

HIGH TECH HIGH MESA CAMPUS

COMPREHENSIVE SCHOOL SAFETY PLAN

2021-2022

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ATTACHMENTS:

1. Confidential Site Emergency Response Plan with Campus Maps
2. HTHM Student Mental Wellbeing and Safety Policy
3. Hazard Assessment Summary

High Tech High Mesa Campus Comprehensive School Safety Plan

This comprehensive school safety plan applies to the High Tech High schools located in the San Diego community of Clairemont Mesa. The schools covered by this plan include:

- High Tech High Mesa

This campus is sometimes referred to as the HTHM Campus throughout this plan.

CRITERION 1 - Assessment of current status of school crime and site response to crime data

The HTHM Campus opened its doors on August 27, 2018 with a high school for 9th grade students only. The middle and elementary schools began the following school year. HTHM is located on a twenty-acre parcel of land in central San Diego. The surrounding neighborhood includes both residential and commercial property.

To assess the current status of school crime, HTHM reviewed the crime data for the vicinity surrounding the school site at www.crimemapping.com.

Date range used: 08/30/21 to 12/6/21. Search Radius used: .25 miles

The crime data indicates that most of the crimes occurred on non-school days or occurred outside of school start/end times. Of the 77 crimes listed within a quarter-mile radius of campus, the vast majority (84%) occurred either too far from campus to be a threat to potential HTHM students or occurred when school is not in session. These crimes also seem to be isolated to the retail shops or housing/apartments in the area: commercial thefts and burglaries.

Only 12 of the 77 crimes (16%) occurred during school hours. 6-

Petty/Grand theft/Shoplifting

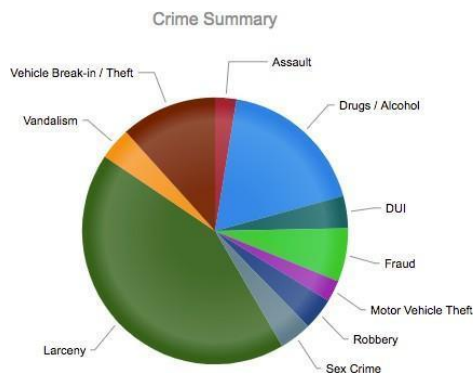
2- Fraud

2- Vehicle theft

1- Open container in public

park 1- Other sex crime

The following pie chart was downloaded from www.crimemapping.com and summarizes the 77 crimes reported.



Programs to Ensure Student Safety

1. The San Diego Police Department, located 9225 Aero Drive, San Diego, CA 921323 serves our neighborhood. The Dean of Students will meet with officers assigned to High Tech High Mesa and will continue to work with local law enforcement and the school community to ensure school safety.
2. The San Diego Fire Department Station 27, located at 5064 Clairemont Drive, San Diego, CA, 92117, serves the immediate area.
3. HTHM participates in various types of drills throughout the year including, fire drills, earthquake drills, and lockdown drills.
4. Safety information will be provided to HTHM families via the Student and Parent Handbook ("**Handbook**"), School Messenger, school website, and other communications throughout the school year.
5. Pursuant to California Education Code § 215, HTHM, in consultation with the school and community stakeholders and staff school psychologists, developed and adopted a Student Mental Wellbeing and Safety Policy on August 24, 2017. Please see attached policy.

CRITERION 2 - Child Abuse Reporting Procedures

The HTHM child abuse reporting procedures are consistent with all applicable laws including California Education Code § 44690; Penal Code §§ 11164-11174.3; and *Camreta v. Greene* (2011) 563 U.S. 692.

HTHM staff members who are mandated reporters as defined in Penal Code § 11165.7 complete the Mandated Reporter training developed by the California Department of Social Services (<http://educators.mandatedreporterca.com/default.htm>) or an HTHM Mandated Reporter Training within the first six weeks of the school year or if hired after the first six weeks of the school year, within six weeks of being hired.

HTHM staff are required to report suspected child abuse to an official child protective agency. In San Diego County, reports are made to either a law enforcement agency (i.e., San Diego Police Department [SDPD]) or to the San Diego County Health and Human Services Agency (HHSA) Children's Services Child Abuse Hotline.

All known or suspected instances of child abuse must be reported by telephone immediately or as soon as practically possible to one of the child protective agencies listed below and within 36 hours after the phone call is placed, and the mandated reporter must follow up with a written report.

Persons observing evidence of suspected child abuse may inform the school director or other school personnel.

Students and parents shall be made aware that students also may report instances of child abuse on themselves or others to any staff member.

1. **San Diego Police Department Child Abuse Unit**
(619) 531-2000
(858) 484-3154
2. **San Diego County Health and Human Services Agency (HHSA) Children's Services Child Abuse Hotline**
Phone 858-560-2191 (24-hour response number) or 800-344-6000

CRITERION 3 - Disaster Procedures, Routine and Emergency

The Site Emergency Response Plan (“**SERP**”) has been developed to provide for the safety of students, staff, visitors, buildings, equipment and supplies. The SERP includes site maps with emergency exits and evacuation routes, instructions and disaster procedures including procedures for the use of school buildings, grounds and equipment during a disaster, and staff responsibilities in an emergency. HTHM complies with the California Education Code requirements regarding and emergency drills and procedures. Emergency drills are held as follows:

California Education Code, Section 32001.

Fire alarm signal to be sounded not less than once every calendar month and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school years at the intermediate level.

California Education Code, Section 35297.

Drop, Cover, Hold On drill at least once each school quarter in elementary schools, and at least once a semester in secondary schools

Emergency officers from San Diego County Sheriff's Department as well as the San Marcos Fire Department have visited the site. All emergency plans have been reviewed and approved by these officers.

The SERP procedures are outlined in Attachment 1- Site Emergency Response Plan. *[Please note: For security reasons, this attachment is confidential and should not be shared publicly].*

CRITERION 4 - Suspension & Expulsion Policies

HTHM maintains a rigorous academic environment and a deep sense of community. Rules for participating in the community are clearly and regularly communicated to students and their families via the Student and Parent Handbook, School Messenger, and newsletters.

Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area (“SELPA”) policies require additional or different procedures.

For further information regarding Suspension and Expulsion Policies, please refer to the Student and Parent Handbook.

CRITERION 5 - Notification to teachers of dangerous pupils pursuant to Education Code 49079

After receipt of information from the court that a student has committed any of the crimes mentioned in Welfare and Institutions Code Section 827, the Site Manager at each school will log the information in PowerSchool and advise the Director and the Dean of Students of the information received from the court and the Probation Department. The Director and/or the Dean of Students will then disseminate the information to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to work with the student in an appropriate fashion, and to reduce vulnerability. Teachers have access to PowerSchool and can review their students' files at the beginning of the year and throughout the school year.

Although HTHM is not required to comply with Education Code Section 49079, consistent with the Charter Schools Act (EC 47610), in its efforts to maintain a safe school community, HTHM may inform teachers of pupils who have engaged in serious offenses involving tobacco, sexual harassment, hate violence, harassment or intimidation, or terroristic threats against the school.

HTHM staff is responsible for ensuring that the student's confidentiality and rights are respected and protected. Any information received by a teacher, counselor, or administrator as set forth above shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.

HTHM staff will make every effort to cooperate with law enforcement and probation officers. Collaboration and communication with juvenile court authorities are essential in supporting students who are (or have recently been) under supervision of the juvenile court.

CRITERION 6 – Student Non-Discrimination And Title IX/Sexual Harassment Policies

Student Non-Discrimination Policy

HTHM maintains that it is critical that all members of the HTHM community respect each other's rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. HTHM is committed to equal opportunity for all individuals in education. HTHM's programs and activities shall be free from harassment, or discrimination or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, and any other or any other basis protected by applicable law. HTHM shall promote programs that serve to eliminate discriminatory practices in school activities.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying, including cyber sexual bullying, of another student or anyone from HTHM may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying, including cyber sexual bullying, or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Director or Dean of Students.

Title IX/Student Sexual Harassment Policy

HTHM is committed to making the school free from sexual harassment. This means that HTHM prohibits sexual harassment by someone from or in the educational setting. HTHM prohibits sexual harassment and harassment based upon gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable law.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic (including cyber sexual bullying), visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

HTHM prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. HTHM further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

HTHM will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which HTHM does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Title IX/Non-Discrimination/Sexual Harassment Coordinator: HTH has designated one to more individuals at each school site to receive complaints under this policy: the School Director and/or Dean of Students. Students, parents or staff should report a claim sexual harassment to the School Director and/or Dean of Students of their child's school.

HTHM will respond to complaints within a reasonable time period, as appropriate, and consistent with the nature of the allegations. Reports shall be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent possible.

Should the reporting individual find the school level resolution unsatisfactory, he/she may appeal the decision to the HTH Compliance Officer who oversees Title IX compliance. HTH's Compliance Officer may be contacted as follows:

Susan Park
HTH Compliance Officer
2861 Womble Road San
Diego, CA 92108
Email: supark@hightechhigh.org

Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. HTHM prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. HTHM will take appropriate corrective action, if warranted.

Further information regarding High Tech High's Student Non-Discrimination and Sexual Harassment Policies can be found in the Student and Parent Handbook.

CRITERION 7 - Dress Code Provisions

The purpose of the HTHM dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, academic internships, and other school-related activities, unless the supervising adult informs the students otherwise. The dress code applies equally to students and staff.

Guidelines for All Schools

- Tops
 - o Students may wear short or long-sleeve shirts, or blouses with collars.
 - o Shirts and blouses must be buttoned.
 - o Students may wear a short or long-sleeve *plain* t-shirts (but not undershirts as the principal top). Shirts may not have text or designs that violate school policies, make discriminatory, or exclusionary statements, or create the possibility of disruption to the school environment. School administrators have discretion in determining whether an article of clothing violates this policy.
 - o Shirts, blouses and t-shirts should be in good repair.
 - o Students may not wear spaghetti straps, tube tops or any other tops where the shoulders are exposed. Shoulders must be covered while at school.

- o Students may not wear shirts or half-shirts exposing the mid-section or torso.

- o T-shirts may not be worn over collared shirts.
 - o Sweaters and jackets of an appropriate size and length may be worn over, but not in place of, an appropriate shirt.
 - o Hooded sweatshirts are not allowed to substitute for an appropriate shirt. Hoods from hoodies and sweatshirts may not be worn over the head at any time.
- Bottoms
 - o Appropriate school attire includes long pants, shorts or skirts worn with the waistband at the waist.
 - o Excessively baggy pants, athletic wear and sweat pants are not acceptable
 - o Jeans in good repair are acceptable.
 - o Skirts must be of appropriate length such that they cover the thigh while seated.
 - o Shorts must be of appropriate length, and come to mid-thigh.
- Other clothing guidelines
 - o Clothing items with text that promotes violence, alcohol, tobacco or drugs are not allowed.
 - o Flips flops and slippers are not allowed
 - o Hats, hoods and bandanas are not allowed. Head coverings worn for religious reasons will be allowed.
 - o Earrings are fine, but no other visible piercing. Small, clear studs are allowed in place of nose rings during the school day.
 - o Appropriate attire for academic internships varies by workplace. Students must remain in dress code while at school.
 - o Earbuds and headphones should not be used in hallways or while in class unless it is part of the teacher's lesson plan, and the teacher has permitted the use of these.

Additional Guidelines Particular to Elementary and Middle Schools

- Elementary school students may wear hats to protect themselves from the sun during recess. However, hats may not be worn indoors as a general rule.
- Elementary and middle school students should wear clothes that allow them to run, play and get dirty.
- Elementary and middle school students may wear t-shirts with child-appropriate graphics and text.
- Elementary and middle school students must wear shoes that allow them to run, jump and play. Students should not wear heels to school. Shoes should have laces, buckles, Velcro-straps, back-straps, or in some other form of securing the foot safely inside the shoe. Flip flops are not allowed.

Consequences for Dress Code Violations

One potential consequence for failure to adhere to the dress code is that the student may be asked to come to school wearing a school uniform, which is a collared, white shirt and long, khaki pants. This consequence will apply to both girls and boys. Students who do not wish to wear a uniform should ensure that the student is following the dress code at all times. Following

the dress code is one way that students show that they wish to be a part of the HTHM community.

For more information regarding HTHM Dress Code guidelines, please refer to the Student and Parent Handbook.

CRITERION 8 - Procedures to ensure safety of Students, Staff and Parents while going To and From School

HTHM is an integrated network of thirteen commuter public charter schools each classified as a “school of choice” to give parents the opportunity to choose their children’s school without zip code restrictions. As such, parents are responsible for their children’s daily commute to and from school. HTHM offers various programs to assist parents including:

- Before and After school care programs. For more information, please visit <https://www.hightechhigh.org>
- MTS Compass Passes (for eligible students). For more information, please contact your school Director and/or Dean.
- HTHM Community Carpool Network. For more information, please visit <https://www.hightechhigh.org>

To ensure the safety of all students, HTHM asks students and parents to read the following guidelines set forth by the [National Safe Kids Campaign](#).

Walking to School

To avoid injury:

- Never let children under age 10 cross the street alone.
- Teach children to recognize and obey traffic signals and pavement markings.
- Choose the safest route between home and school and practice walking it with children until they can demonstrate traffic safety awareness.
- Be mindful when using electronics such as cell phones.

Remind Students to:

- Cross streets only in crosswalks; never enter streets from between parked cars or from behind shrubbery.
- Always look both ways before crossing the street.
- Walk—don't run—across intersections.
- A flashing "walk" signal does not mean it's safe to cross.
- Use the same route every day and avoid shortcuts.
- Don't speak to strangers; if a stranger approaches, tell a trusted adult such as a parent or teacher.

Public Transportation

HTHM offers MTS Compass Passes to eligible students, which allow students to take the bus, coaster, or trolley to school. Although bus travel is one of the safest ways to get to and from school, injuries can still occur, and most of them take place when children are getting on or off the bus.

Some safety tips for riding the bus are:

- Arrive at the bus stop at least 10 minutes before the scheduled arrival of the bus.

- Stay out of the street and don't horseplay while waiting.
- Wait for the bus to come to a complete stop before getting on or off.
- Remain seated and keep head and arms inside the bus at all times.
- Do not shout or distract the driver.
- Do not walk in the driver's "blind spot" -- the area from the front of the bus to about 12 feet in front of the bus.

Riding Bicycles

Bicycles are associated with more childhood injuries than any other consumer product except the car.

To make sure children are safe when riding bicycles to school:

- Wear a helmet. State law requires it, and failure to wear one could result in a traffic citation. More importantly, helmets can reduce the risk of head injury by as much as 85 percent.
- Obey rules of the road; the rules are the same for all vehicles, including bicycles.
- Stay on the right-hand side of the road and ride in the same direction as traffic.
- Know and use appropriate hand signals.
- Choose the safest route between home and school and practice it with children until they can demonstrate traffic safety awareness.

Driving

To reduce the risk of injury:

- Always use child safety seats and safety belts correctly when driving or riding in a car.
- Arrive early—especially the first few weeks of school—and use the school's designated student drop-off and pick-up zone.
- Do not double park or make u-turns in front of the school. Police officers are issuing citations for traffic violations and there is no warning or grace period.
- Children should enter and leave the car on its curbside.

Each Director and/or Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, lock down, campus emergencies) and maintain an accurate record of each drill. All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities and action to take.

CRITERION 9 - Safe and Orderly School Environment

HTHM has a number of policies and procedures in place to ensure a safe and orderly school environment. Key campus safety policies are incorporated and referenced in the Student and Parent Handbook. A copy of the Student and Parent Handbook is provided to all students and can also be accessed on the school website at <https://www.hightechhigh.org/handbook/>. The Handbook includes policies related to attendance, school activities, visitors, student health and wellness, safety policies, community standards and conduct guidelines, student non- discrimination and sexual harassment policies.

We rely on the vigilance of HTHM students and staff to maintain a safe and orderly school environment. The staff is vigilant in observing campus activities to ensure student safety and in bringing safety concerns to the attention of the school leadership team.

The HTHM community is kept advised on school safety issues via the Student and Parent

Handbook, HTHM website, newsletters, and School Messenger automated alert systems.

The closest fire department to campus is:

- San Diego Fire Department Station 27: 5064 Clairemont Drive, San Diego, CA, 92117 (619) 533-4300 (2.0 miles)

The closest San Diego Police Dept. to campus station is:

- San Diego Police Department- 9225 Aero Drive, San Diego, CA 92123 - (858) 495-7900 (4.0 miles)

The closest hospital to campus is:

- Sharp Memorial Hospital, 7901 Frost Street, San Diego, CA 92123 – (858) 939-3400 (3.1 miles)

CRITERION 10 - Assisted Rescue Protocols

During an emergency, persons with disabilities may need assistance in evacuating to the designated location. These individuals have been pre-identified and HTHM staff members have been alerted of any students with special needs. In the event that it is necessary to evacuate or transport a student with limited mobility, the HTHM staff members at the scene will determine the most safe and efficient method to quickly transport the student to a safe location. Options include:

- Securing the student in a wheelchair and rolling to safe location.
- Securing the student to a cot and carrying them to a safe location.
- Having staff member(s) carry the student (e.g., firemen/other emergency personnel carry) to a safe location.

CRITERION 11 - Safe School Planning Committee

The CSSP and SERP will be communicated to students in their classrooms via teacher announcement/class meeting at the beginning of the school year. Lockdown procedures will be communicated to families via an email from Directors/Deans. Students and Parents are encouraged to provide feedback.

Members of the School Safety Planning Committee, which is responsible for the development of this safety plan, include:

- Brett Peterson, Director of HTHM
- Chamille Schuck, Dean of Students of HTHM
- Marlo Boyce, Site Manager of HTHM
- Joanna Clark, Student Information Systems Director
- Teacher Representative(s) - TBD
- Student Representative(s) - TBD
- Parent Representative(s) - TBD

[CONFIDENTIAL] ATTACHMENT 1- SITE EMERGENCY RESPONSE PLAN

HIGH TECH HIGH STUDENT MENTAL WELLBEING AND SAFETY POLICY

The Board of Directors of High Tech High ("Board") acknowledges Assembly Bill 2246 chaptered as California Education Code Section 215 ("Section 215"), and the mandate imposed by Section 215 requiring that governing boards of Local Education Agencies that serve pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention and postvention.

In compliance with Section 215, this policy has been developed in consultation with High Tech High ("HTH") school psychologists, administrators, school faculty and staff members, and others.

A. Oversight and General Responsibility for Implementation

To ensure the internal operational policies and protocols regarding suicide prevention are in compliance with Section 215, and that they properly developed, implemented, and updated, the Chief Executive Officer and/or his/her designee shall appoint one or more individual(s) who shall be responsible for the work. Until the CEO and/or his/her designee determines otherwise in his/her discretion, the team charged with developing and implementing the internal policies and protocols associated with Education Code section 215 shall include:

1. The HTH Director of Special Education who shall lead the work.
2. The HTH Associate Director of Special Education who shall assist in leading the work.
3. The HTH School Psychologists to serve as the suicide prevention points of contact for the HTH Schools.

(Collectively the "**Implementation Team**"). This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

While internal operational policies, protocols and guidelines shall be developed by the Implementation Team, the following provisions of this policy are set forth in observation of the terms of Section 215 and to provide the general policy terms, context and directive framing to the Implementation Team's work.

B. Staff Development

Through its School Directors, Deans, Director of Special Education, Associate Director of Special Education, and the HTH School Psychologists, HTH will review and assess staff professional development opportunities with the goal of ensuring that HTH promotes a mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

The Implementation Team shall work to create and provide appropriate professional development opportunities for HTH staff members that are in observance of Section 215, including addressing the needs of high risk groups, such as youth bereaved by suicide; youth with disabilities, mental illness, or substance use disorders; youth experiencing homelessness or in out-of-home settings such as foster care; and lesbian, gay, bisexual, transgender, or questioning youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, gender identity, or other support services. Training materials shall include how to identify appropriate mental health services, both at the school site and within the larger community, and when and how to refer youth and their families to those services.

Relevant professional development opportunities may also be provided, as appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

C. Employee Qualifications and Scope of Services

HTH employees shall act within the authorization and scope of their credential or license. This policy is not meant to impose responsibilities on HTH employees that are outside the scope of their expertise and/or credential or license.

Instead, the intent of this policy is to clearly state HTI-I's commitment to support student well-being, and, more specifically, to provide a general directive to the HTH schools to develop and implement guidelines that may enable school professionals to assist in the identification of suicide risk factors and warning signs, in order to assist in the prevention immediate risk of a suicidal behavior. However, conclusive identification and/or treatment of suicidal ideation and mental health challenges often associated with suicidal thinking are beyond school capacity and outside of the scope of services offered in the school setting.

D. Intervention and Emergency Procedures

1. **Implementation Team:** As noted above, in conjunction with the School Directors, Deans and other stakeholders, the Implementation Team shall be responsible for developing the appropriate internal, operational protocols, and guidelines related to Section 215, including suicide intervention and emergency procedures ("Suicide Response Guidelines"). Such Suicide Response Guidelines shall observe and include the below-noted general terms.
2. **School Director Role:** The School Director should be contacted in all cases involving suspicion or knowledge of a student's suicidal intentions.
 - a. The School Director shall assist staff members in enlisting the help of the School Psychologist(s).
 - b. In addition, the School Director shall take appropriate next steps including notifying the student's parent/guardian as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow an initial assessment to ensure that the student is not endangered by parental notification.
 - c. With support from a School Psychologist, the School Director shall also refer the student to mental health resources available at school (if applicable) and/or in the community.
3. **Identification and Emergency Response Contacts:** Until the CEO and/or his/her designee determines otherwise in his/her discretion, the following administrators shall act as the emergency response points of contact in relation to staff questions regarding the identification of suicide risk factors and warning signs, the prevention of immediate risk of suicidal behavior, and other related inquiries arising in the course of work with students:
 - a. School Directors and Deans
 - b. School Psychologists
 - c. The above-noted individuals are collectively referred to herein as the "Emergency Response Contacts".
 - d. If a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly seek assistance and guidance by notifying someone from the Emergency Response Contacts list noted above.
4. **General Guidelines in Observance of Section 215:** While the Implementation Team shall be responsible for developing Suicide Response Guidelines related to Section 215, the following general terms should be incorporated into the Suicide Response Guidelines developed by the Implementation Team unless, in conjunction with the School Directors and Officers, it is determined that modifications to the following should be made, in which case the CEO shall have final approval over any such modification:
 - a. **Supporting Students in the Community in Relation to a Mental Health Crisis:** Students shall be encouraged to confer with a trusted adult (e.g., teacher, School Director, Dean, psychologist, etc.) when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. School staff shall follow the appropriate protocols noted in the Suicide Response Guidelines in responding to any such communications from students. This includes but is not limited to high risk individuals, such as youth bereaved by suicide; youth with disabilities, mental illness, or substance use disorders; youth experiencing homelessness or in out-of-home settings such as foster care; and lesbian, gay, bisexual, transgender, or questioning youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, gender identity, or other support services.
 - b. **Emergency:** When a student is in imminent danger a call shall be made to 911.
 - c. **On-Campus Threat or Attempt:** When a suicide attempt or threat is reported on campus or at a school-related activity, in conjunction with and supported by the Emergency Response Contact(s), staff members present should follow the crisis intervention procedures contained in school safety plan including:
 - i. **Safety:** Make efforts to ensure the student's physical safety.
 - ii. **Emergency Services:** Assess whether authorities or external service providers should be

- contacted.
- iii. **Emergency Response Contact:** Enlist the support of colleagues on the Emergency Response Contacts list as soon as possible.
 - iv. **Parent Contact:** Discussion with the School Director so as to allow him/her to contact the parent/guardian and student and, where appropriate, to provide referrals to appropriate services as needed.
 - v. **Incident Report:** Document the incident in writing as soon as feasible.
 - vi. **Confirmation of Treatment:** After a referral is made, the school shall verify with the parent/guardian that the follow up treatment has been accessed.
 - vii. **Support for School Community:** Provide access to school psychologists and/or counselors or other relevant personnel to provide appropriate support to students and staff who are directly or indirectly involved with the incident.
 - viii. **Debrief and Assessment:** Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.
 - ix. **School Community Information:** After consultation with the CEO, COO/General Counsel, the School Director and/or his/her designee, and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the School Director and/or his/her designee may determine that it is appropriate and warranted to provide a general overview and information to the student community, parents/guardians, and staff about the emergency situation. The School Director shall work with the CEO supported by the COO/General Counsel, to determine appropriate steps in this regard. In conjunction with any such discussion, the school may offer opportunities for counseling, and/or referrals to community agencies as needed and in accordance with services and supports available to HTH schools. School staff may receive assistance from school psychologists in determining how best to discuss the suicide or attempted suicide with students. Counsel, the School Director and/or his/her designee, and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the School Director and/or his/her designee may determine that it is appropriate and warranted to provide a general overview and information to the student community, parents/guardians, and staff about the emergency situation. The School Director shall work with the CEO supported by the COO/General Counsel, to determine appropriate steps in this regard. In conjunction with any such discussion, the school may offer opportunities for counseling, and/or referrals to community agencies as needed and in accordance with services and supports available to HTH schools. School staff may receive assistance from school psychologists in determining how best to discuss the suicide or attempted suicide with students.
- d. **Off-campus threat or attempt:** in the event a suicide is attempted or occurs off campus and unrelated to school activities, the School Director or designee shall follow the steps outlined in the Suicide Response Guidelines.