with the mandatory reporting laws, their own internal procedures for handling suspected child abuse reports. Updated copies of the procedures should be reviewed and revised and made available to all mandated reporters within the agency. In order to avoid confusion of responsibility, internal agency procedures should clarify who is responsible for making the report if there are multiple mandated reporters.

When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. {PC §11166(f)}

The mandated reporter is encouraged to confirm that the team member designated to make the report has in fact made the report.

The reporting duties under this section are individual and no supervisor or administrator may impede or inhibit the reporting duties. No person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article. The internal procedures shall not require any employee required to make reports to disclose his or her identity to the employer. {PC §11166(g)(1) and (2)}

## **Removal of Children from School**

While a school official usually has a duty to inform the child's parent or guardian of the removal of a child from the school, Educ C §48906 states that in cases of suspected child abuse, the school officials are *not* to inform the parents. Instead, the school official shall provide the law enforcement officer with the address and telephone number of the child's parent or guardian.

## **Cross-Reporting Requirement**

Mandatory cross reporting is governed by PC §11166(h) and (i).

Each agency that responds to a report of child abuse or neglect has different responsibilities to carry out. No single agency can address every aspect of the

child's situation. In most circumstances, time is of the essence to protect the child and to preserve evidence. Therefore, a prompt response to the report and a prompt cross report to other agencies are essential for effective investigation and case management. The mandatory reporting statutes require cross reports within specific time periods.

If DCFS receives a report of child abuse or neglect it must cross report to the appropriate law enforcement agency in the jurisdiction where the suspected abuse or neglect occurred. If law enforcement receives the report of child abuse or neglect, it must cross report to DCFS. Both agencies must cross report to the District Attorney. {PC §11166(h) and (i)} In jurisdictions that have a city prosecutor who prosecutes misdemeanors, DCFS and the appropriate law enforcement agency should cross report to the city prosecutor as well as the District Attorney unless the city prosecutor abdicates, in writing, the cross reporting receipt responsibility to the District Attorney.

In April of 2009, the first phase of the electronic Suspected Child Abuse Reports (eSCARs) program began. All Los Angeles County Sheriff's stations, law enforcement agencies outside of Los Angeles County, and the Los Angeles District Attorney's Office receive immediate electronic notification of reports of suspected child abuse from the DCFS Child Protection Hotline. The second phase of this web-based system will be extended to independent law enforcement agencies, LAPD and the Los Angeles City Attorney's Office sometime in 2010. The eSCARs facilitate a timely response to sensitive cases, consolidate reports from multiple mandated reporters, provide case tracking, expedite criminal investigation and enhance prosecution.

According to PC §11165.9, whenever DCFS or law enforcement receives a report of suspected abuse or neglect, even if the agency receiving the report lacks jurisdiction to investigate the case, that agency shall accept the report, whether offered by a mandated reporter or another person or agency, unless the call can be immediately electronically transferred to the proper agency. The agency receiving the report shall immediately refer the case by telephone, fax, or electronic transmission to an agency with proper jurisdiction.

If the reported abuse or neglect occurs while the child is being cared for in a child day care facility, involves a child-day-care-licensed staff person, occurs while the child is under the supervision of a community care facility, or involves a community care facility licensee or staff person, law enforcement and DCFS are required to make additional reports to the appropriate licensing agency [as defined in PC §11165.11]. These additional reports shall be made immediately or as soon as practically possible by telephone, fax, or electronic transmission. A written report shall be sent, faxed, or electronically transmitted within 36 hours. Law enforcement and DCFS shall send the licensing agency a copy of investigation reports and any other pertinent materials. {PC §11166.2}

Law enforcement and DCFS shall cross report all cases of child death suspected to be related to child abuse or neglect whether or not the deceased child has any known surviving siblings. {PC §11166.9(k)}

DCFS shall create a record in the Child Welfare Services/Case Management System [CWS/CMS] on all cases of child death suspected to be related to child abuse or neglect, whether or not the deceased child has any known surviving siblings. Upon notification that the death was determined not to be related to child abuse or neglect, DCFS shall enter that information into CWS/CMS. {PC §11166.9(l)}

### **Supplemental Cross Report**

It is the intent of the Legislature that law enforcement and DCFS continue to communicate information learned about subsequent incidents or further disclosures of suspected abuse or neglect. {PC §11166.3}

All subsequent incidents of suspected abuse or neglect shall be cross reported to law enforcement, DCFS, and the District Attorney. Additional disclosures of already-cross-reported information should be discussed among the professionals assigned to the case in the various agencies.

### **How to Make a Cross Report**

In Los Angeles County the designated county welfare agency is DCFS.

Cross reporting is a two-step process.

- Cross report immediately, or as soon as practically possible, to the appropriate agencies in accordance with PC §11166(h) and (i).
- Follow up with a written cross report within 36 hours to any agency to which an immediate report was required by PC §11166(h) or (i). The cross reporter may use the Child Abuse Investigation Report [Form SS8583] or the SCAR [Form SS8572] to make the written cross report or use the online system at [www.dcfs.lacounty.gov](http://www.dcfs.lacounty.gov) [See Index of Appendices.]

### **Suggestions to Ensure Appropriate Response to the Initial Report**

All agencies that receive cross reports should immediately or as soon as



practically possible review the reports and respond appropriately.

The CSW should distinguish between making a cross report to law enforcement and actually calling for a law enforcement unit to respond. In addition to making a cross report, the CSW should request that a law enforcement unit respond if the situation warrants an emergent law enforcement response and/or the CSW believes that a crime has occurred.

The law enforcement officer reviewing the cross report from DCFS must determine whether the situation warrants an immediate response. In addition to making its own cross report to DCFS, law enforcement should request that a CSW respond if investigating an incident with potential placement issues.

### **Mandated Reporter Training**

At the time of initial employment, employers shall notify new employees who are mandated reporters that they are mandated reporters, informing them of the duty to report and providing them with copies of PC §§ 11165.7 and 11166. The employee shall sign a form acknowledging this duty and agreeing to comply. {PC §11166.5} The absence of training shall not excuse a mandated reporter from the duty to report. {PC §11165.7(e)}

In addition, employers should provide information on the recognition of signs of suspected child abuse, mandatory reporting laws, and their internal agency reporting procedures. Mandatory reporting law training should be repeated periodically.

Agencies that are unable to provide required training should contact appropriate regional resources for assistance in developing and implementing a training program. The training should be comprehensive and cover all aspects of the mandatory reporting law, the agency's internal policies and procedures for reporting incidents of suspected child abuse, and communication with the investigative agencies that handle the child abuse investigation.

The Department of Children and Family Services [DCFS], Training Division, provides training on mandated reporting to both public and private agencies.

The Los Angeles County Department of Mental Health [DMH] Training Division is also a valuable resource and should be used for training on the signs of suspected child abuse and reporting requirements. In addition, the Los Angeles County Office of Education [LACOE] is a valuable resource for training educators about the signs of suspected child abuse and reporting requirements.

Print

**SUSPECTED CHILD ABUSE REPORT**

Reset Form

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

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

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

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

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

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

# **La Canada USD**

## **Board Policy**

### **Child Abuse Reporting Procedures**

**BP 5141.4**  
**Students**

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.41 - Child Abuse Prevention Program)

The Superintendent or designee shall establish procedures and regulations for use by employees in identifying and reporting child abuse.

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

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

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

Legal Reference:  
EDUCATION CODE  
33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect  
48906 Notification when student released to peace officer  
48987 Dissemination of reporting guidelines to parents

#### PENAL CODE

152.3 Duty to report murder, rape or lewd or lascivious act  
273a Willful cruelty or unjustifiable punishment of child; endangering life or health  
288 Definition of lewd or lascivious act requiring reporting  
11164-11174.3 Child Abuse and Neglect Reporting Act

#### WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

#### CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

#### Management Resources:

#### CDE LEGAL ADVISORIES

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

#### WEB SITES

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

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

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

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

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

#### Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

# **La Canada USD**

## **Administrative Regulation**

### **Child Abuse Reporting Procedures**

AR 5141.4  
**Students**

#### **Duty to Report**

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

#### **Definitions**

Child Abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1)
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 1165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the students (Education Code 49001)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated Reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district policy or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable Suspicion means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

#### Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency designated below. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

#### Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### Reporting Procedures

To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

Department of Children and Family Services  
3075 Wilshire Blvd., 5th Floor  
Los Angeles, CA 90010  
(800) 540-4000

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

1. The name of the person making the report.
2. The name of the child.
3. The present location of the child.
4. The nature and extent of any injury.
5. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

1. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated person
2. The child's name and address, present location and, where applicable, school, grade and class
3. The names, addresses and telephone numbers of the child's parents/guardian
4. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
5. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

Mandated reporters may obtain copies of the above form either from the district or the local child protective agency.

Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Legal Responsibility and Liability



1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

#### Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

(cf. 5145.11 - Questioning and Apprehension)

#### Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulations that describes how to report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures".

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.3 - Uniform Complaint Procedures)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a) (viii) (C).

Pending the outcome of an investigation by a child protective agency and before formal charges are filed, the employee may be subject to reassignment or a paid leave of absence.

Upon filing formal charges or upon conviction, the district may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action (Certificated))

(cf. 4218 - Suspension/Disciplinary Action (Classified))

## Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166 and of their confidential rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166 and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other

person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172).

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)

3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

AdministrativeLA CANADA UNIFIED SCHOOL DISTRICT  
approval: August 2008 La Canada Flintridge, California

# *Disaster Procedure, Routine & Emergency*

## *Section 5*

**County of Los Angeles Fire Department**  
**Official Inspection Report**  
 Fire Prevention Division

School – Institutions Unit  
 Phone (818) 362-5472 Fax (818) 833-6645

**MONTHLY FIRE/EARTHQUAKE DRILL REPORT**

**Fire Drills:**

Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level. Title 19 section 3.13.

Records of fire drills shall be maintained on the premises for review by the fire department. Records shall include the date and time of each drill, the person conducting the drill, and other information relative to the drill. In group E occupancies, the records shall include the time required to evacuate the buildings. 1998 Title 24 CFC 1303.6.4.

Exterior assembly areas shall be designated and shall be located away from the building being evacuated and so as to avoid interferences with fire department operations. Exterior assembly areas shall be arranged to keep each evacuated class or group separated to provide accountability of all individuals involved in the drill. 1998 Title 24 CFC 1303.3.3.1.

Facility Name and Address: La Canada High School, 4463 Oak Grove Drive, La Canada, California, 91011

**2015-2016 School Year**

Month	Date	Time	Evacuation Time	# Persons evacuated	Responsible Party
January					
February					
March					
April					
May					
June					
July					
August	8/25/15	8:35am	25 minutes	2225	Cartnal
September					
October	10/5/15	2:28pm	20 minutes	2225	Kalb/Cartnal
	10/15/15	10:16am	49 minutes	2225	Cartnal
	10/29/15	8:12am	25 minutes	2225	Hazlett/Gold
November					
December					

REMARKS:

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Instructions:

1. All personnel and visitors shall leave the building regardless of their activities.
2. There shall be no talking, running, or pushing during the fire drill.
3. All children and personnel shall stop working immediately and evacuate.
4. Children should not take any books with them during the fire drill.
5. The last person out of the room should be certain the door is closed.
6. The teacher should pick up the class attendance roster, then proceed to evacuate.
7. The teacher shall remain with their class during the drill and take roll when in a safe area.
8. All lavatories, workrooms, libraries, etc, shall be searched to be sure all are out safely.

**County of Los Angeles Fire Department**  
**Official Inspection Report**  
Fire Prevention Division

School – Institutions Unit  
Phone (818) 362-5472 Fax (818) 833-6645

**MONTHLY FIRE/EARTHQUAKE DRILL REPORT**

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Facility Name and Address: La Canada High School, 4463 Oak Grove Drive, La Canada, California, 91011

**2014-2015 School Year**

Month	Date	Time	Evacuation Time	# Persons evacuated	Responsible Party
January					
February					
March					
April					
May					
June					
July					
August					
September					
October	10/6/14	8:53am	19 minutes	2253	James Carnal
	10/16/14	10:16am	1:01:13	2253	James Carnal
November	11/14/14	12:08pm	25 minutes	2253	James Carnal
December	12/2/14	11:31am	18 minutes	2253	James Carnal
	12/4/14	12:35pm	25 minutes	2253	James Carnal

REMARKS:

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Instructions:

1. All personnel and visitors shall leave the building regardless of their activities.
2. There shall be no talking, running, or pushing during the fire drill.
3. All children and personnel shall stop working immediately and evacuate.
4. Children should not take any books with them during the fire drill.
5. The last person out of the room should be certain the door is closed.
6. The teacher should pick up the class attendance roster, then proceed to evacuate.
7. The teacher shall remain with their class during the drill and take roll when in a safe area.
8. All lavatories, workrooms, libraries, etc, shall be searched to be sure all are out safely.

# **LA CAÑADA UNIFIED SCHOOL DISTRICT**

## **DISASTER PREPAREDNESS PLAN**

The objective of the La Cañada Unified School District Disaster Preparedness Plan is to provide maximum care and safety for students and staff and to protect building and equipment in the event of a disaster. All staff members are expected to be thoroughly familiar with all phases of the disaster preparedness plan and to explain the procedures to all of their students.

### **GENERAL GUIDELINES FOR ALL EMERGENCIES AND DRILLS**

Any staff member who is away from his/her position will immediately proceed to the Emergency Assembly Area (**football field**)[EAA]. In the event of an emergency, students should be evacuated to the Emergency Assembly Area [EAA] in an orderly manner with no talking and no running, lining up on the football field in your assigned position. Upon hearing the alarm to evacuate, the teacher or assigned staff member will ask students to quietly wait outside of the classroom, while the teacher secures the room and ascertains the extent of injuries. The teacher or assigned staff member shall lead the class to the EAA following the assigned evacuation route described on the attached evacuation plan. Upon evacuation of the classroom, close the door leaving it unlocked. If the room is cleared of all students, affix the green card (green side facing out or up) to the outside of the classroom door. If the room is NOT cleared, affix the red card (red side facing out or up) to the outside of the classroom door.

Upon evacuation, teachers should take their roll book, the emergency clipboard in each room that includes updated attendance sheets, and the first aid kit as necessary. At the EAA, roll should be taken using the Emergency Disaster Attendance Form (found on your clipboard). More Emergency Disaster Attendance Forms can be obtained from the Emergency Operations Center (EOC). Complete the Emergency Disaster Attendance Forms, identifying students as present, previously marked absent, or missing. These will be collected from you by a volunteer, unless otherwise directed.

Teachers should make sure that disabled students are assisted. Teachers should discuss with their students that any student in the bathrooms or otherwise out of the classroom should join the nearest class group exiting the building; proceed to the EAA, then with permission of those in charge, join their own class or group by reporting to the classroom's assigned position on the EAA. If an evacuation occurs before school, at break, at lunch, or during a passing period, students must proceed to the EAA and line-up with the student's 2<sup>nd</sup> period class.

Each class must remain in its assigned location with the teachers supervising and reassuring the students throughout the duration of the emergency. If the Emergency Operation Center (EOC) determines it to be safe to re-enter the buildings a specific ALL CLEAR signal (one (1) continuous 30 second bell) is sounded. Students and teachers shall return following the same rules as for leaving the building (no talking, running, etc.). If the emergency lasts past the regular school hours or buildings are not safe to return to, the EOC may direct that students will be released to parents, guardians, or other persons specified in the Emergency card. The procedure is as follows: The person named on the students Emergency Card or Emergency Disaster Information Card may assume the responsibility for a student by signing the Emergency Disaster Release Card for each student they take into their custody. Release cards are at the communication gate. Eighteen year old or over students may leave upon signing out at the reunion gate. Teachers will remain with students until released.

During a disaster all employees are to remain at school until released by the principal/designee. During the hours of the work day, any staff member that is not at a school site during an emergency should make every effort to return to their site and report in at the EOC. If any staff member is at another school site they should evacuate as outlined and report to that site's EOC. The EOC should then attempt to notify the staff member's site of their whereabouts. Such staff members may then be assigned a task or be ordered to return to their site whichever is mutually agreed upon by the sites. D.O. staff will report to PCR and Maintenance staff will report to the nearest school for assignments. Maintenance office staff should coordinate with Foothills School staff.

## **DISASTER DURING SCHOOL HOURS**

### **EVACUATION SIGNAL**

The pattern of bells for an evacuation is the Fire Alarm bell cadence, which is 3 short rings followed by a pause, repeatedly until the alarm is silenced.

### **FIRE**

Upon hearing the evacuation signal, teachers are to evacuate their class to the EAA according to the evacuation route for their classroom. Be prepared to take an alternate route if blocked.

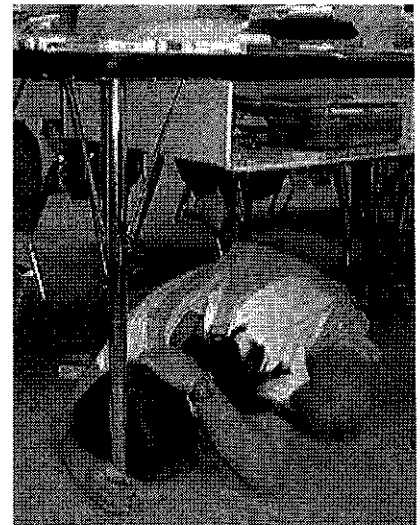
### **POWER FAILURE**

During a power failure teachers are to remain in their classrooms with their students. Flashlights will be stored for each classroom in the classroom's emergency kit, which will be accessible to the teachers and in a location where it can be located in the dark and by substitute teachers. Teachers are not to move their class without clearing with the principal first.

### **EARTHQUAKE**

Upon feeling a tremor, or hearing an earthquake drill announcement via intercom or bells, the following steps will be taken:

1. Drop, Cover, and Hold; Students in the classroom or other rooms shall take cover under desks or tables holding on to furniture with one hand and covering their head and neck with the other (see picture below), or sit or stand against an inside wall or in an inside doorway. Students should stay away from windows and outside doors. Students on the school grounds should move away from the buildings and electrical wiring, gas and water mains and drop and cover with their hands over their head. Students in the halls should drop and cover near an inner wall with their hands over their head.
2. When the initial shock has subsided, the evacuation signal will be given, if operable. Students will be evacuated to the EAA and follow previously outlined procedures for roll, etc. If there is no signal, it is assumed that the individual teacher will use his/her own judgment to evacuate the room in a safe manner remembering to take the emergency clipboard with him/her.



### **TERRORIST/GUNMAN**

Upon hearing gun shots, students and staff should stay inside the classroom/building, lock doors and wait until an administrator verbally gives the all clear signal. If outside, students and staff should drop to the ground and stay still. When safe, get to the nearest cover preferably inside a building. The alert signal to be used is **"This is a Lockdown, I repeat, this is a Lockdown."**

### **TOXIC SPILL**

In the event of a toxic spill, students and staff should stay in their classroom until notified to move. If outside, students and staff should report to the closest classroom and quietly remain in that class until notified to move. In the event of the release of airborne toxins, staff should go indoors, turn off all air exchange units, close windows and doors, and use cloth or other available material, to block any cracks around windows or doors.



## **DISASTER OUTSIDE OF SCHOOL HOURS**

All employees and parents should listen to the radio (KFI 640 AM, KNX 1070 AM, KFWB 980 AM, KABC 790 AM) for information regarding school opening or closing in the District. All schools will be considered OPEN unless it is specifically announced that they are closed. All staff is required to report to work as normal unless officially notified via phone tree and remain until released by the EOC.

Students walking to and from school should proceed to school or return to school and assemble at the EAA and line-up in their 2<sup>nd</sup> period class.

## **EMERGENCY TASK GROUP ORGANIZATION AND DUTIES**

### **All staff in all groups will:**

1. Duck, Cover, and Hold
2. Evacuate by leading students to the EAA via the safest and most direct route
3. Assemble students on the field
4. Account for all students and complete the Emergency Attendance Form and ensure that it is given to the EOC.
5. Hand over supervision of students to another adult
6. Report to the Emergency Operations Center
7. Then perform the duties assigned as outlined in the following pages

**Emergency Operations Center [EOC]** – The EOC is located on the home side of the football field close to Disaster Safety Bin (DSB), located near the southwest corner of the field.

Personnel	What they do	Equipment needed
9-12 Principal or admin. designee	<ol style="list-style-type: none"> <li>1. Implements and coordinates the EOC.</li> <li>2. Prepares reports for Superintendent.</li> <li>3. Controls internal &amp; external communications.</li> </ol>	bullhorn, HT, cell-phone
Secretary/Office Aide	<ol style="list-style-type: none"> <li>1. Assists EOC leader in duties as assigned.</li> <li>2. Accounts for classified and certificated staff</li> <li>3. Collects Emergency Disaster Attendance Forms</li> </ol>	Classified staff rosters Certificated staff rosters Pens/highlighters
Administration – Assis. Principal – Discipline and Athletics	<ol style="list-style-type: none"> <li>1. Accounts for the presence of all students &amp; staff.</li> <li>2. Assigns student runners to collect Emergency Disaster Attendance Forms</li> <li>3. Ensures safety of students on field.</li> <li>4. Communicates with 9-12 principal student and staff needs.</li> <li>5. Assigns extra personnel to appropriate duties.</li> </ol>	homeroom rosters, teacher list, disaster attendance form, map
Administration – Assis. Principal Curriculum and Instruction	<ol style="list-style-type: none"> <li>1. Unlocks Disaster Safety Bin</li> <li>2. Distributes equipment to Search and Rescue Teams</li> <li>3. Communicates with Search and Rescue Teams</li> <li>4. Communicates and reports to 9-12 Principal</li> <li>5. Assigns extra personnel to appropriate duties.</li> </ol>	Keys, HT, bullhorn, cell-phone Contents of DSB.

**Equipment/Supplies needed for the EOC(some items may be in the DSB):**

bullhorn, 2 - Handheld Transmitter(HT), 1 - cell-phone, homeroom rosters, teacher list, disaster attendance form, and map showing location of each teacher station at EAA(should be in the DSB)

**First Aid Center** – Adjacent to EOC.

(See Appendix FAC)

<u>Personnel</u>	<u>What they do</u>	<u>Equipment needed</u>
Health Clerk At least (3) Certificated staff members, support staff	1. Administers first aid and records information on extent of injuries and treatment administered. 2. Determines need for medical assistance. 3. Creates triage area under south side of home football stands	First Aid supplies from DSB
Dispatch teams to retrieve injured, (2) adults per team	1. Get location from FAC leader. 2. Go to location and bring injured back to FAC.	First Aid supplies from DSB, stretcher
<b><u>Equipment/Supplies needed for the First Aid Center(some items may be in the DSB):</u></b> Stretcher, blankets, wheelchair and first aid supplies.		

**Search & Rescue Teams** - Report to the EOC then obtain equipment, search maps, and information from DSB.  
(See Appendix ST)

Teams must work together, proceed in an orderly and pre-established sweep pattern, checking each classroom, storage room, restroom, etc. visually, vocally and physically. The teams must take special notice of any **Red Card** on the door. Report the location of all injured students and staff to the Emergency Operation Center (EOC) who will alert the First Aid Center. After a room has been determined to be clear, the team will clip, tape, or attach the Green Card to the door indicating the room has been swept and is clear. Teams will communicate with the Search and Rescue Center to confirm the existence and location of fire. Teams will note injured students and staff members, rescues students and staff if possible, use appropriate fire control equipment, secures area, and report back to Search and Rescue Center after the sweep is complete.

**Equipment/Supplies needed for the Search and Rescue Teams (in the DSB):**

The following necessary equipment will be checked out to each team by either an administrator, campus security officer, or administrative designee: master keys, flashlights, chalk, hard hats, rope or cord. This necessary equipment is found in the individual duffel bags for each team.

**Campus Security** – EOC.

(See Appendix CS)

<u>Personnel</u>	<u>What they do</u>	<u>Equipment needed</u>
7/8, 9-12 Psychologist Speech [2] Full	1. Stationed at main entrances to campus to refer parents to Communications Gate and EAA. 2. Route rescue ambulance and police to area of	Master keys, signs to post

- Time Aides need.
3. Locks all external gates as directed.

Campus Security Aide

Equipment/Supplies needed for Campus Security (some items may be in the DSB) – Master keys, signs to post.

**Damage Control/Prevention** – Billy Crye, Lena from Cafeteria, Carlos Hernandez, Carlos Martinez, Mark Siebert.  
(See Appendix DC)

<u>Personnel</u>	<u>What they do</u>	<u>Equipment needed</u>
Custodian Cafe Manager Campus Security Aide	<ol style="list-style-type: none"> <li>1. Turn off gas, electric supplies, and/or central ventilation system if directed by EOC, and check utilities.</li> <li>2. Take appropriate action to minimize damage to school site.</li> <li>3. Survey and report to EOC the extent of damage to school site.</li> </ol>	Flashlight, Master keys
<u>Equipment/Supplies needed for Damage Control/Prevention(some items may be in the DSB):</u>		
Flashlight, master keys, equipment to shut off utilities, and any other supplies needed should be placed in the DSB.		

**Student Leadership Group** - Report to the EOC for assignment after teacher has taken roll.

<u>Personnel</u>	<u>What they do</u>	<u>Equipment needed</u>
Students	<p>Highly responsible and mature students can possibly assist as messengers:</p> <ol style="list-style-type: none"> <li>1. Attendance procedures at EAA</li> <li>2. Act as runners for student reuniting.</li> <li>3. In any location or responsibility where the EOC staff feels their services are appropriate.</li> </ol>	none
<u>Equipment/Supplies needed for Damage Control/Prevention(some items may be in the DSB):</u>		
None		

Anyone unassigned in any group should report to the EOC. This includes all staff, parents, volunteers, visitors, and staff from other sites on campus.

**Parental Communication** – South gate entrance to main field.  
(See Appendix COM)

<u>Personnel</u>	<u>What they do</u>	<u>Equipment needed</u>
Com. Gate 7/8 Principal Directs Operations	<p>Immediately begins the process of reuniting students with their parents or guardians by referring to:</p> <ol style="list-style-type: none"> <li>a) Emergency Form</li> <li>b) Homeroom Rosters</li> <li>c) Emergency Disaster Information Card</li> <li>d)</li> </ol>	Emergency Cards, Homeroom rosters, Emergency Disaster Information Card, Emergency/Disaster Student Release Card

4-6 Teachers	Emergency/Disaster student release card.	Alphabetical sibling list, 7/8 & 9-12 Locator Book
	<ol style="list-style-type: none"> <li>1. Have the parent or the person named on the Emergency Card or the Emergency Disaster Information Card complete the Disaster Release Card.</li> <li>2. Write their name next to the students name on the alphabetical sibling list. (7-12 use the locator book to locate which line student(s) are in.</li> <li>3. After EOC has directed, dispatch student runners to escort students to the reunion gate with the release card.</li> </ol>	
<u>Reunion Gate</u> At Least [3] Teachers, classified staff and/or Full Time Aides	<ol style="list-style-type: none"> <li>1. Obtain release card from student runner.</li> <li>2. Confirm that student recognizes the requesting individual(s) and feels secure in custody.</li> <li>3. Ensure that all records are kept on students leaving campus.</li> <li>4. Remove name tag from student being released and place on release card.</li> </ol>	Box to put completed students release cards in.
<u>Equipment/Supplies needed for Parental Communication(some items may be in the DSB):</u> Emergency Cards, Homeroom rosters, Emergency Disaster Information Card, Emergency/Disaster Student Release Card, and box for release cards.		

## **High School EOC - Home bleachers of the football stadium**

### **EMERGENCY OPERATIONS CENTER**

**Location:** Near 50 yard line of the home side of the football field/EAA

**Function:** Coordinates Emergency Operations.

**Staff:** 9-12 Principal – All team leaders will report to this person. (Ian McFeat)

Claudia Alequin      Beth Waas

9-12 Principal controls communications with three other administrators: Search and Rescue, EAA, and the Reunion Gate. Claudia to assist.

- Receives reports from each administrator.
- Communicates emergency needs of school with police and fire emergency services
- Communicates emergency needs and status updates with school district officials

### **EMERGENCY ASSEMBLY AREA**

**Location:** On the football field – Teachers to line up per classroom assignments – see attached.

**Function:** Oversees the football field and secures the safety of all the students

- Staff: 9-12 Assistant Principal for Discipline and Student Activities (Mary Hazlett)  
Denise Norman Laura Hicklin Irma Torres 7-12 Teachers
- Assistant Principal will oversee the operation of EAA.
  - AP will organize and send student runners around to pick up Emergency Disaster Attendance forms.
  - Completed Emergency Disaster Attendance Forms will be given to Laura and Frinna.
  - Emergency Disaster Attendance forms that indicate injured students will be handed to Irma and she will compile a list to hand to the Search and Rescue Team center.
  - Irma Torres will check in all classified staff plus counselors.
  - Frinna and Laura will account for classified staff by processing all Emergency Disaster Attendance forms.
  - Report any missing students to the Search and Rescue Coordination Center
  - 7-12 teachers are to complete Emergency Disaster Attendance form and hand it to the student runner who will return it to the EOC.

### **DISASTER BIN SET UP AND SEARCH AND RESCUE TEAM COORDINATION**

- Location: Located on the southwest corner of field, home side, approaching the baseball field
- Function: Opens Disaster Bin and equips Search and Rescue Team. Monitors Search and Rescue efforts.
- Staff: 9-12 Assistant Principal for Curriculum and Instruction. (Jim Cartnal)

Christine Connolly	Melissa Kukta	Greg Jackson
Irma Torres	Laura Hicklin	Tanya Wilson

- AP (Jim), with assistance of others, unlocks DSB and begins to set up Search and Rescue Coordination Center. Distributes keys, HT radios, flashlights, tape, and Search and Rescue routes to teams.
- Christine and Laura to support Search and Rescue teams by maintaining radio contact, taking injury reports.
- Irma and Joy can support Christine and Laura.
- Ruben and Joy assists AP in distribution of Search and Rescue equipment. When completed with Search and Rescue operation, Ruben and Joy will join the team at the Reunion gate.
- Tanya to assists in coordination and joins Search and Rescue efforts as needed.
- Search and Rescue teams are to follow prearranged search plan explained on each team's route.

- Equipment: Bullhorn, Handheld Transmitter, cell-phone, search and rescue clipboards with search requirement sheet.

### **GATE TEAM**

- Function: Open gates to the football field for the school.
- Staff: Day Custodian  
Dan Yoder or Debi Hayos or closest available P.E. staff person.
- Assignments: Day custodian opens concession stand gates.  
Dan Yoder or Debi Hayos opens the gate at the south end of the field.  
**Check for down wires touching the fences prior to opening the gates.**
- Equipment: Keys to the gates.

## PARENTAL COMMUNICATION/REUNION TEAM

**Function:** Organizes student release area.

<b>Staff:</b>	Jarrett Gold	Anait Aydinian	Joan Park Smith	Allison Dalbeck
	Megan Thomas	Christine Connelly	Grace Lee	Shannon Brascia
	Laura Hicklin	Rachel Zooi	Virginia Gurrola	Kandy Basmajian
	Ana Berver	Irene Yu	Kim Lauxen	Jim Carnal

**Assignments:** 7-8 principal supervises the release of students and directs staff in reunion of families.  
Set up process of reuniting students with parents or guardians at appropriate gate by referring to the Emergency form and Class enrollment sheets.  
Have parents sign release form at Reunion Gate.  
Dispatch ASB student messengers to secure students and bring to release gate.  
Ensure that all records are kept on students leaving campus.

**Equipment:** Student rosters, teacher lists, disaster attendance forms, map of teacher locations.

## FIRST AID TEAMM

**Function:** Organizes emergency first aid station.

<b>Staff:</b>	<b>Alice Hastings</b>	Alex Valadez
	<b>Chris Henry</b>	Paul Kim
	Chris Roberts	Susan Maljian
	Ryan Hainey	<b>Other available staff</b>

**Assignments:** Alice and team reports to the south goal post with first aid equipment that is stored in the Disaster Bin. Administers first aid, records information on extent of injuries and establish triage areas, coded green, yellow, blue, and black areas. Triage area will be assembled under the South side of the home stands. Staff determines the need for medical assistance.  
Chris and counselors to assist Alice in bringing medical carts to the field.

**Equipment:** First aid supplies, stretchers, blankets, wheelchair. Some equipment from DSB, some from health office.

## SEARCH AND RESCUE TEAMS

**Function:** Report to the football field first. Check the buildings to verify they have been cleared at the direction of the EOC. Conducts search and rescue operations for missing persons.

**Staff:**

- Team 1: Mike Gilliland, Justin Eick, Christine Werner, KC Mathews
- Team 2: Tracey Calhoun/Ben Powers, Sarah Beattie, Cole Spitler, Gavin Williams
- Team 3: Mark Ewoldsen, Tom Traeger, Sean Mispagel, Bob Huson
- Team 4: Sam Picture, Andy DiConti, Christine Wolfe, Paul Kim
- Team 5: Mike Kauffman, Bob Phillips, Steve Zimmerman, Brent Beaty
- Team 6: Dennis Ballard, Anthony Carruthers, Dan Yoder, Brandon Carroll

**Assignments:**

Team 1:	First floor, A and B buildings 100-115, including A building offices and room 200.
Team 2:	Second floor A and B buildings 201-225
Team 3:	Third floor A and B buildings, room 301-320, including East and West balconies
Team 4:	IRC (all rooms), textbook room, staff lounge, kitchen, Std. store, rooms 601-609, 620
Team 5:	700 building all floors stairwells, bathrooms, and corridors. 711-715, 721-725, 731-735

Team 6: North Gym and locker rooms, South Gym and locker room, MPR, 519, weight rooms.

Teams must work together, proceed in an orderly and pre-established sweep pattern, checking each classroom, storage room, restroom, etc. visually, vocally and physically. The teams must take special notice of any **Red Card** on the door. Report the location of all injured students and staff to the Emergency Operation Center (EOC) who will alert the First Aid Center. After a room has been determined to be clear, the team will clip, tape, or attach the Green Card to the door indicating the room has been swept and is clear. Teams will communicate with the Search and Rescue Center to confirm the existence and location of fire. Teams will note injured students and staff members, rescues students and staff if possible, use appropriate fire control equipment, secures area, and report back to Search and Rescue Center after the sweep is complete.

Equipment: Master keys, flashlights, chalk, hard hats, rope or cord, At least one of each item in individual duffel bags for each of them. Handheld transmitter.

#### **LEADERSHIP STUDENTS SUPPORT TEAM**

Function: Support staff in assigned duties.

Staff: Bill Lively ASB Officers

Assignments: Report to the EOC after attendance is taken in assembly area.  
Act as messengers, Support services counselors, Peer counseling services.

#### **PSYCHOLOGICAL SUPPORT SERVICES**

Function: Assist in the ease of physiological stress following a disaster.

Staff: Psychologists and Counselors

Assignments: Report to EOC.  
Circulate through classes on the EAA and assist where necessary.

#### **SECURITY TEAM**

Function: Secure campus and assist in pick up of students.

Staff: Tanya Wilson Byron Turner

Assignments: Byron is stationed on Oak Grove to assist parents. Anais is stationed at reunion gate to assist in security. Route rescue ambulance, fire and police to areas of need.

#### **DAMAGE CONTROL/PREVENTION TEAM**

Function: To secure campus by turning off gas and electric supplies if directed by the EOC, and check utilities.  
To take appropriate action to minimize damage to school site

Staff: Plant Supervisor, Custodians, Café Manager

#### **MISCELLANEOUS**

Teachers with Preparation Period & Classified Staff report to the EOC and assist as requested in securing the evacuation area.

#### **EVACUATION ROUTES**

The evacuation destination is the football field, called the Emergency Assemble Area (EAA). During non-class time, students should assemble on the football field according to their 2<sup>nd</sup> period class. After school, the buildings should be cleared and students assemble on the football field for further instructions.

100, C125, 111, 111A, 112 113, 114, 115, Auditorium, 200	Exit classroom, move west pass the front of IRC and proceed to the north entrance of the football field.
106, 107	Exit the back doors and move through the Oak Grove parking lot to the north entrance of the football field.
101, 102, 103, 105, 108, Administrative Offices	Exit classrooms to the front of the school, move south through the parking lot, turn right between the gym and the library to the south side of the football field.
201, 202, 203, 209, 220, 221 222, 222A, S21, 301, 302, 303 304, S31, 320, 322, 323 ASB Balcony East, Balcony West	Exit classrooms to the center of the buildings, move down the east central exterior stairway to the front of the school, south through the parking lot, turn right between the gym and the Choir room to the south side of the football field.
204, 205, 206, 207, 208 305, 306, 307, 308 309, 310	Exit classrooms, move down the B bldg. Interior stairway northeast corner of the building, to the front of the school, go south through the parking lot, turn right and go between the gym and the choir room to the south side of the football field.
211, 212, 213, 214, 311 312, 313, S32, S33, S34,	Exit classroom down the exterior west central stairwell between the A and B buildings, pass the front of cafeteria (east side) to the south entrance of the football field.
215, 216, 217, 218, 219, 315, 317, 319, C 224, C225	Exit classroom and move down the A building interior stairway to the south side of the building and move to the south side of the football field between the ASB and the 600 wing.
711, 712, 713 721, 722, 723 731, 732, 733	Exit classroom and use east stairway, proceed to the north entrance of the football field.
714, 715 724, 725 734, 735	Exit classroom and use west stairway, proceed to the north entrance of the football field.
801	Move down the west stairs to the south entrance and proceed to the football field.
P.E., 519, 520, 521	Move down the north stairs to the south entrance to the football field.
Café, 607, 608,, 609, 620 601, 602, 603, 604, 605, 606 Student Store	Move through the nearest exits to the back lot to the south entrance of the football field.
IRC, including textbook room	Exit IRC, proceed west between 700 building and IRC. Use the North Entrance to the football field.

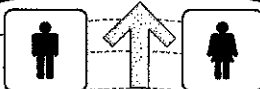
## LIST OF APPENDICES

1. Emergency Assembly Area Map with 2011-13 Teacher classroom listings
2. Campus map
3. Campus map – A building, B building 700 building, classroom layout
4. Team -1 Search and Rescue Team Assignment – team roster, room assignments, room check matrix



5. Team -2 Search and Rescue Team Assignment – team roster, room assignments, room check matrix
6. Team -3 Search and Rescue Team Assignment – team roster, room assignments, room check matrix
7. Team -4 Search and Rescue Team Assignment – team roster, room assignments, room check matrix
8. Team -5 Search and Rescue Team Assignment – team roster, room assignments, room check matrix
9. Team -6 Search and Rescue Team Assignment – team roster, room assignments, room check matrix
10. 2012-2013 Bell Schedules
11. First Aid Center (FAC)
12. Search and Rescue Team (ST)
13. Campus Security (CS)
14. Damage Control (DC)
15. Parental Communication (COM)

South Gates



Health  
Station



218 219 220 221 222 222A 223 C224 C225 228 801 IRC IRC2 SS MPR 9/12 PE 9/12 PE 9/12 PE 9/12 PE 9/12 PE

620  
609  
608  
607  
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603  
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301

GOAL 10 20 30 40 50 40 30 20 10 GOAL

Evacuations that take place  
outside of the teaching  
periods, students lineup with  
their Period-2 Class

Teachers must complete  
attendance on the Emergency  
Disaster Attendance form

Give completed Attendance  
form to the runner who  
will return it to EOC

Teachers keep students  
together in the designated  
place on the football field

Teachers on preparation  
periods during an evacuation  
must report to the EOC

GOAL 10 20 30 40 50 40 30 20 10 GOAL

217  
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213  
212  
211  
209  
208  
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206  
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204  
203  
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201  
200  
C125  
115  
114  
113  
112  
108  
107  
106  
105  
103  
102  
101  
100

Emergency Operations

Home Bleachers

Visitors Bleachers

North Gates

Snack  
Shop

Scoreboard



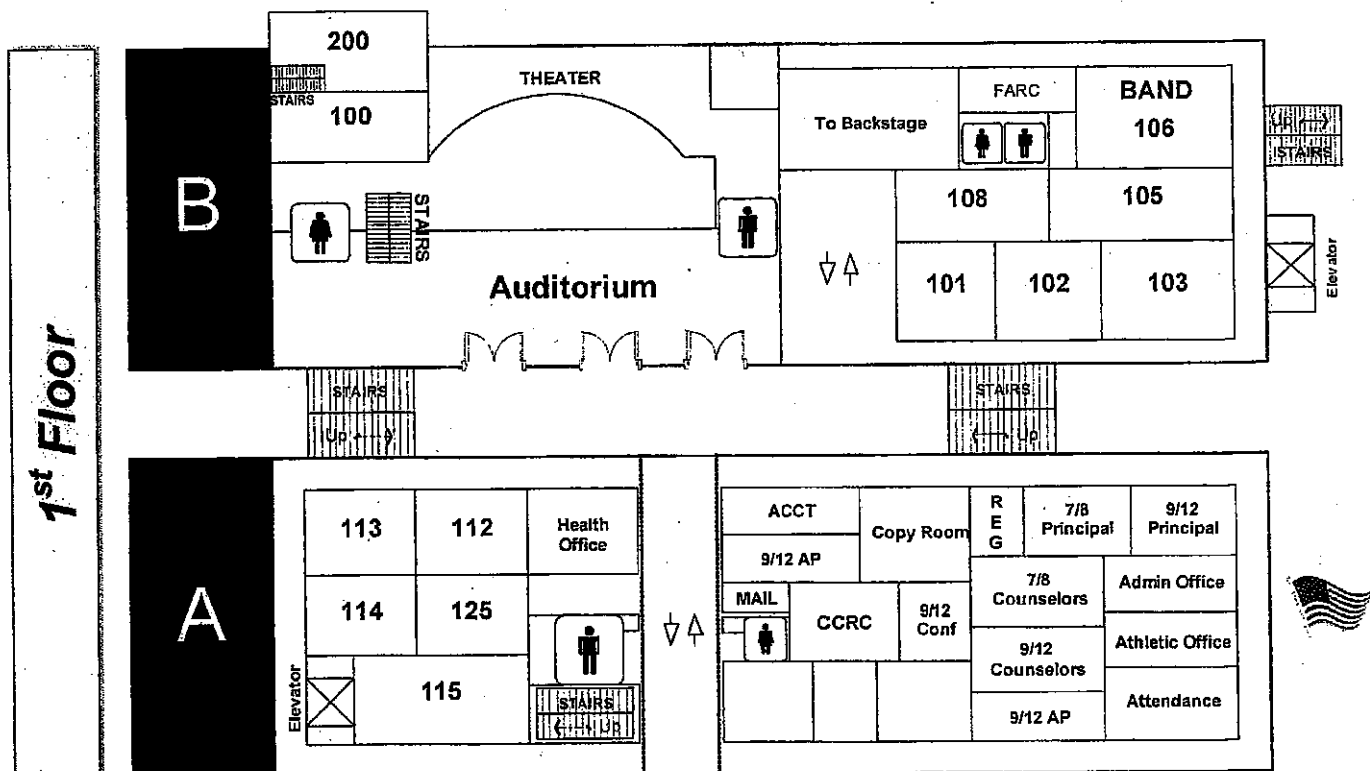
Disaster  
Preparedness Plan

La Cañada High School

# TEAM - 1

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15



Radio	Keys	Name	Check In	Check Out
<input type="checkbox"/>	<input type="checkbox"/>	Mike Gilliland	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Justin Eick	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Christine Werner	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	KC Mathews	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

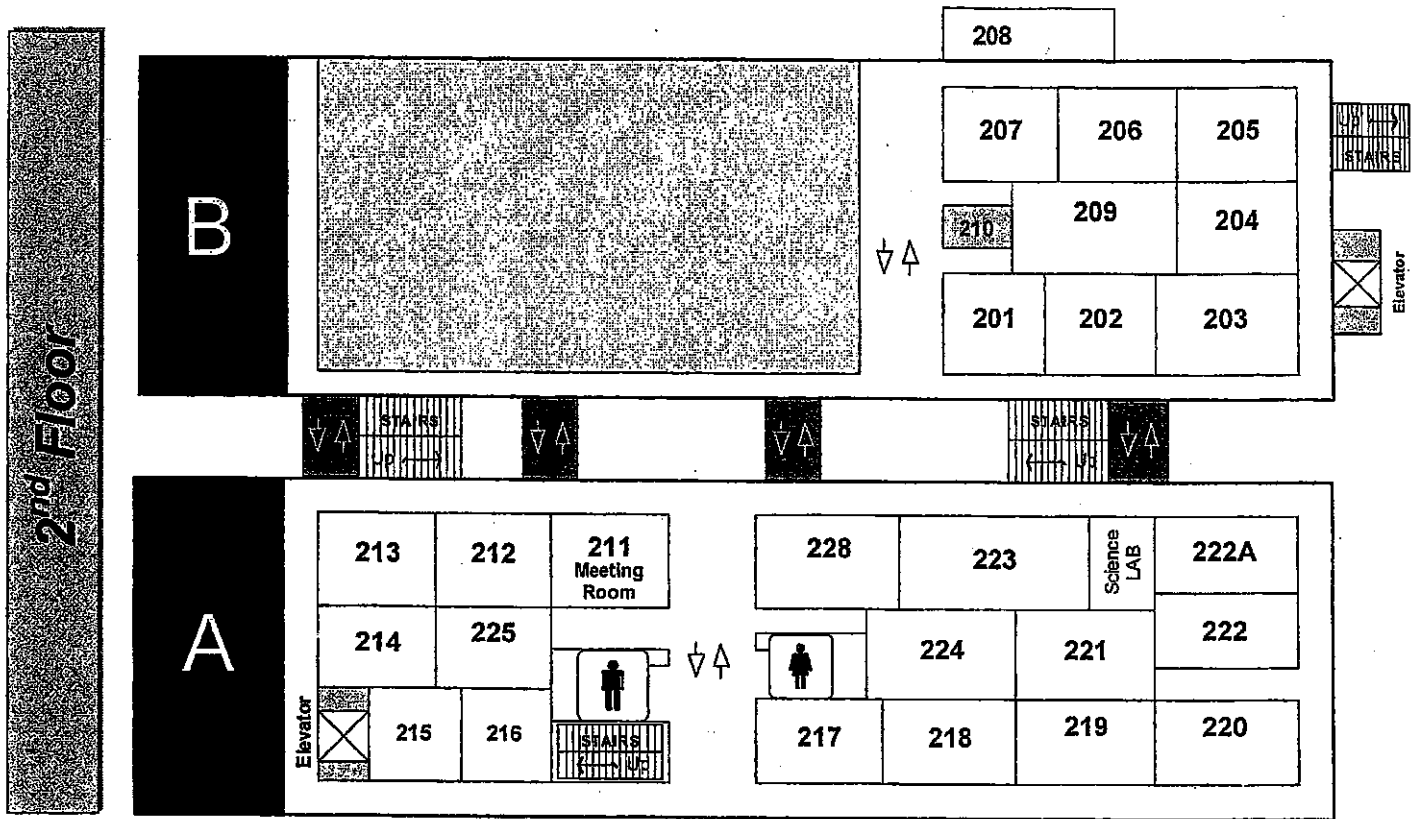
Room Check Matrix			
100	200	101	102
103	105	106	108
112	113	114	115
125	Theater	Backstage	Health Ofc.
<input type="checkbox"/> Administration Offices			
<input type="checkbox"/> Auditorium			
<input type="checkbox"/> Restrooms			

<b>NOTES</b>	
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# TEAM - 2

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15



Radio	Keys	Name	Check In	Check Out
<input type="checkbox"/>	<input type="checkbox"/>	T. Calhoun	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	B. Powers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sarah Beattie	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gavin Williams	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

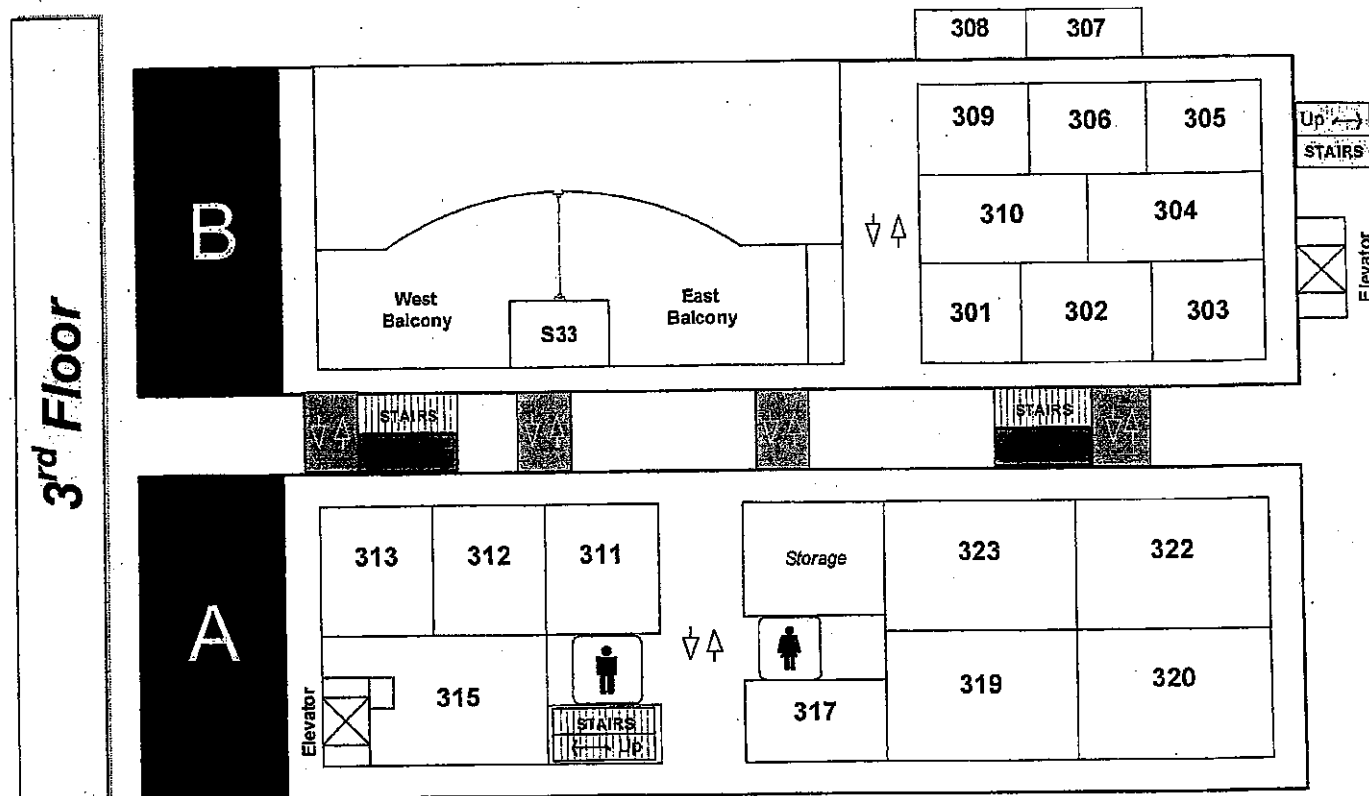
Room Check Matrix			
210	201	202	203
204	205	206	207
208	209	211	212
213	214	215	216
217	218	219	220
222	222A	223	224
225	228	Stairs	Restrooms

NOTES	
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# TEAM - 3

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15



Radio	Keys	Name	Check In	Check Out
<input type="checkbox"/>	<input type="checkbox"/>	Mark Ewoldsen	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tom Traeger	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sean Mispagel	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Bob Huson	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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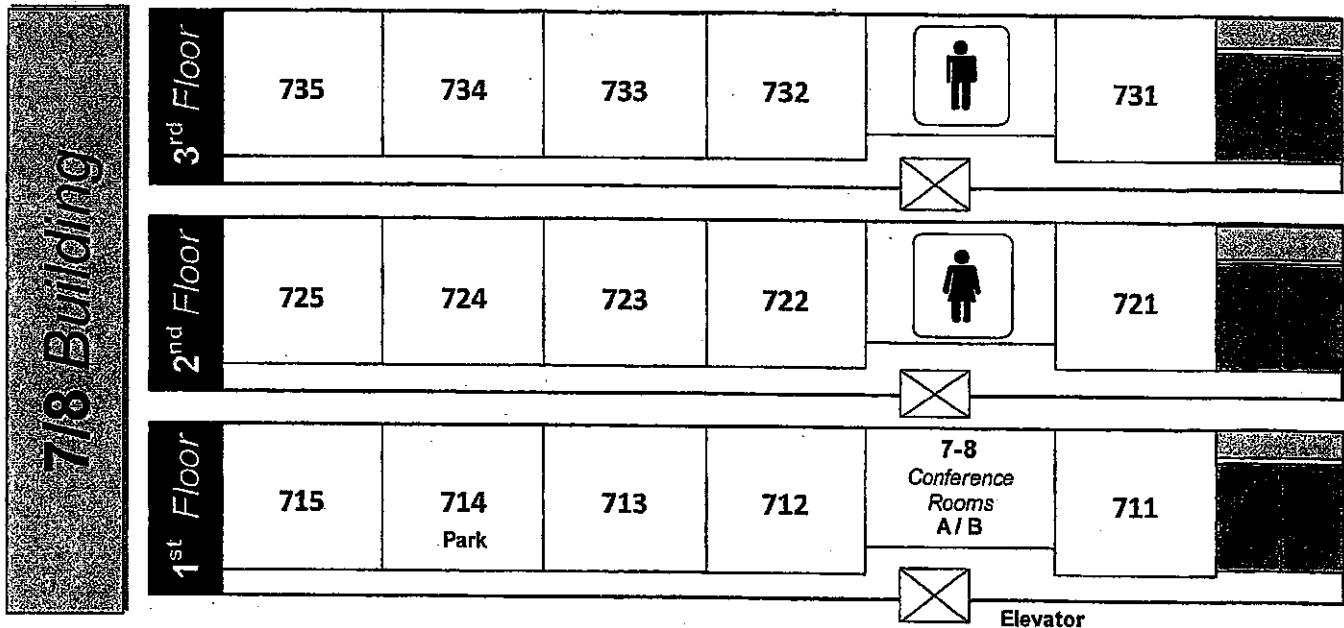
Room Check Matrix			
301	302	303	304
305	306	307	308
309	310	311	312
313	315	317	319
320	322	323	S-33
Storage	Stairs	Restrooms	
West Balcony		East Balcony	

NOTES

# TEAM - 4

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15



Radio	Keys	Name	Check In	Check Out
<input type="checkbox"/>	<input type="checkbox"/>	Sam Picture	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Andy DiConti	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Christine Wolfe	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Paul Kim	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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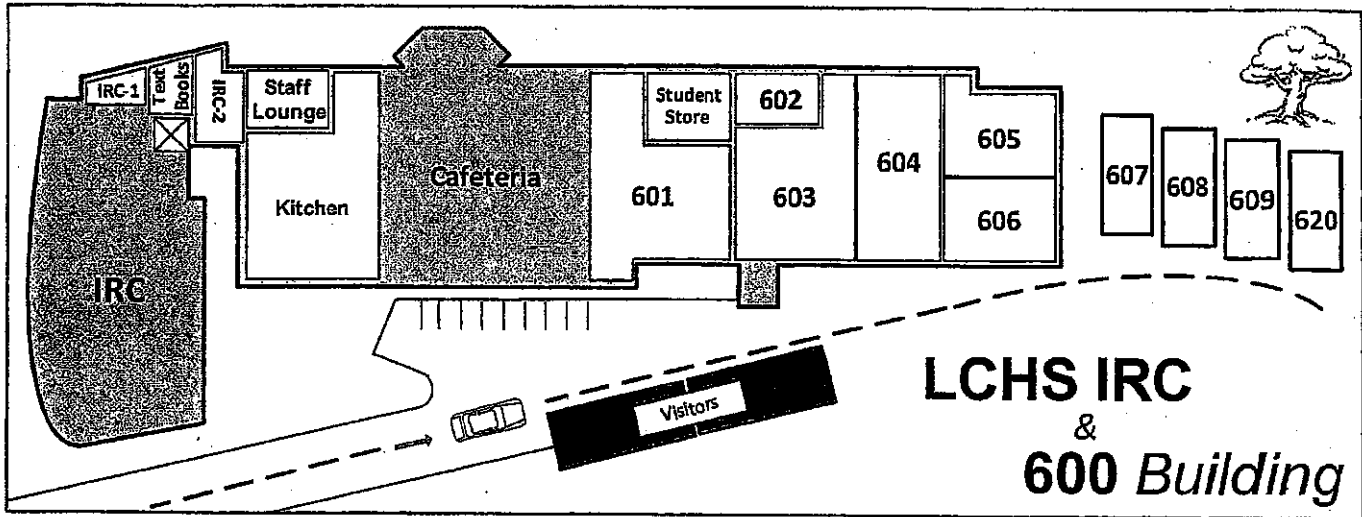
Room Check Matrix			
711	712	713	714
715	721	722	723
724	725	731	732
733	734	735	CnfRm-A
CnfRm-B	Stairs	Restrooms	Restrooms
Softball field and restrooms			
<input type="checkbox"/>			

NOTES

# TEAM - 5

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15



Radio	Keys	Name	Check In	Check Out
<input type="checkbox"/>	<input type="checkbox"/>	Mike Kauffman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Bob Phillips	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Steve Zimmerman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brent Beaty	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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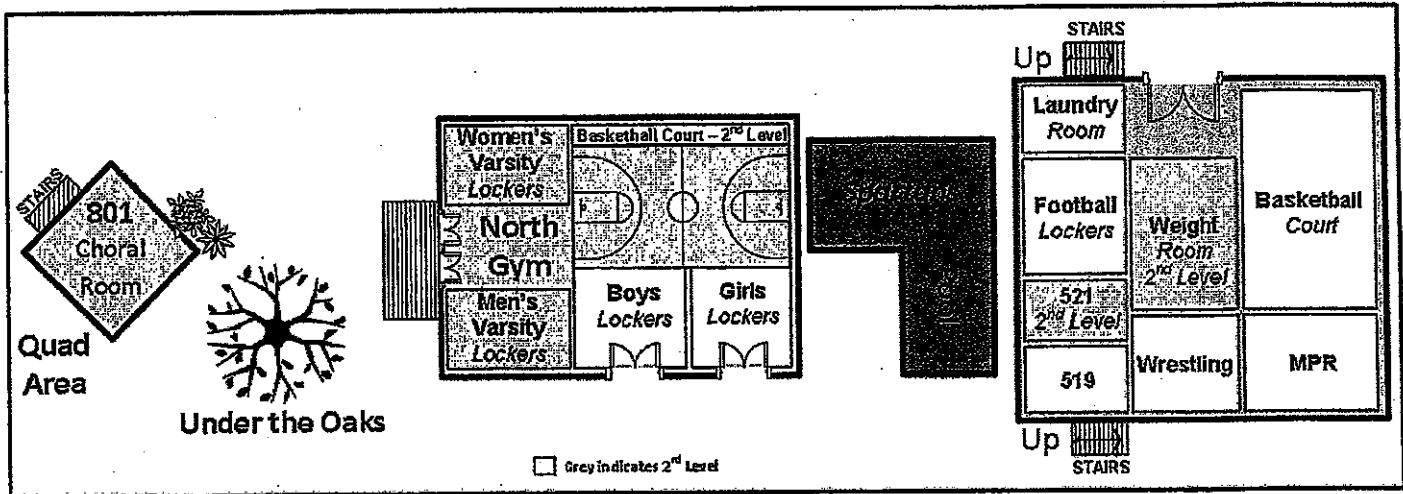
Room Check Matrix			
601	602	603	604
605	606	607	608
609	620	Cafeteria	StuStore
Textbooks	Storage	Stairs	StaffLounge
IRC-1	IRC-2	Mezzanine	Restrooms
<input type="checkbox"/>			
<input type="checkbox"/>			

NOTES	
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# TEAM - 6

## La Canada High School Disaster Evacuation Plan

Updated August 2014 10/15

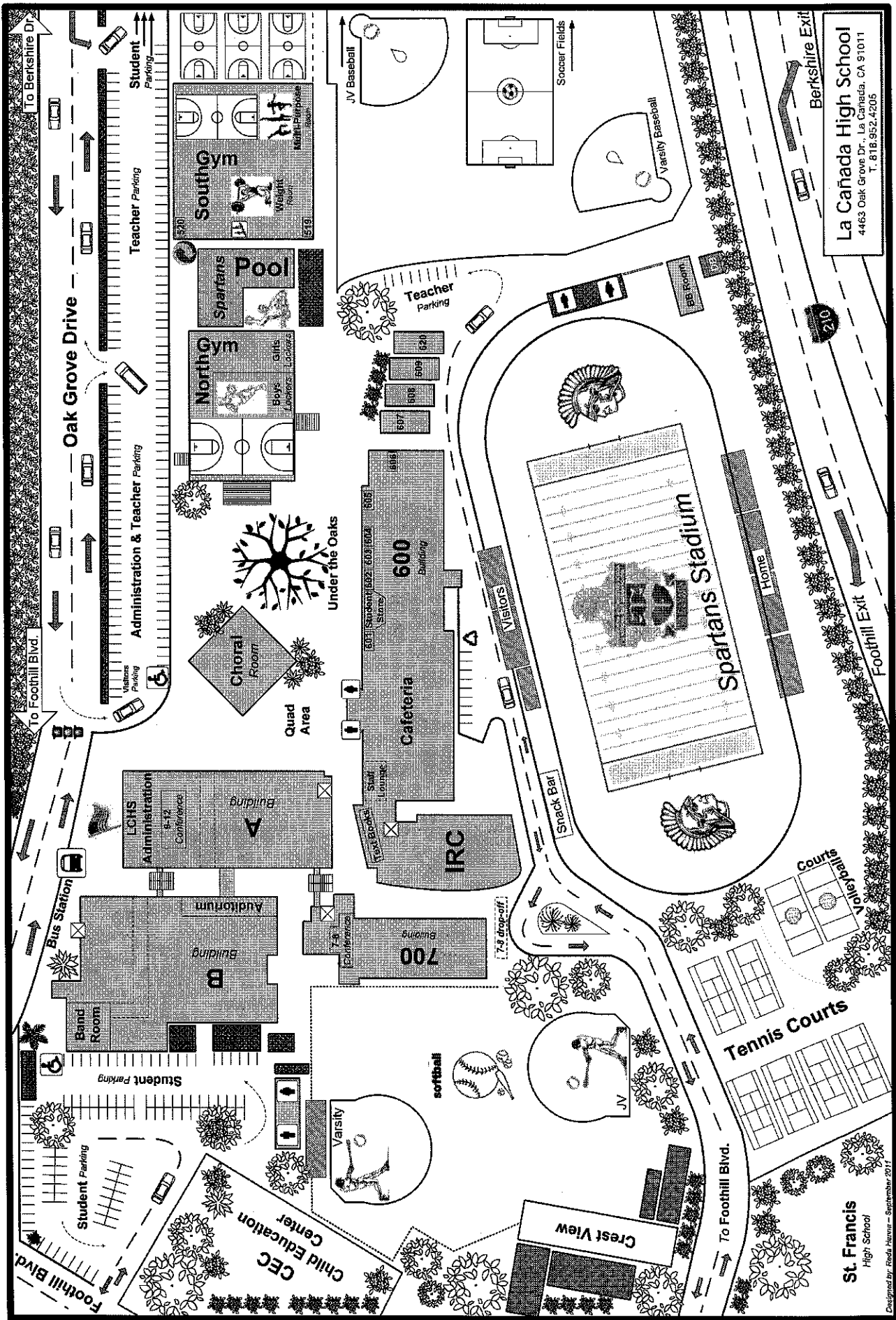


Radio	Keys	Name	Check In	Check Out
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<input type="checkbox"/>	<input type="checkbox"/>	Ryan Zerbel	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Dan Yoder	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Brandon Carroll	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Room Check Matrix			
519	521	801	MPR
Boys Lockers		Girls Lockers	
Men's Varsity Lockers		Women's Varsity Lockers	
Football Lockers		Weight Room	
Wrestling		Laundry Room	
North Gym Basketball		South Gym Basketball	
Restrooms		Showers	

NOTES





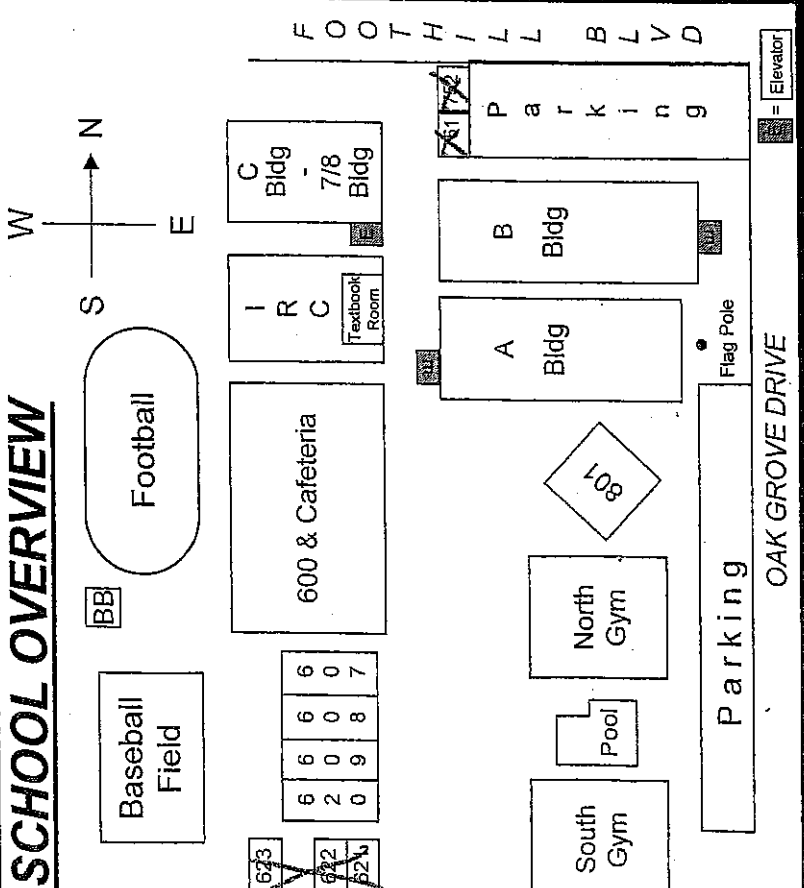
**La Cañada High School**  
 4463 Oak Grove Dr., La Cañada, CA 91011  
 T. 818.952.4205

**St. Francis High School**

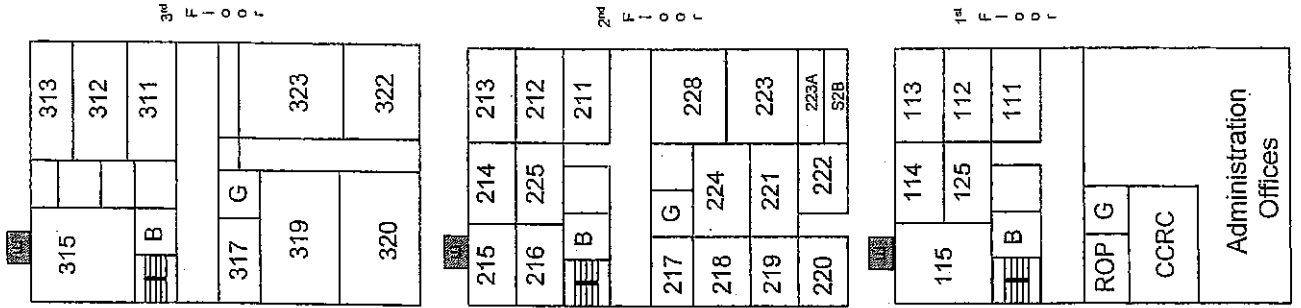
Designed by: Reda Hanna - September, 2017

# Map of La Cañada High School

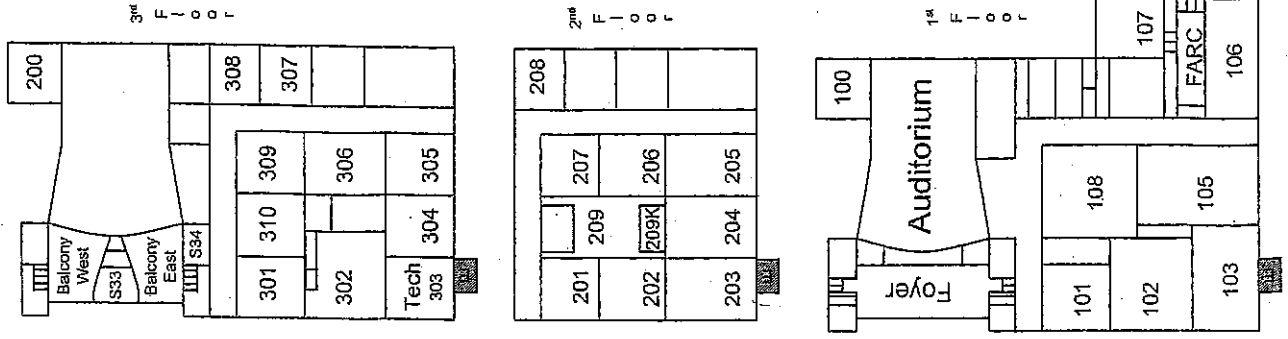
## SCHOOL OVERVIEW



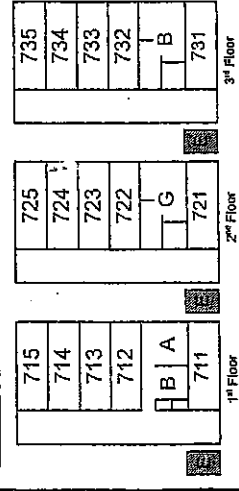
### Building A



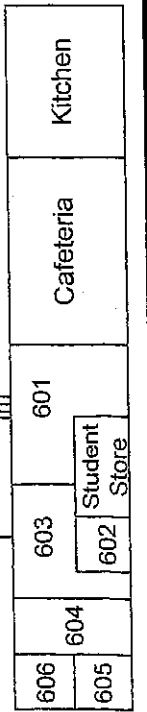
### Building B



### Building C - 7/8 Bldg



### 600 Building



## Lock Down Procedures

**DO NOT EVACUATE THE BUILDING**, in the event of a school-wide lock down.

### **Lockdown Procedures:**

1. **Signal:** A bell (short, short, short, short, short, short) and/or PA announcement will signal that a lockdown is underway directing students, staff and visitors to implement lockdown procedures.
2. **Action:** Staff should lock their area and check the immediate hallway for students and bring them into your area. Close blinds, cover windows, and move all students away from windows and doors, if possible. Direct students to be seated along a non visible wall.
3. **Attendance:** Take attendance to account for all students and be sure to keep a separate list of students rounded up from the hallway. Attendance should then be emailed to lchsstaff.

4. **Email:**

To: lchsstaff  
Subject: room number and one of the following:  
**ALL PRESENT, ADDED, or MISSING**  
Body: Includes names of people ADDED TO  
CLASSROOM or MISSING from classroom or if  
any students are injured.

Example:

To: lchsstaff  
Subject: Room 301 – 2 ADDED  
Body: William Stanton, Gideon Wells

5. **Communications:** Please DO NOT use the phone or intercom unless there is a vital need to contact the administration regarding an injury or emergency or unless you have critical information about the intruder.
6. **Remain Calm:** Talk calmly to students and reassure them the situation is being handled in an expedient and professional manner.
7. **End of Lock Down:** DO NOT, under any circumstances, open your area until the ALL CLEAR is given by the administration or law enforcement. The ALL CLEAR signal will come over the PA system or site administration and/or law enforcement will unlock your room and notify you directly.

**Note:** During instructional time, students who are outside of class should immediately go to a secure location. If lockdown occurs during passing period, break, lunch, or before or after school, students should proceed to the nearest lockable classroom or building and away from imminent danger.