

## Communicable Disease Control Information

### Universal Precautions

General precautions persons can take to prevent the spread of all infectious diseases.

### General Information

- The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
- Hands should always be washed before drinking, eating, and before and after going to the bathroom.
- If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn and may be ordered through the District supply catalog.
- Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.
- If on a rug, a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

### Clean-Up of Body Fluids (blood, vomit, urine, feces)

- The procedure for cleaning up spills of any body secretions is as follows:
- Wear plastic disposable gloves.
- Place tissues, paper towels, drapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
- Place plastic disposable gloves and bag inside second plastic bag.
- Tie the bag securely and place into the trash and dispose of daily.
- Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.) Bleach may be ordered through the District supply catalog.
- Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
- Remove gloves and wash hands with soap and water.

### What is AIDS/HIV Infection?

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health.

### How is HIV Infection Spread?

- Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:
- Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
- Sharing intravenous (IV) needles and/or syringes with someone who is infected.
- Penetrating the skin with needles that have been used to inject an infected person.
- Direct contact on broken skin or mucous membrane with infected blood.
- Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California) (AIDS update, December 1988).
- Being born to an infected mother.

### What is Hepatitis B?

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

### How is Hepatitis B Spread?

- An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:
  - Sexual activity involving semen, blood, or vaginal secretions.
  - Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
  - Sharing intravenous (IV) needles and/or syringes with someone who is infected.
  - Direct contact of infected blood with mucous membrane of the eye and mouth.
  - Direct contact of infected blood with broken skin (e.g., cuts).
  - Accidental needle sticks with needles containing blood from a virus carrier.
  - Sharing toothbrushes.
  - Being born to an infected mother.

### How Can HIV and Hepatitis B Infections Be Prevented?

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee's individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially all risk of these infections is outside of the work and school environments. However, there is some, although very small, risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, ALL blood or blood containing body fluids must be considered potentially infectious.

With current immunization laws, all students are immunized against Hepatitis B, with the exception of students whose parents have signed waivers against immunizations. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes. Unbroken skin is an extremely good barrier to these viruses. Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.

### **Injury and Illness Prevention Program (IIPP)**

In order to maintain a safe and healthful work environment the Burbank Unified School District has developed an Injury & Illness Prevention Program (IIPP) for all employees to follow. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Burbank Unified School District.

Diligent implementation of this program will produce many benefits for Burbank Unified School District and its employees. Most notably it will:

- Protect the health and safety of employees.
- Decrease the potential risk of disease, illness, injury, and harmful exposure to District personnel.
- Reduce workers' compensation claims and costs.
- Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reducing the need to find and train replacement employees.

- Improve employee morale and efficiency as employees see that their safety is important to management.
- Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

The site or department IIPP Implementation Official has the authority and the responsibility for implementing the District IIPP and the site or department Site Safety Official has the responsibility of maintaining the IIPP. All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

#### Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator or Facilities Services.

District-wide Material Safety Data Sheets (MSDS) are available in the Purchasing Services and online at [MSDSonline.com](http://MSDSonline.com) . Site-specific MSDS are available online at [MSDSonline.com](http://MSDSonline.com) with a binder maintained in the site office and main custodial room.

#### Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

#### Accident/Exposure Reporting and Investigation

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

- Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Human Resources Services immediately after occurrence.
- Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to Human Resources Services.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;

- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

### **Mandated Suspected Child Abuse Reporting**

All Burbank Unified School District employees are mandated to report suspected child abuse. (BP 5141.4)

#### Definition of Child Abuse

Any act or omission or commission that endangers a child's physical or emotional health and development. A child is under 18 years of age.

#### Types of Child Abuse

**Physical abuse** - shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment

**Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner

**Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age

**Neglect** - pattern of failure to provide for the child's emotional needs

#### Indicators of Child Abuse

Indicators of suspected child abuse are listed below to assist in recognizing potential or existing problems.

##### Physical Abuse:

- Bruises, burns, abrasions, lacerations or swelling caused by other than accidental means
- Belt buckle marks, handprints, bite marks and pinches
- History of recurring injuries
- Unexplained injuries: conflicting explanations or reasons for injury

##### Emotional Abuse:

- Child is frightened of parents/caretakers or at the other extreme is overprotective of parents/caretakers. Child is frightened of going home
- Child is extremely passive, overly compliant, apathetic, withdrawn or fearful or at the other extreme, excessively aggressive, destructive or physically violent
- Child is clingy and forms indiscriminate attachments, or is wary of physical contact

##### Physical Neglect:

- Child is lacking adequate medical or dental care
- Child is often sleepy or hungry or appears malnourished
- Child is often unsupervised. The conditions in the home are unsafe or unsanitary

##### Sexual Abuse:

- Child makes statements about sexual activity with parents, relatives, friends of the family or other adults. Unusually seductive with classmates and/or adults
- Child shows an early or exaggerated awareness of sex
- Child is known to be a victim of other forms of abuse

**NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not.**

#### **All BUSD employees are mandated reporters, and must:**

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR)
- Contact your site administrator for assistance

- Complete Online SCAR or hard copy and deliver to Burbank Police within 36 hours of verbal report. A copy of the form is available from the site administrator
- Maintain confidentiality

### **Tobacco-Free Schools Policy**

Burbank Unified is a Tobacco-Free District that offers cessation services for all staff members. (BP 3513.3)

The Burbank Unified School District became tobacco-free on July 1, 1995. In order to receive funding from any State or Federal categorical program, the District must sign assurances that all buildings, vehicles, properties, and activities will be tobacco-free. Notices are posted at each site to remind our parents and community visitors that we are tobacco free. Announcements are made at all activities sponsored by the school district that Burbank schools are tobacco free and we appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

Board Policy 3513.3 defines the District policy and states that violations of this policy by District employees will be met with progressive disciplinary measures. The District also offers a number of cessation services including the Behavioral Health Employee Assistance Program (EAP) offered through CIGNA. Other District health benefit providers (for example, Kaiser) offer tobacco cessation classes, and smokers are urged to contact either the local Cancer Society, or the Smoker's Helpline: 1 (800) NO BUTTS for cessation services.

Thanks to all Burbank Unified School District employees for your help in complying with this requirement.

### **Drug and Alcohol-Free Workplace Policy**

The Board of Education believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during, and after school hours. A school district workplace is any place where school district work is performed; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business. (BP 4020)

### **Sexual Harassment**

The Board of Education prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- Providing training to employees in accordance with law and administrative regulation
- Publicizing and disseminating the district's sexual harassment policy to staff
- Ensuring prompt, thorough, and fair investigation of complaints
- Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal. (BP 4119.11(a), 4219.11, 4319.11)

**Sexual Harassment Policy**

Sexual harassment is considered to be any unwanted, unwelcomed, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is **unwelcome**. The Burbank Unified School District has a **zero tolerance for any form of sexual harassment**. (BP 4119.11)

How do you know if it is sexual harassment?

**If someone’s words or actions:**

- Are unwelcome or offensive to you
- Make you feel uncomfortable or threatened
- Affect your job performance...

**Then it may be Sexual Harassment** and should be reported to your immediate supervisor for investigation.

- Employee to Student Sexual Harassment is not tolerated and may lead to disciplinary action.
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or Human Resources if the harassment involves your supervisor.

Forms of Sexual Harassment

<b>Verbal</b>	<b>Non-Verbal</b>	<b>Physical</b>
threats or insults	gestures/looks	cornering
offensive comments	staring/leering	pinching
offensive jokes	posters/photos	grabbing
pressure of dates	drawings of sexual nature	touching
propositions	emails	assault
suggestions of a sexual nature	cartoons	hugging
	sexting	kissing

Be careful. You may never know who is offended by your comments or action. Nothing employees do at work is really ever private including: conversations, telephone calls, websites visited, or email.

**Complaint Procedures**

Complaint Procedure: Employee to Employee

If any employee perceives comments, gestures or actions deemed to be offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor, or the Assistant Superintendent, Human Resources Services. Immediate supervisors will promptly report any complaint to the Assistant Superintendent, Human Resources Services. No employee is required to file any complaint with the alleged harasser.

The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Assistant Superintendent, Human Resources Services. The statement shall be a clear, concise statement of the complaint and the circumstances

involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4144).

#### Filing a Complaint, Uniform Complaint Procedures

The District is primarily responsible for compliance with state and federal laws and regulations. The District has established procedures to address unlawful discrimination and complaints alleging violations of state or federal laws governing the following educational programs:

- Adult Basic Education established pursuant to Education Code (EC) Sections 8500 through 8538 and 52500 through 52616.5;
- Consolidated Categorical Aid programs listed in EC Section 64000(a);
- Migrant Education established pursuant to EC Sections 54440 through 54445;
- Career Technical Education established pursuant to EC Sections 52300 through 52480;
- Child Care and Development programs established pursuant to EC 49490 through 49560;
- Special Education programs established pursuant to EC Sections 56000 through 56885 and EC Sections 59000 through 59300;
- Complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, gender, race, ancestry or physical or mental disability, in program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;

Unresolved complaints from Administrative Regulation 1312.4: Procedure for Complaints Concerning Instructional Materials, Facilities, Teacher Vacancy and Misassignment, and CAHSEE (California High School Exit Examination) Intensive Instruction and Services (EC Section 35186); Non-compliance with school safety planning requirements of Title IV of the NCLB (20 USC Section 7114(d) (7)) pursuant to EC Section 32289).

Complaints may be filed under the District's Uniform Complaint Procedures. Copies of the complaint procedures are available free of charge at the District Office or at the school office. The District shall promote programs which ensure that discriminatory practices are eliminated in all District activities (EC Section 56501). You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). A handicap or limited English language skills will not be a barrier to District programs. The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer.

#### District's Uniform Complaint Officer

The Governing Board designates the following compliance officer to receive and investigate all complaints and ensure District compliance with the law:

John Paramo, Ed.D., Assistant Superintendent, Educational Services  
Burbank Unified School District  
1900 West Olive Avenue, Burbank, California 91506  
(818) 729-4451

- Complaints made under this procedure shall be directed to the Uniform Complaint Officer, who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure (UCP) should be completed within 60 days unless otherwise indicated.
- You may contact the UCP Officer to obtain a copy of the complaint process.
- The Superintendent or designee shall determine whether the complainant and the District representative will participate in mediation to resolve the complaint prior to a formal investigation.
- Each complaint shall be investigated by the Superintendent or designee.
- The Superintendent or designee shall prepare a proposed written decision containing findings and disposition of the complaint. The Superintendent or designee shall provide a copy of the proposed decision to the complainant and the District representative and shall place the matter of the proposed decision on the agenda for the Governing Board.

- The complainant has a right to appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days of the decision. The complainant is required to specify if the District used incorrect facts or misinterpreted the law to arrive at its decision.
- There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside the District’s complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

- **American Civil Liberties Act 504** – Office of Civil Rights
- **Child Abuse** – Department of Social Services, Protective Services Division, or law enforcement
- **Discrimination/Nutritional Services** – U.S. Secretary of Agriculture
- **Employment Discrimination** – Department of Fair Employment and Housing, Equal Employment Opportunity Commission
- **General Education** – Burbank Unified School District
- **Health and Safety/Child Development** – Department of Social Services
- **Student Records** – Family Policy Compliance Officer (FPCO), U.S. Department of Education  
(20 USC 11138; CFR 300.510-511, 300.513; EC Sections 232, 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5CCR 4620-4532)

Complaint Chart

Type of Complaint	Report to	Procedures	Action Steps Discipline
Student Initiated vs. Employee	Student Services Administrator	Follow Student or Employee Handbook	Board Policy & CB Progressive Discipline
Parent Initiated vs. Employee	Principal	Follow Uniform Complaint Procedure	Board Policy & CB Progressive Discipline
Employee vs. Employee	Employee Supervisor	Follow Contract Procedure	Board Policy & CB Progressive Discipline
Sexual Harassment Discrimination Retaliation	Human Resources Office	Follow Penal Code, State or Federal Guidelines	Board Policy & CB Progressive Discipline

**Employee Use of Technology Policy**

The Board of Education recognizes that technological resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating district and school operations. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive training in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District’s technological resources only for purposes related to their employment. Such use is a privilege and is not a right of any person, which may be revoked at any time. All other uses of the District computing and network resources are strictly prohibited. As a condition of using the District’s computing and network resources, every user shall read and sign the appropriate Acceptable Use of Technology agreement provided by the District. Any user who does not sign an Acceptable Use of Technology agreement shall not be permitted to use the District’s computer and network resources.

The District's computer resources, files, and all users' accounts are the property of the District. There is no right to privacy in the use of these resources or users' accounts, and the District reserves the right to monitor and access information on these systems and in users' accounts for determining whether any violations have occurred. Users are only authorized to use computer resources and information to which they have been given specific permission to



access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator, or supervisor, and shall immediately exit that portion of the system.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or district operations without authority.

To ensure proper use of the system, the Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

The Superintendent or designee shall establish administrative regulations which outline employee obligations and responsibilities related to the use of district technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use shall result in a cancellation of the employee's user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations and guidelines to all employees who use the district's technological resources. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

In the event that the use of an electronic resource affects the working conditions of one or more employees, the Superintendent or designee shall notify the employees' exclusive representative. (BP 4040)

**Burbank USD**  
**Administrative Regulation**  
**Solicitation Of Funds From And By Students**  
AR 1321

**Community Relations**

Students are prohibited from being required to pay a fee for participation in an educational activity offered by a school or district that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, co-curricular and extracurricular activities. (Education Code 49011 a,b)

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-connected organization.

As of the 2013-14 school year, any fundraising activities by students and or the seeking of donations and contributions shall require written approval through the use of District form (see Exhibit: E 1321) at least 15 working days before the activity, by the principal or designee.

Any activities which expose students to dangers or hazards shall not be authorized.

Door-to-door solicitation by minors under the age of 16 may be permitted as follows in accordance with the California Code of Regulations, Title 8, 11706:

1. Door-to-door selling within the meaning of Section 11706 shall include selling by such minors, either alone or in pairs or teams, in parking lots or malls.
2. Minors under the age of 16 may not sell to passing motorists newspapers, candy, flowers, or other merchandise or commodities from a fixed location on a street, highway, freeway island or divider, freeway on or off ramp, or other side of a freeway or highway entrance or exit shoulder.
3. Minors under the age of 16 may not sell newspaper or magazine subscriptions, candy, cookies, flowers, or other

merchandise or commodities door-to-door unless all of the following conditions are met [LC 1296; 8 CCR 1170]:

- a. Minors so engaged work in pairs, as a team, on the same or opposite side of the street
  - b. Minors so engaged must be supervised by an adult for each crew of 10 or fewer minors
  - c. Minors must be within the sight or sound of the adult supervisor at least once every 15 minutes
  - d. Minors must be returned to their respective homes or place of rendezvous daily after each day's activity
4. Letters sent to parent/guardians/caregivers regarding door-to-door activities shall include the following:
- a. Notification that minors under the age of 16 shall not be out after dark selling or soliciting funds for school activities
  - b. Notification that minors under the age of 16 shall not sell or solicit funds outside of their immediate neighborhood
5. Students in Kindergarten through grade 3 shall not be involved in any door-to-door sales or solicitation.

In order to minimize interruptions to regularly scheduled instruction, staff shall limit fund-raising activities to appropriate time periods as designated by the principal and shall not interfere with the instructional program.

No students shall be solicited by teachers or others to contribute or to work for any organization not directly under the control of school authorities or be charged for any entertainment programs within the school during school hours.

The soliciting of money or the acceptance of donations from students for other than school activities shall be prohibited except for the following:

1. Student body and Parent Teacher Association/Parent Teacher Student Association (PTA/PTSA) dues.
2. Student body solicitations for service activities initiated by the students, approved by the principal in accordance with policy, under the direct supervision of school authorities.
3. Fund solicitation from students and/or the distribution of announcements by students or teachers. This applies to the following organizations that shall be granted permission to distribute notices through students for student-related activities subject to review by the principal for appropriateness:

Burbank Educational Foundation  
Burbank PTAs/PTSAs  
Burbank Parks and Recreation Department  
Burbank Public Library  
Burbank Family YMCA  
Burbank Priority in Education Foundation (B.P.I.E.)  
Burbank Salvation Army  
Girl Scouts  
Boy Scouts of America  
Camp Fire, Inc.  
American Red Cross  
American Youth Soccer Organization (AYSO)  
Vikings Football  
Burbank Arts Education Foundation

Each fundraising campaign shall not exceed, unless otherwise authorized in advance by the principal or designee, 10

school days in duration at the elementary level, 15 school days at the middle school level, and no more than 20 school days in the comprehensive/continuation high schools, number of days to be determined by the site administrator.

All fundraising activities generated at a specific site are specific to that site. If a student raises funds for a group at an identified site, and the student transfers out of the program, or leaves the program for any reason, or transfers to another school in the district, or moves out of the district, the funds raised by that student do not transfer with the student, but remain in the account of original deposit.

Regulation BURBANK UNIFIED SCHOOL DISTRICT  
approved: August 15, 2013 Burbank, California

### **Solicitation Of Funds From And By Students** BP 1321

#### **Community Relations**

Students are prohibited from being required to pay a fee for participation in an educational activity offered by a school or district that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, co-curricular and extracurricular activities. (Education Code 49011 a,b)

1. The Board of Education recognizes that participation in fundraising activities for the schools and for nonprofit, for nonpartisan charitable organizations can help students develop a sense of social responsibility.
2. When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law. (Education Code 51521)
3. This policy does not apply to Associated Student Body (ASB) or Parent Teacher Association (PTA) accounts.
4. Any classroom activity requiring fundraising, and or the seeking of donations and contributions must have the principal's prior approval. (Education Code 51521)

#### **Solicitation on Behalf of the School**

1. With the advanced approval of the Superintendent or designee, official school-related organizations may organize fund-raising events involving students.
2. The Superintendent or designee shall ensure that parents/guardians are informed of the purpose of all fundraisers benefiting the school or school-connected organizations. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary educational experiences. After the fundraiser is held, parents/guardians shall be told how much money was raised and how it was spent.

#### **All Solicitation**

1. The Board recognizes that the opportunity to participate in financial support activities is of benefit to the student, school site, and district. To this end, students should be encouraged to participate in such activities. No students shall be barred from any activity because they did not participate in fundraising.
2. Fundraising events shall be planned and conducted in such a manner as to teach and exemplify sound, ethical business practices and should be scheduled so as not to conflict with other school-related events nor to place an undue financial burden upon the residents of the district.

#### **Business on District Property**

Except as provided by Administrative Regulations, no individual may conduct any business by advertising or offering for sale any article or service to students or employees on school district property. Advertisement in designated locations and sales outside of working hours may be permitted for employees, but only for personally-owned articles and/or personally-provided services.

**Bullying (Currently being reviewed by the Board of Education)**  
BP 5131.2

Bullying is a form of violence. The acts involve real or perceived imbalance of power with the more powerful student, person, or group attacking those who are less powerful.

Bullying is subjecting a person to abusive actions. Typically, bullying behavior is unprovoked, intentional, and repeated over time, and includes the use of hurtful words and/or acts.

Bullying may include, but is not limited to gestures or written, verbal, or physical acts that are reasonably perceived as being motivated by general disrespect or by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, a mental, physical, or sensory disability, or on the basis of association with an individual who falls into one of the protected categories, that takes place on school property, on any school sponsored function, or on a school bus, or that (1) places student or school employee in reasonable fear of harm to his or her person or well-being; or damage to his or her property or (2) has the effect of substantially interfering with the student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school.

**Possible Indicators of Bullying Behavior**

1. Bullying can occur face to face or via written, telephonic or online communication. Bullying behaviors are usually repetitive in nature and may include, but are not necessarily limited, to the following:
2. Verbal: Hurtful name-calling, teasing, gossiping, taunting, making threats, making rude noises, or spreading hurtful rumors.
3. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, stealing, or destroying property.
4. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
5. Cyber Bullying: Includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
6. Any act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, reluctance to attend school, a decline in quality of work, or problem behaviors.

The Board of Education is committed to providing a safe working and learning environment. The district will not tolerate bullying or any behavior that infringes upon the safety or well-being of students, employees, or any persons within the district's jurisdiction. The district will not tolerate retaliation in any form, when bullying has been reported. District policy requires all schools and all personnel to promote among students and employees mutual respect, tolerance, and acceptance. "All students and staff of public primary, elementary, junior high [middle school], and senior high have the inalienable right to attend campuses which are safe, secure and peaceful." (Article 1, Section 28 (c) of the California State Constitution)

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer or his or her designee identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

The Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. To this end,

the Board also recognizes the harmful effects of bullying on student learning and school attendance and desires to protect students from physical and emotional harm. The environment at every school should be characterized by positive interpersonal relationships among students and between students, employees, and community members.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3515 - Campus Security)  
(cf. 3515.2 - Disruptions)  
(cf. 5030 - Student Wellness)  
(cf. 5131 - Conduct)  
(cf. 5131.4 - Student Disturbances)  
(cf. 5142 - Safety)  
(cf. 5145.3 - Nondiscrimination/Harassment)

No individual, student, or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)  
(cf. 5136 - Gangs)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)  
(cf. 0450 - Comprehensive Safety Plan)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 6020 - Parent Involvement)

### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students, parents, and staff shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)  
(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. A telephone hotline, (818) 729-4589, an email, and portal (StopBullying@burbankusd.org) have been established for the purpose of anonymously reporting claims of bullying. This information will be posted on our district website and at every school site.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

### **Reporting and Filing of Complaints**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures as specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

## **Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal, in accordance with applicable collective bargaining agreements and Board Policies.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

## **Suicide Prevention (Currently being reviewed by the Board of Education)**

AR 5141.52

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

### **Staff Development**

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

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

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

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

(cf. 5131.6 - Alcohol and Other Drugs)

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

4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

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

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

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed

8. District procedures for responding after a suicide has occurred

#### Instruction

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

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide

2. Develop coping and resiliency skills and self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent

4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

#### Intervention

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

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

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



(cf. 5141 - Health Care and Emergencies)

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

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

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

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

(cf. 5125 - Student Records)

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

#### Postvention

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

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School

staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

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

(cf. 1112- Media Relations)

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