

Wright Elementary School District

Robert L. Stevens School

J.X. Wilson School

Wright Charter School

School Safety Plan

Plan reviewed and approved by:

Site Teaching Staff

Wright Charter School Site Council

March 17, 2016

Board Approval Date:

March 17, 2016

WRIGHT CHARTER SCHOOL SAFETY PLAN
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I. Introduction

What is a Safe School?

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence or psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of nonviolence, clear behavioral expectations, and disciplinary policies that are consistently and fairly administered. There is a sense of community on the school campus with support and recognition for positive behavior. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness and a nice appearance of the campus and classrooms.”

Taken from *Safe Schools: A Planning Guide for Action*
California State Department of Education, a document used in the development of this plan

Wright Elementary School District Vision

The Wright Elementary School District shall create an environment that encourages every child to work to his or her potential, builds basic skills, kindles and nourishes curiosity, teaches problem-solving, encourages children to love learning, and inspires both teachers and children.

Wright Elementary School District shall provide opportunities for children to develop personal and civic responsibility, self-discipline, necessary skills for economic independence, and a positive code of ethics supported by the community at large.

Wright Elementary School District shall respect each individual, honor differences, and strengthen the community by educating its children and engaging families in the educational process.

Wright Elementary School District Mission

The mission of the Wright Elementary School District is to prepare children academically and socially to function responsibly in society and to envision their goals in life.

Rights

“All students and staff of primary, elementary, junior high, and high schools have an inalienable right to attend campuses which are safe, secure and peaceful” (*California Constitution, Article 1, Section 28©: Right to Safe Schools*).

Procedures for Approval and Annual Review

The Wright Elementary School District comprehensive school safety plan will be reviewed, evaluated and amended, as needed, each school year by the School Site Councils and the Board of Trustees, and presented for public hearing at an annual meeting of the Board of Trustees. An updated file containing all safety related plans and materials is available for public inspection at the District Office and at each school site.

II. Assessment of the Current Status of School Crime

The schools in the Wright Elementary School District are generally safe. There are some minor student-to-student incidents of fighting that are handled per each site's student discipline procedures. There are incidents of vandalism and graffiti reported annually in addition to occasional incidents of theft. Staff, Site Council, Planning and Communication Team and the District Safety Committee review these issues and develop strategies to make the schools safer. Recent discussions and subsequent plans have included facilities upgrades, parking lot safety, sexual harassment policies, cafeteria procedures, earthquake and disaster preparedness, and first aid/CPR. Principals submit a form to the district office detailing any crimes that have been committed involving their campuses. The superintendent analyzes and compiles these reports and sends them to the State in the biannual Safe Schools Assessment Report. (Copies are available at the district office.) Minor student fights are not reportable to the State. Student suspensions are reported annually on the School Accountability Report Card. Incidents of theft and vandalism are reported to the State when they cost the district over a hundred dollars, and they are indicated in the table below. Incidents of graffiti are reported to the police department and the graffiti is removed or painted over as soon as possible.

Incidents of Crime 2014-2015

School	Robert L Stevens	J.X. Wilson	Wright Charter
Number and types of crimes reported	Graffiti 10/14	0	0
Cost of vandalism	\$555		

Enrollment and Average Daily Attendance for 2014-2015

School	Robert L. Stevens	J.X. Wilson	Wright Charter
Enrollment	561	561	499
ADA	528.98	536.54	481
%	94.77%	95.63%	96.39%

Suspensions and Expulsions: 2014-2015

	School	District
	2014-15	2014-2015
Number of Suspensions	35	54
Rate of Suspensions	.07	.034
Number of Expulsions	0	0
Rate of Expulsions	0	0

Staff Survey Statement 2016:

Statement	% Agreement
Wright School is a safe place for students.	92%
Wright School is a safe place for staff.	96%

Parent Satisfaction Survey Statement 2012:

Our school is safe for students and staff.	88%
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III. Procedures for Complying with Existing Laws Related to School Safety

A. Child Abuse Reporting Procedures

All school staff actively monitors the safety and welfare of all students. Staff members understand their responsibility as childcare custodians and report all cases of known and suspected child abuse as per district policy.

When a case of child abuse is suspected, the employee having suspicion of the abuse and the school administrator discuss the matter. The suspected abuse is reported to Child Protective Services (CPS) within 24 hours and a written *Suspected Child Abuse Report* is completed and sent to the CPS within the required three days. Plans are developed to insure on-going monitoring of the student. School staff members work closely with police and CPS with follow-up actions as needed.

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. The principal maintains copies of all written reports.

B. Employee Training

Staff training and/or review of the following safety procedures is provided yearly:

Child Abuse Reporting

Blood Borne Pathogens

Disaster and Crisis Response

SB 198 Safety in the Workplace

First aid and CPR training are offered yearly

Resiliency and Bully information and strategies are discussed regularly

C. Disaster Procedures, Routine and Emergency

The district maintains a disaster plan and emergency procedures at each school site, which are updated annually. Monthly fire drills, semiannual earthquake preparedness drills and lockdown drills are conducted. Plans are developed in accordance with School Guard's Emergency Operations Plan for Schools, The Sonoma County School Crisis Response and Recovery Plan and the Wright School District Policies.

D. Policies Regarding Actions That Would Lead to Suspension and/or Expulsion

It is the intent of the governing board to maintain a safe learning environment for all students. Disciplinary actions are conducted in a manner consistent with federal law, the Education Code of California, governing board policies, and district administrative rules and regulations. With regards to student discipline, school staff adheres to the procedures set forth in each school's Student Handbook and Parent Information Handbook.

When suspension is necessary, due process is followed. If the suspension involves a special education student, administrators adhere to IDEA guidelines and district policies regarding student discipline.

E. Procedures to Notify Teachers of Dangerous Pupils

As students enroll in the district, school Office Managers contact previous schools to request cumulative records. When the cumulative records arrive at the school the principal reviews the file and informs the receiving teacher in writing of any potentially dangerous student behaviors.

The previous teacher provides student placement cards. These cards contain information about student behavior, academic progress, and any other information relevant to student performance and behavioral issues.

Teachers are notified when one of their students is suspended.

F. Sexual Harassment Policy

Sexual harassment of any student or employee by another person is prohibited. The district updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee-to-employee sexual harassment.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Conflict resolution and discussion among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or CPS, as appropriate by law.
4. Student disciplinary actions, which may include placement on a behavior contract, other appropriate means of corrections, suspension, or a recommendation for expulsion.
5. Employee disciplinary action is described in policy, State law, and Education Code.

District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the district's sexual harassment policy in a prominent location at each school.
2. Notifying the staff, students, and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications.
5. Taking appropriate administrative actions to reinforce the district policy by providing staff in-service and student instruction or counseling.
6. Directing that teacher-led discussions be conducted on this policy with students in **age-appropriate ways** and assuring students in that discussion that they need not endure any form of sexual harassment.

Students and/or their parents and employees can use the District's Uniform Complaint Procedures form to file a formal complaint of sexual harassment.

G. School-wide Dress Code

The governing board sanctions the expression of a student's uniqueness and individuality by means of the student's dress when dress is reasonable, appropriate, and consistent with behavioral expectations and safety procedures at the school. Restrictions on student dress will be imposed when a student's clothing presents a health or safety hazard or a distraction that would interfere with the educational process. The following guidelines govern student attire in our district:

Clothing, especially t-shirts and jewelry, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, gang related, or sexually suggestive. Clothing which advocates racial, ethnic or religious prejudice, or the use of drugs and alcohol is also prohibited.

Reasonable dress and grooming regulations may also be established for extracurricular or other special school activities.

The dress standards are shared with students and parents in each site's Parent Handbook and Student Handbook.

H. Procedures for Safe Ingress and Egress of Pupils

The school site Parent Information Handbook defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for drop-off and pick-up. Also, safety procedures and expectations are described for those students who ride the bus, ride their bikes and walk to and from school. Principal's newsletters provide frequent reminders about traffic and campus safety.

At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of pupils. Teachers provide yard supervision at the beginning of each school day. Adult supervision is also provided at the end of the day or until the buses leave.

Staff members are vigilant about visitors on campus, and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, immediate investigation is undertaken and the police department may be contacted as necessary.

I. Safe and Orderly Environment Conducive to Learning at School and Rules and Procedures on School Discipline

Classroom teachers maintain classrooms conducive to learning. A variety of classroom management strategies, procedures, and routines are employed to promote a safe and secure learning environment. Student Handbooks address all aspects of student behavior at school. Students are made aware of expectations for their behavior in the classrooms and on the yard. The Student Handbook is sent home with each child and parents review this document with their children. Students and their parents sign a Code of Conduct, which is kept by the child's teacher for the duration of the school year. In addition, information about student discipline is repeated in the Parent Information Handbook. As new students enroll in the district, copies of these documents are given to their families.

J. Condition of the School's Facilities

School Facility Conditions -- Results of Inspection and Evaluation: Fall 2015

Data reported are the determination of good repair as documented in a completed Interim Evaluation Instrument, including the school site inspection date, the Interim Evaluation Instrument completion date, and the date of any remedial action taken or planned. Additional information about the condition of the school's facilities may be obtained by speaking with the school principal.

Interim Evaluation Instrument Part	Facility in Good Repair		Deficiency and Remedial Actions Taken or Planned
	Yes	No	
Gas Leaks	x		
Mechanical Systems	x		
Windows/Doors/Gates (interior and exterior)	x		
Interior Surfaces (walls, floors, and ceilings)	x		
Hazardous Materials (interior and exterior)	x		
Structural Damage	x		
Fire Safety	x		
Electrical (interior and exterior)	x		
Pest/Vermin Infestation	x		
Drinking Fountains (inside and outside)	x		
Restrooms	x		
Sewer	x		
Playground/School Grounds	x		
Other			

IV. Strategies and Programs That Provide and Maintain a Positive School Climate and Maintain a Safe, Clean Physical Environment

School safety is enhanced when a caring school environment is created and maintained. Students need to feel welcome and valued. The following components of our school's basic programs help to provide this caring environment.

The Learning Environment

- ❖ **Character Education, Citizenship and Merit Programs:** All three sites have a character education program. Monthly citizen or merit assemblies are conducted. Students who demonstrate characteristics of good citizenship are publicly recognized for their accomplishments with an award. These assemblies also provide a format for discussing behavior and safety issues. At Wright Charter School the assembly is held to recognize a Citizen of the Month from each class and is held once a month. Student's receiving an award also gain invitation to a Lunch Party hosted by the school principal or designee. Students eat lunch on the stage with the principal and are then provided with a fun dessert. Students who have earned a Cougar Paw for Safe, Responsible and/or Respectful behavior during the month participate in a lottery during the monthly assembly. If their name is drawn they are able to choose a prize from the school prize box in the principal's office.

- ❖ **BEST (Building Effective Schools Together):** BEST is a research-based school-wide positive behavior program designed to promote a healthy school climate. The success of the program depends on all staff explicitly teaching and reinforcing behavioral expectations in classrooms, office and all common areas. All behavioral expectations are arise out of three basic tenets: **Be Safe, Be Respectful, Be Responsible.** These expectations are re-taught and reviewed throughout the school year. School/Home communication is essential, ensuring that the message about behavioral expectations is consistent.

- ❖ **Violence Prevention and Bully-Prevention Curriculum:** Wright Charter School has purchased curriculum from the Sonoma County Medical Association Alliance. This curriculum is a research-based social skills curriculum that teaches and promotes positive problem solving strategies for use by pupils. The program is called Second Step and approaches the instruction of social skills through problem solving, anger management and empathy. Each teacher has a Second Step curriculum kit available to them for use with their students.

- ❖ **Tool Box Curriculum**
"Toolbox," the district-adopted social/emotional curriculum is taught in all grades K-8. During the 2013-14 school year, new teachers received professional development in the implementation of the program and experienced teachers received a refresher course. In addition, two teachers from each site participated in a county-wide consortium of Tool Box educators where they shared instructional strategies, implementation ideas, and exchanged grade-specific lesson plans. Classified staff participated in Tool Box training and the California Parenting Institute hosted a Parent Information Night for parents interested in learning more about Tool Box and how it can be used at home. The program is designed to

develop resilience in students, guide them in successfully dealing with difficult interpersonal issues, and to engender empathy.

- ❖ **Discipline Procedures:** Each school in the district has developed and articulated plans for student behavior. These plans were developed with teacher and parent input and are amended as needed. Both the Parent Handbook and the Student Handbook spell out the expectations for student behavior, school rules, and procedures for student discipline.
- ❖ **Languages:** Effective schools recognize that students who are learning English need additional help such as tutors, buddies, and in some cases, bilingual materials. Their parents also need to feel part of the school and have input into programs. Currently the majority of second language learners at Wright Charter School speak Spanish as their first language. Whenever possible translation is provided to students and parents in the Spanish language to support student growth. Students are supported in the acquisition of English through our school wide Academic Language Development Program and through our English Language Learners Program.
- ❖ **Staff Development:** Training in school safety is provided annually to certificated and classified staff. Disaster plans are practiced regularly. Staff development on the topic of establishing and maintaining positive school-wide behavior is on-going and is complimented through strategies in the BEST program.
- ❖ **Buddy Systems:** At all three sites, students participate in a “buddy program” which teams younger and older students together. This helps to build a sense of community in the school, develops a sense of competence, and instills empathy in older students. It also gives younger students role models for caring and helping.
- ❖ **G.A.T.E (Gifted and Talented Education):** The Gifted and Talented Education Program provides additional academic challenges for students who qualify.
- ❖ **Music:** Opportunities for students to receive formal music instruction is provided for all students Kdg. through 6th Grade. Students in the fifth through eighth grades may choose to join the band.
- ❖ **After School Program:** As Title 1 Schools, Wright School and R.L. Stevens School currently participate in the Cal Serves After School Program. Students in grades 1-8, who qualify, are provided with valuable recreational and academic activities that keep them actively engaged during after-school hours.
- ❖ **One:One Tutoring:** As Title 1 Schools, Wright School and R.L. Stevens School currently participate in the Cal Serves Tutoring Program. Students who qualify are provided with one to one tutoring assistance in reading. This program is designed to increase reading skill development.
- ❖ **ABC Club for Kindergarten:** Students who qualify are provided with after school intervention in phonemic awareness and phonics development to promote reading readiness.

- ❖ **Sports Teams:** Schools regularly promote participation in inter-district sports teams for both boys and girls in grades 4-6. Sports Teams for students in grade 7 and 8 are currently in development for our next school year.
- ❖ **Jump Start Intervention After-School:** The district holds trimester Jump Start Intervention programs to improve reading, writing, or math performance for those students identified as needing additional support. These intervention programs are held after school and offer students approximately 12 hours each of targeted instruction.
- ❖ **School-Wide Garden Program:**
Wright Charter School is home to a magnificent school garden that acts as an outdoor classroom where students learn basics of horticulture, botany, life cycles, plant propagation, the care and maintenance of both edible and ornamental plants, the impact of weather, seasons and climate on the plant world and the important and integral role plants play in the health of the planet and people play in the health of the plants. Our garden coordinator works with teachers, parents, and students to promote positive learning experiences while teaching students the basics of gardening and maintaining a healthy garden.

The Physical Environment

The second component of a safe school is the school's physical environment. The following attributes of the physical environment contribute to safety in the Wright School District:

- Classroom furnishings are attractive, comfortable and are in good condition.
- The Wright School campus is landscaped and spacious. Regular mowing, weeding, and other maintenance activities provide the orderly appearance.
- Recreational equipment is provided and safety of equipment is monitored.
- Students have adequate space and equipment with which to play at recess times, which keeps them productively occupied.

Action Planning

Action is planned and taken as the need arises. Annual review of this plan helps the School Site Governance Council and the Board of Trustees focus on school safety and suggests additional ways to make our schools safer. In addition, following each emergency and disaster drill, meetings are held with staff to determine ways to improve emergency procedures. Our principals lead on-going efforts to increase school safety at their school sites.

Appendix A. District Policies Regarding Safety

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COMPREHENSIVE SAFETY PLAN

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1312.3 - Uniform Complaint Procedures)*
- (cf. 3515 - Campus Security)*
- (cf. 3515.2 - Disruptions)*
- (cf. 3515.3 - District Police/Security Department)*
- (cf. 5131 - Conduct)*
- (cf. 5131.4 - Student Disturbances)*
- (cf. 5131.7 - Weapons and Dangerous Instruments)*
- (cf. 5136 - Gangs)*
- (cf. 5137 - Positive School Climate)*
- (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. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 5145.9 - Hate-Motivated Behavior)*

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

- (cf. 0420 - School Plans/Site Councils)*
- (cf. 1220 - Citizen Advisory Committees)*

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

- (cf. 0500 - Accountability)*
- (cf. 9320 - Meetings and Notices)*

COMPREHENSIVE SAFETY PLAN (continued)**Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

48900-48927 Suspension and expulsion

48950 Speech and other communication

49079 Notification to teacher; student act constituting grounds for suspension or expulsion

67381 Violent crime

PENAL CODE

422.55 Definition of hate crime

626.8 Disruptions

11164-11174.3 Child Abuse and Neglect Reporting Act

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CODE OF REGULATIONS, TITLE 5

11987-11987.7 School Community Violence Prevention Program requirements

11992-11993 Definition, persistently dangerous schools

UNITED STATES CODE, TITLE 20

7101-7165 Safe and Drug Free Schools and Communities

7912 Transfers from persistently dangerous schools

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

*Management Resources:*CSBA PUBLICATIONS

Safe Schools: Strategies for Boards of Trustees to Ensure Student Success, Third Edition, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

Early Warning, Timely Response: A Guide to Safe Schools, August 1998

COMPREHENSIVE SAFETY PLAN (concluded)

*U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION
PUBLICATIONS*

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

California Emergency Management Agency: <http://www.calema.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention:

<http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Alliance for Safe Schools: <http://www.safeschools.org>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center:

http://www.secretservice.gov/ntac_ssi.shtml

Revised: 02/11/97, 03/28/00, 05/14/02, 02/20/03, 02/17/05, 02/27/14

Adopted: 02/11/97

Reviewed:

WRIGHT ELEMENTARY SCHOOL DISTRICT
Santa Rosa, California

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COMPREHENSIVE SAFETY PLAN

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

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

Before adopting its comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

4. A representative of each teacher organization at the school

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 4140/4240/4340 - Bargaining Units)

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

(cf. 6159 - Individualized Education Program)

COMPREHENSIVE SAFETY PLAN (continued)

- b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)
(cf. 3516.1 - Fire Drills and Fires)
(cf. 3516.2 - Bomb Threats)
(cf. 3516.5 - Emergency Schedules)
(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Hate crime reporting procedures

(cf. 5145.9 - Hate-Motivated Behavior)

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

COMPREHENSIVE SAFETY PLAN (continued)

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

(cf. 1020 - Youth Services)

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 3530 - Risk Management/Insurance)
(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.5 - Vandalism and Graffiti)

COMPREHENSIVE SAFETY PLAN (concluded)

10. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

Philosophy-goals-objectives and comprehensive plans

(cf. 3515.2 - Disruptions)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Board of Trustees members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

WRIGHT ELEMENTARY SCHOOL DISTRICT

Approved by Superintendent Adam Stein 06/25/15

Santa Rosa, California

ENVIRONMENTAL SAFETY

The Board of Trustees recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

(cf. 0200 - Goals for the School District)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.3 - Earthquake Emergency Procedure System)
(cf. 3517 - Facilities Inspection)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5030 - Student Wellness)
(cf. 5142 - Safety)
(cf. 7111 - Evaluating Existing Buildings)

Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:

1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 5141.23 - Asthma Management)
(cf. 6163.2 - Animals at School)
(cf. 7150 - Site Selection and Development)

2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm

(cf. 3516.5 - Emergency Schedules)
(cf. 5141.7 - Sun Safety)
(cf. 6142.7 - Physical Education and Activity)

3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles

(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)

ENVIRONMENTAL SAFETY (continued)

4. Minimizing exposure to lead in paint, soil, and drinking water
5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials
6. Ensuring the proper storage, use, and disposal of potentially hazardous substances

(cf. 3514.1 - Hazardous Substances)
(cf. 6161.3 - Toxic Art Supplies)

7. Ensuring the use of effective least toxic pest management practices

(cf. 3514.2 - Integrated Pest Management)

8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses

(cf. 3550 - Food Service/Child Nutrition Program)

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.

(cf. 1020 - Youth Services)

The Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

Legal Reference: (see next page)

ENVIRONMENTAL SAFETY (continued)*Legal Reference:*EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 8

337-339 Hazardous substances list

340-340.2 Occupational safety and health, rights of employees

1528-1533 Construction safety orders; exposure to hazards

5139-5223 Control of hazardous substances

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

2480 Vehicle idling

CODE OF REGULATIONS, TITLE 17

35001-36100 Lead abatement services

CODE OF REGULATIONS, TITLE 22

64670-64679 Lead and copper in drinking water

UNITED STATES CODE, TITLE 7

136-136y Use of pesticides

UNITED STATES CODE, TITLE 15

2601-2629 Control of toxic substances

2641-2656 Asbestos Hazard Emergency Response Act

UNITED STATES CODE, TITLE 42

1758 Food safety and inspections

CODE OF FEDERAL REGULATIONS, TITLE 40

141.1-141.723 Drinking water standards

745.61-745.339 Lead-based paint standards

763.80-763.99 Asbestos-containing materials in schools

763.120-763.123 Asbestos worker protections

Management Resources: (see next page)

ENVIRONMENTAL SAFETY (continued)

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Board of Trustees Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003

Mold Remediation in Schools and Commercial Buildings, March 2001

How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

CSBA: <http://www.csba.org>

AirNow: <http://www.airnow.gov>

American Association of School Administrators: <http://www.aasa.org>

California Air Resources Board: <http://www.arb.ca.gov>

California Department of Education, Health and Safety:

<http://www.cde.ca.gov/ls/fa/hs>

California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California Indoor Air Quality Program: <http://www.cal-iaq.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Consumer Product Safety Commission: <http://www.cpsc.gov>

National Center for Environmental Health: <http://www.cdc.gov/nceh>

Occupational Safety and Health Administration: <http://www.osha.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

ENVIRONMENTAL SAFETY

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

- (cf. 3510 - Green School Operations)*
- (cf. 3511 - Energy and Water Management)*
- (cf. 3517 - Facilities Inspection)*
- (cf. 4157/4257/4357 - Employee Safety)*
- (cf. 5030 - Student Wellness)*
- (cf. 5142 - Safety)*
- (cf. 7111 - Evaluating Existing Buildings)*
- (cf. 7150 - Site Selection and Development)*

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

ENVIRONMENTAL SAFETY (continued)

4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

(cf. 6161.3 - Toxic Art Supplies)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

ENVIRONMENTAL SAFETY (continued)

Outdoor Air Quality

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

The quality and safety of the district's drinking water sources shall be regularly assessed.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

ENVIRONMENTAL SAFETY (continued)

Until drinking water is assured to be safe, the Superintendent or designee may explore alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

(cf. 3550 - Food Service/Child Nutrition Program)

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Lead Exposure

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

ENVIRONMENTAL SAFETY (continued)**Mercury Exposure**

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

ENVIRONMENTAL SAFETY (continued)

- b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
 3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84)

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

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

ENVIRONMENTAL SAFETY (concluded)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

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HAZARDOUS SUBSTANCES

Cautionary Notice 2013-2014: AB 110 (Ch. 20, Statutes of 2013) amended Government Code 17581.5 to relieve districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations, are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

(cf. 3514 - Environmental Safety)

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated

HAZARDOUS SUBSTANCES (continued)

representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has furnished a safety data sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new SDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). (8 CCR 5194)

The Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

Employees shall receive information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. The information and training shall include, but are not limited to, the following topics: (8 CCR 5194)

- a. The requirements of 8 CCR 5194, including employee rights described therein

HAZARDOUS SUBSTANCES (continued)

- b. The location and availability of the district's written hazard communication program, including the list of hazardous materials and all SDS
- c. Any operations in the work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area
- f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- g. How to read and use the labels and SDS

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas. (8 CCR 5194)

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

6. Information to Contractors

To ensure that outside contractors and their employees work safely in district facilities, the Superintendent or designee shall inform contractors of hazardous substances which are present on the site and precautions that they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

HAZARDOUS SUBSTANCES (continued)

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

HAZARDOUS SUBSTANCES (concluded)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

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INTEGRATED PEST MANAGEMENT

The Superintendent or designee shall designate an employee at the district office and/or school site to develop, implement, and coordinate an integrated pest management (IPM) program that incorporates effective, least toxic pest management practices. The IPM coordinator shall prepare and regularly update a districtwide or school site IPM plan based on the template provided by the California Department of Pesticide Regulation (DPR).

Integrated pest management means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Education Code 17609; Food and Agricultural Code 13181)

The IPM plan and this administrative regulation shall not apply to reduced-risk pesticides, including self-contained baits or traps, gels or pastes used for crack and crevice treatments, antimicrobials, and pesticides exempt from registration by law. (Education Code 17610.5; 3 CCR 6147)

The IPM coordinator shall not use any pesticide that is prohibited by DPR or the U.S. Environmental Protection Agency, as listed on the DPR web site. (Education Code 17610.1)

Program Components

The district's program shall include, but not necessarily be limited to, the following components:

1. Identifying and monitoring pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation at a specific location might cause unacceptable health or economic hazards that would indicate corrective action should be taken.
3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.

INTEGRATED PEST MANAGEMENT (continued)

4. Considering a full range of possible alternative cost-effective treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for the use of chemical control agents;
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazardous effects to people and the environment;
6. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and label directions registered with the EPA as well as any disposal requirements indicated on the product label;

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

7. Informing parents/guardians and employees regarding pesticide use as described in the sections "Notifications" and "Warning Signs" below; and
8. Ensuring that persons applying pesticides follow label precautions and are sufficiently trained in the principles and practices of IPM.

(cf. 4231 - Staff Development)

Beginning July 1, 2016, the IPM coordinator and any employee or contractor who intends to apply a pesticide at a school site shall annually complete a DPR-approved training course on IPM and the safe use of pesticides in relation to the unique nature of school sites and children's health. (Education Code 17614; Food and Agricultural Code 13186.5)

Notifications

Staff and parents/guardians of students enrolled at a school site shall be annually notified, in writing, regarding pesticide products expected to be applied at the school site in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it;
2. The Internet address (<http://www.cdpr.ca.gov/schoolipm>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184;

INTEGRATED PEST MANAGEMENT (continued)

3. If the school has posted its IPM plan, the Internet address where the plan may be found;
4. The opportunity to view a copy of the IPM plan in the school office;
5. An opportunity for interested persons to register to receive prior notification of each application of a pesticide at the school site; and
6. Other information deemed necessary by the IPM coordinator.

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

Whenever a person registers to receive notice of individual pesticide application pursuant to item #5 above, the IPM coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application. (Education Code 17612)

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

If a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5, it shall post the school or district IPM plan on the school's web site or, if the school does not have a web site, then on the district web site. If neither the school nor district has a web site, then the IPM plan shall be included with the annual notification sent to staff and parents/guardians pursuant to Education Code 17612 as described above. The plan shall include the name of the school designee or IPM coordinator, the pesticides applied at the school site by school or district employees and hired pest control applicators, and a date when the plan shall be reviewed and updated as necessary. When not required, the IPM coordinator may post or distribute the IPM plan at his/her discretion. (Education Code 17611.5)

Whenever the IPM coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

INTEGRATED PEST MANAGEMENT (continued)**Warning Signs**

The IPM coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and shall remain posted until 72 hours after the application. The warning sign shall prominently display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area;"
2. The product name, manufacturer's name, and the EPA's product registration number;
3. Intended areas and dates of application; and
4. Reason for the pesticide application.

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

At the end of each calendar year, the IPM coordinator shall submit to the DPR, on a form provided by the DPR, a copy of the records of all pesticide use at the school site for that year, excluding any pesticides exempted by law and any pesticide use reported by the pest control operator pursuant to Food and Agricultural Code 13186. The IPM coordinator may submit more frequent reports at his/her discretion. (Education Code 17611)

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Legal Reference:

BUSINESS AND PROFESSIONS CODE

8593.2 Licensed pest control operators; training requirements

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17613 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

INTEGRATED PEST MANAGEMENT (concluded)

FOOD AND AGRICULTURAL CODE

11401-12408 *Pest control operations and agricultural chemicals*

13180-13188 *Healthy Schools Act of 2000*

GOVERNMENT CODE

3543.2 *Scope of representation; right to negotiate safety conditions*

6250-6270 *California Public Records Act*

CODE OF REGULATIONS, TITLE 3

6147 *Pesticides exempted from registration requirements*

CODE OF REGULATIONS, TITLE 8

340-340.2 *Employer's obligation to provide safety information*

UNITED STATES CODE, TITLE 7

136-136y *Insecticide, Fungicide and Rodenticide Act*

Management Resources:

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION PUBLICATIONS

California School IPM Model Program Guidebook

U.S. ENVIRONMENTAL PROTECTION AGENCY

Protecting Children in Schools from Pests and Pesticides, 2002

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Pesticide Regulation, School IPM: <http://schoolipm.info>

<http://www.cdpr.ca.gov/schoolipm>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:

<http://www.epa.gov/pesticides/ipm>

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TRANSPORTATION SAFETY AND EMERGENCIES

The Superintendent or designee may consult with the California Highway Patrol, County Office of Education or appropriate weather service when determining the degree to which he/she will limit home-to-school transportation service when atmospheric conditions reduce visibility on the roadway to 200 feet or less.

(cf. 3542 - School bus Drivers)

Student Instruction

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedure and passenger safety as follows.

1. Before departing on a school activity trip, all students riding on a school bus or school student activity bus shall receive safety instruction which includes, but is not limited to:
 - a. Location of emergency exits
 - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

2. At least once each year, all pre-kindergarten students and students in grades K-6 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. Proper passenger conduct
 - c. Bus evacuation
 - d. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

(cf. 5131.1 - Bus Conduct)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district/school for one year and shall be available for inspection by the Department of the California Highway Patrol.

Notifications

The Superintendent or designee shall give safety information writing to the parents/guardians of all pre-kindergarten students and students in grades K-8 who have not previously been transported in a school bus or school activity bus. This information shall be provided upon registration and shall include:

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. School bus danger zone
5. Safety in walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Legal Reference: (see next page)

TRANSPORTATION SAFETY AND EMERGENCIES (concluded)

Legal Reference:

EDUCATION CODE

39830-39842 *Transportation, school buses*

51202 *Instruction in personal and public health and safety*

PENAL CODE

241.3 *Assault against school bus driver*

243.3 *Battery against school bus driver*

VEHICLE CODE

415 *Definition of motor vehicle*

545-546 *Definition of school bus and student activity bus*

22112 *Loading and unloading passengers*

23123 *Use of wireless telephone prohibited while driving motor vehicle*

23123.5 *Text communications prohibited while driving motor vehicle*

23125 *Use of wireless telephone prohibited while driving school bus*

27316-27316.5 *Passenger restraint systems*

34500 *California Highway Patrol responsibility to regulate safe operation of school buses*

34501.5 *California Highway Patrol responsibility to adopt rules re: safe operation of school buses*

34501.6 *School buses; reduced visibility*

34508 *California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses*

CODE OF REGULATIONS, TITLE 5

14100-14105 *School buses and student activity buses*

CODE OF REGULATIONS, TITLE 13

1200-1293 *Motor carrier safety*

2480 *Airborne toxic control measure; limitation on bus idling*

CODE OF REGULATIONS, TITLE 19

574-575.3 *Inspection and maintenance of fire extinguishers*

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 *Motor vehicle standards, including school buses*

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials:

<http://www.castoways.org>

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/ls/tm>

California Highway Patrol: <http://www.chp.ca.gov>

National Coalition for School Bus Safety: <http://www.ncsbs.org>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

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All Personnel

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EMPLOYEE SAFETY

The Board of Trustees is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent or designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4158/4258/4358 - Employee Security)

The Superintendent or designee shall ensure the ready availability of first aid materials at district workplaces and shall make effective provisions, in advance, for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

Legal Reference: (see next page)

EMPLOYEE SAFETY (concluded)

Legal Reference:

EDUCATION CODE

32030-32034 Eye safety

32225-32226 Communications devices in classrooms

32280-32289 School safety plans

44984 Required rules for industrial accident and illness leave of absence

GOVERNMENT CODE

3543.2 Scope of bargaining

LABOR CODE

3300 Definitions

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6400-6413.5 Responsibilities and duties of employers and employees, especially:

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3400 Medical services and first aid

5095-5100 Control of noise exposure

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.95 Noise standards

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 2005

WEB SITES

California Department of Industrial Relations, Occupational Safety and Health:

http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Hearing Conservation Association: <http://www.hearingconservation.org>

National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

U.S. Department of Labor, Occupational Safety and Health Administration:

<http://www.osha.gov>

All Personnel

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EMPLOYEE SAFETY

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The Superintendent or designee shall provide and implement safety devices, safeguards, methods, and processes that are reasonably adequate to render the employment and place of employment safe and healthful. (Labor Code 6401)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4261.1 - Industrial Accident/Illness Leave)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program.
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a. Recognition of employees who follow safe and healthful work practices

(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)

- b. Training and retraining programs
- c. Disciplinary actions

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

(cf. 4118 - Suspension/Disciplinary Action)

3. A system for communicating with employees, in a form readily understandable by all employees, on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but not be limited to:

- a. Meetings
- b. Training programs

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EMPLOYEE SAFETY (continued)

- c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
- a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)

5. A procedure for investigating occupational injury or illness.
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Provision of training and instruction as follows:
- a. To all new employees
 - b. To all employees given new job assignments for which training has not previously been received

EMPLOYEE SAFETY (continued)

- c. Whenever new substances, processes, procedures, or equipment is introduced into the workplace and represents a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

EMPLOYEE SAFETY (continued)

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a workplace is not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.

(cf. 5141.6 - School Health Services)

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EMPLOYEE SAFETY (concluded)

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.

Regulation
approved: July 17, 2014

WRIGHT ELEMENTARY SCHOOL DISTRICT
Santa Rosa, California

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SUN SAFETY

The Board of Trustees recognizes that overexposure to ultraviolet (UV) radiation from the sun and artificial sources such as sunlamps and tanning beds is linked to the development of skin cancer, eye damage, premature aging, and a weakened immune system and that children are particularly vulnerable to the effects of overexposure. The Board desires to support the prevention of excessive UV radiation exposure by students and to assist students in developing sun-safe habits to use throughout their lives.

The Superintendent or designee shall establish a developmentally appropriate prevention/intervention program for grades K-12 to prevent student overexposure to UV radiation. He/she may coordinate sun safety and UV radiation education and policy efforts with the California Department of Public Health, the local health department, and other local agencies and/or community organizations. He/she shall involve students, parents/guardians, and the community in support of such school-based programs.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall incorporate sun safety elements into the curriculum in order to increase students' understanding of the health risks associated with overexposure to UV radiation from the sun or artificial sources and to encourage students to engage in preventive practices.

(cf. 6142.8 - Comprehensive Health Education)

Students shall be encouraged to take reasonable measures to protect their skin and eyes from overexposure to the sun while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6153 - School-Sponsored Trips)

To encourage and assist students to avoid overexposure to the sun when they are outdoors:

1. Students shall be allowed to wear sun-protective clothing, including, but not limited to, hats. (Education Code 35183.5)

(cf. 5132 - Dress and Grooming)

2. Students shall be allowed to wear UV-protective sunglasses outdoors.
3. Students shall be allowed to use sunscreen during the school day without a physician's note or prescription. (Education Code 35183.5)

SUN SAFETY (continued)

Those students using sunscreen shall be encouraged to apply sunscreen at least 15-20 minutes prior to any outdoor activity that will require prolonged exposure to the sun. School personnel shall not be required to assist students in applying sunscreen.

4. Students shall be allowed to use UV-protective lip balm.

The Superintendent or designee shall evaluate the adequacy of shaded and/or indoor areas for recreation at each school and shall consider the provision of sufficient shaded areas in plans for new construction or modernization of facilities.

(cf. 7000 - Facilities Master Plan)

The Superintendent or designee may monitor the UV Index and modify outdoor school activities with regard to the risk of harm associated with the Index level.

Staff shall be encouraged to model recommended sun-safe behaviors, such as avoiding excessive sun exposure, using sunscreen, and wearing hats and other sun-protective clothing.

The Superintendent or designee shall inform school staff and parents/guardians of the district's sun safety measures and shall encourage parents/guardians to provide sunscreen, lip balm, hats, and other sun-protective clothing for their children to use at school. The Superintendent or designee also may provide information to parents/guardians about the risks of overexposure to UV radiation and preventive measures they may take to protect their children during nonschool hours.

Legal Reference: (see next page)

SUN SAFETY (continued)

- Legal Reference:* EDUCATION CODE
35183.5 Sun protection
51210 Courses of study, grades 1-6
51220 Courses of study, grades 7-12
51890-51891 Comprehensive health education programs
- Management Resources:* CSBA GOVERNANCE AND POLICY SERVICES BRIEFS
Sun Safety in Schools, July 2006
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
School Systems: The Importance of Promoting and Providing Sun Protection, 2006
California Early Childhood Sun Protection Curriculum, rev. April 1999
CALIFORNIA STATE PTA RESOLUTIONS
Sun Safety: Skin Cancer Prevention Measures at School, May 1, 2005
CENTERS FOR DISEASE CONTROL PUBLICATIONS
Guidelines for School Programs to Prevent Skin Cancer, April 26, 2002
NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION
Fit, Healthy and Ready to Learn: Part II: Policies to Promote Sun Safety and Prevent Skin Cancer, 2002
WORLD HEALTH ORGANIZATION PUBLICATIONS
Sun Protection and Schools: How to Make a Difference, 2003
Sun Protection: A Primary Teaching Resource, 2003
WEB SITES
American Association for Health Education: <http://www.aahperd.org/aahe>
American Cancer Society: <http://www.cancer.org>
American School Health Association: <http://www.ashaweb.org>
California Department of Education, Health Services:
<http://www.cde.ca.gov/ls/he>
California Department of Public Health, Skin Cancer Prevention Program:
<http://www.cdph.ca.gov/programs/SkinCancer>
California State PTA: <http://www.capta.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
National Association of State Boards of Education: <http://www.nasbe.org>
National Council on Skin Cancer Prevention:
<http://www.skincancerprevention.org>
National Safety Council, Environmental Health Center:
<http://www.nsc.org/ehc/sunSAFE.htm>
Sun Safety for Kids: <http://www.sunSAFEforkids.org>
U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>
U.S. Environmental Protection Agency, Sunwise Program:
<http://www.epa.gov/sunwise>
UV Index: <http://www.epa.gov/sunwise/uvindex.html>
World Health Organization: <http://www.who.int>

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SAFETY

The Board of Trustees recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

- (cf. 0450 - Comprehensive Safety Plan)*
- (cf. 3320 - Claims and Actions Against the District)*
- (cf. 3514 - Environmental Safety)*
- (cf. 3514.1 - Hazardous Substances)*
- (cf. 3514.2 - Integrated Pest Management)*
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)*
- (cf. 3530 - Risk Management/Insurance)*
- (cf. 3542 - School Bus Drivers)*
- (cf. 3543 - Transportation Safety and Emergencies)*
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)*
- (cf. 5131 - Conduct)*
- (cf. 5131.1 - Bus Conduct)*
- (cf. 5141 - Health Care and Emergencies)*
- (cf. 5141.22 - Infectious Diseases)*
- (cf. 5142.1 - Identification and Reporting of Missing Children)*
- (cf. 5143 - Insurance)*
- (cf. 5144 - Discipline)*
- (cf. 5144.1 - Suspension and Expulsion/Due Process)*
- (cf. 6145.2 - Athletic Competition)*
- (cf. 6161.3 - Toxic Art Supplies)*
- (cf. 6163.2 - Animals at School)*
- (cf. 7111- Evaluating Existing Buildings)*

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

- (cf. 5141.7 - Sun Safety)*
- (cf. 6142.8 - Comprehensive Health Education)*

Crossing Guards/Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

Legal Reference: (see next page)

SAFETY (continued)*Legal Reference:*EDUCATION CODE

8482-8484.6 *After School Education and Safety Program*
 17280-17317 *Building approvals (Field Act)*
 17365-17374 *Fitness of school facilities for occupancy*
 32001 *Fire alarms and drills*
 32020 *School gates; entrances for emergency vehicles*
 32030-32034 *Eye safety*
 32040 *First aid equipment*
 32225-32226 *Two-way communication devices in classrooms*
 32240-32245 *Lead-free schools*
 32250-32254 *CDE school safety and security resources unit*
 32280-32289 *Safety plans*
 44807 *Duty of teachers concerning conduct of students*
 44808 *Exemption from liability when students are not on school property*
 44808.5 *Permission for students to leave school grounds; notice (high school)*
 45450-45451 *Crossing guards*
 48900 *Hazing*
 49300-49307 *School safety patrol*
 49330-49335 *Injurious objects*
 49341 *Hazardous materials in school science laboratories*
 51202 *Instruction in personal and public health and safety*

GOVERNMENT CODE

810-996.6 *California Tort Claims Act*

HEALTH AND SAFETY CODE

115725-115735 *Playground safety*
 115775-115800 *Wooden playground equipment*
 115810-115816 *Playground safety and recycling grants*

PENAL CODE

245.6 *Hazing*

PUBLIC RESOURCES CODE

5411 *Purchase of equipment usable by physically disabled persons*

VEHICLE CODE

21100 *Rules and regulations; crossing guards*
 21212 *Use of helmets*
 42200 *Fines and forfeitures, disposition by cities*
 42201 *Fines and forfeitures, disposition by counties*

CODE OF REGULATIONS, TITLE 5

202 *Exclusion of students with a contagious disease*
 570-576 *School safety patrols*
 5531 *Supervision of social activities*
 5552 *Playground supervision*
 5570 *When school shall be open and teachers present*
 14103 *Bus driver; authority over pupils*

Legal Reference continued: (see next page)

SAFETY (concluded)

Legal Reference:

COURT DECISIONS

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138
Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990
Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508
Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Management Resources:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

Handbook for Public Playground Safety, Pub. No. 325, 1994, rev. 1997

WEB SITES

American Society for Testing and Materials: <http://www.astm.org>

California Department of Education, Safe Schools Office:

<http://www.cde.ca.gov/ls/ss>

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Environmental Protection Agency: <http://www.epa.gov>

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools:

<http://www.ed.gov/about/offices/list/osep/gtss.html>

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SAFETY

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

4. The adult is taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate.

(cf. 3530 - Risk Management/Insurance)

SAFETY (continued)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

SAFETY (continued)

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

SAFETY (continued)

Eye Safety Devices

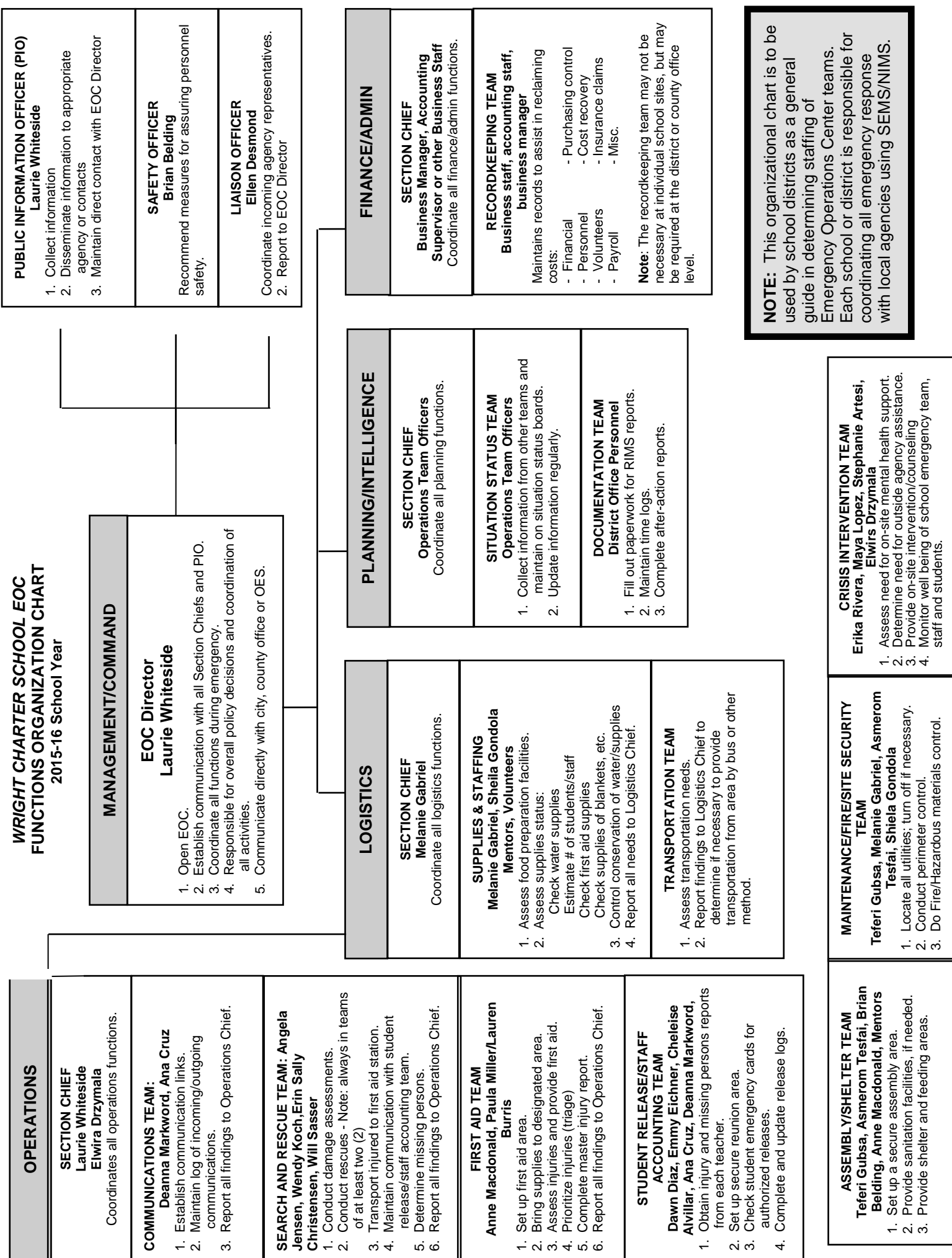
The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

WRIGHT CHARTER SCHOOL EOC FUNCTIONS ORGANIZATION CHART 2015-16 School Year



PUBLIC INFORMATION OFFICER (PIO)
Laurie Whiteside

1. Collect information
2. Disseminate information to appropriate agency or contacts
3. Maintain direct contact with EOC Director

SAFETY OFFICER
Brian Belding

Recommend measures for assuring personnel safety.

LIAISON OFFICER
Ellen Desmond

Coordinate incoming agency representatives.
2. Report to EOC Director

MANAGEMENT/COMMAND

EOC Director
Laurie Whiteside

1. Open EOC.
2. Establish communication with all Section Chiefs and PIO.
3. Coordinate all functions during emergency.
4. Responsible for overall policy decisions and coordination of all activities.
5. Communicate directly with city, county office or OES.

LOGISTICS

SECTION CHIEF
Melanie Gabriel

Coordinate all logistics functions.

SUPPLIES & STAFFING
Mentors, Volunteers
Melanie Gabriel, Sheila Gondola

1. Assess food preparation facilities.
2. Assess supplies status:
Check water supplies
Estimate # of students/staff
Check first aid supplies
Check supplies of blankets, etc.
3. Control conservation of water/supplies
4. Report all needs to Logistics Chief.

TRANSPORTATION TEAM

1. Assess transportation needs.
2. Report findings to Logistics Chief to determine if necessary to provide transportation from area by bus or other method.

PLANNING/INTELLIGENCE

SECTION CHIEF
Operations Team Officers

Coordinate all planning functions.

SITUATION STATUS TEAM
Operations Team Officers

1. Collect information from other teams and maintain on situation status boards.
2. Update information regularly.

DOCUMENTATION TEAM
District Office Personnel

1. Fill out paperwork for RIMS reports.
2. Maintain time logs.
3. Complete after-action reports.

FINANCE/ADMIN

SECTION CHIEF
Business Manager, Accounting
Supervisor or other Business Staff

Coordinate all finance/admin functions.

RECORDKEEPING TEAM
Business staff, accounting staff,
business manager

Maintains records to assist in reclaiming costs:

- Financial
- Personnel
- Volunteers
- Insurance claims
- Payroll
- Misc.

Note: The recordkeeping team may not be necessary at individual school sites, but may be required at the district or county office level.

NOTE: This organizational chart is to be used by school districts as a general guide in determining staffing of Emergency Operations Center teams. Each school or district is responsible for coordinating all emergency response with local agencies using SEMS/NIMS.

OPERATIONS

SECTION CHIEF
Laurie Whiteside
Eiwira Drzymala

Coordinates all operations functions.

COMMUNICATIONS TEAM:
Deanna Markword, Ana Cruz

1. Establish communication links.
2. Maintain log of incoming/outgoing communications.
3. Report all findings to Operations Chief.

SEARCH AND RESCUE TEAM:
Angela Jensen, Wendy Koch, Erin Sally
Christensen, Will Sasser

1. Conduct damage assessments.
2. Conduct rescues - Note: always in teams of at least two (2)
3. Transport injured to first aid station.
4. Maintain communication with student release/staff accounting team.
5. Determine missing persons.
6. Report all findings to Operations Chief.

FIRST AID TEAM
Anne Macdonald, Paula Miller/Lauren
Burris

1. Set up first aid area.
2. Bring supplies to designated area.
3. Assess injuries and provide first aid.
4. Prioritize injuries (triage)
5. Complete master injury report.
6. Report all findings to Operations Chief.

**STUDENT RELEASE/STAFF
ACCOUNTING TEAM**
Dawn Diaz, Emmy Eichner, Cheleise
Alvillar, Ana Cruz, Deanna Markword,

1. Obtain injury and missing persons reports from each teacher.
2. Set up secure reunion area.
3. Check student emergency cards for authorized releases.
4. Complete and update release logs.

ASSEMBLY/SHELTER TEAM
Teferi Gubsa, Asmerom Tesfai, Brian
Belding, Anne Macdonald, Mentors

1. Set up a secure assembly area.
2. Provide sanitation facilities, if needed.
3. Provide shelter and feeding areas.

**MANTENANCE/FIRE/SITE SECURITY
TEAM**
Teferi Gubsa, Melanie Gabriel, Asmerom
Tesfai, Shiela Gondola

1. Locate all utilities; turn off if necessary.
2. Conduct perimeter control.
3. Do Fire/Hazardous materials control.

CRISIS INTERVENTION TEAM
Erika Rivera, Maya Lopez, Stephanie
Artesi, Eiwirs Drzymala

1. Assess need for on-site mental health support.
2. Determine need for outside agency assistance.
3. Provide on-site intervention/counseling
4. Monitor well being of school emergency team, staff and students.

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Wright Charter School Emergency Procedures (from Staff Handbook)

EMERGENCY PROCEDURES

We are required to be prepared for two levels of emergency: 1) acute emergencies that may be addressed in short order or within one day, including fires, bomb threats, lockdowns, situations requiring bus evacuations, and 2) extended emergencies in which the school becomes a command center, including natural disasters such as major earthquakes. For the first type of short term emergencies we provide the students an opportunity to practice with one drill per month. For the second type of longer term emergency, the staff receives more extensive training, generally through “tabletop simulations” conducted by RESIG (Redwood Empire School Insurance Group). Procedures for Fire, Earthquake, Lockdown and Evacuation Drills follow:

Under extreme conditions, such as complete disruption of all communication facilities, each teacher will proceed to the best of his/her ability, keeping with the class group together at all times and following emergency protocols.

Under less extreme conditions when communications still exist, or for practice drills, following are the procedures for DUCK AND COVER, FIRE/EVACUATION, EARTHQUAKE , AND LOCKDOWN

Duck and Cover

When a situation arises that students, teachers, or other personnel see the need for immediate protective measures, such as an explosion, the command will be given to “DUCK AND COVER.” Students will DROP to the ground with head tucked and arms bent to cover head, and, if possible, moving under a table or desk for additional protection from falling debris.

Fire Drill (Evacuation)

Students shall line up quickly and quietly in preparation to evacuate the building in an orderly fashion.

Teachers should close all doors, turn off the lights, and take the class list or roster and Emergency Box with them, and be the last to leave the room.

The class should walk quietly in line to their designated fire drill spot on the playground, and quietly wait while the teacher does roll call. Once all students have been accounted for, the teacher holds up the green OK sign located in the Emergency Box. If there is a problem, or a student of whose whereabouts the teacher is uncertain, the red HELP sign should be held up.

Students shall be instructed to leave all books and clothing and other personal belongings in the room. No student will be allowed to return to the building once it has been evacuated until authorized, or the “all clear” signal has sounded.

If the evacuation takes place during a special class period, students should remain with their supervising teacher. If and when it becomes appropriate, students may be reunited with their regular classroom teacher.

If an alarm is sounded during recess, lunch or before school:
Students will assemble by class at their classroom fire drill spot. Teachers will go outside and meet their classes. In the event that the teacher is off campus, the class will be supervised by a yard duty supervisor.

All students who are in the hallways or en route to another location when the alarm sounds should not enter a classroom, but should evacuate through the nearest exit and then report to their designated fire drill spot.

When the all clear signal is given, students who were outside at play or lunch will wait in line in an orderly manner until dismissed.

Students and teachers shall return to their classrooms when the ALL CLEAR signal is given. In the event of a power shut-off (or a real fire on campus) teachers shall stay with their class groups and await further instructions from the principal or the first responders.

Earthquake

When an earthquake drill is announced or in the event of an actual earthquake, follow the Duck and Cover procedure. Once the shaking has stopped or is announced to have stopped, or if the fire alarm is sounded (earthquakes are frequently followed by a fire), follow the evacuation procedure outlined above.

Lockdown Procedure

Please explain to your class, well before the drill, that we will be practicing a procedure that we would use if there were a situation occurring outside on campus that made it necessary for us to be inside the classroom, away from potential danger.

The principal or designee will announce over the loudspeaker, “Your attention please. We have an emergency situation. Initiate lockdown procedures and stand-by for further instructions.”

Teaching staff will report directly to their classrooms.

Aides and custodians will sweep the bathrooms to make sure no one is left inside.

In classrooms:

- Shut and lock doors and windows, pull blinds closed and place dark paper over any doorway window.
- Move away from windows and stay low (below window line)
- Keep calm and quiet.
- Take roll to assure that all students are accounted for.
- PLEASE DO NOT CALL OFFICE
- We will call each room to let you know what the situation is and to check to see that everyone is accounted for. Please answer your handset when the phone rings.

If outdoors at recess, aides will begin blowing their whistles in succession 3 times, repeating as necessary. This means to move all students on playground into nearest classroom, building, main office. Once inside these areas follow same directions as above: Sit down low and keep students quiet, awaiting further direction.

REMAIN IN PLACE until the principal or designee has determined that it is safe and gives the “All Clear” signal or you are escorted out by first responders.

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Appendix C

Family Handbook

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