

Comprehensive Safety Plan

San Pasqual Valley Unified School District

Rauna Fox, Superintendent
Route 1, 676 Baseline Road
Winterhaven, CA 92283
760-572-0222

A meeting for public input was held on _____

Revised on _____

Plan approved by San Pasqual Valley Governing Board on

This document is available for public inspection during regular business hours at the San Pasqual Valley Unified School District Office between 7:30 am and 4:00 pm Monday to Friday and also available on the District's website under the District tab at www.spvUSD.org.

**San Pasqual Valley Unified School District
Comprehensive Safety Plan - Signature Page
2019-2020 to 2020-2021**

The undersigned members of the District Indian Parent Advisory Committee, Migrant/District English Learner Advisory Committee, San Pasqual Teachers Association, California School Employees Association, management, Quechan Tribe, and the School Resource Officer have reviewed and approve this plan.

Rauna Fox, Superintendent	Date
Leah Buchanan, SPTA Representative	Date
Tim O'Brien, DIPAC Representative	Date
Parent, MPAC/DELAC Representative	Date
Airam Hernandez, CSEA Representative	Date
Deputy Daniel Veliz, School Resource Officer	Date
Mary Kay Monson, Middle School Principal	Date
Jorge Munoz, Facilities and Operations Director	Date
Jillian Attaway, Quechan Police Department	Date
Robyn Waco, TERO Officer Quechan Tribe	Date

School District Vision

“Honoring the past as we prepare our students for the future.”

School District Mission

“The mission of the San Pasqual Valley Unified School District is to provide all students with a diverse comprehensive education, which provides a foundation for success through high quality teaching learning.”

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COMPREHENSIVE SAFETY PLAN PURPOSE (BP/AR 0450)

The California Education Code (sections 32280 – 32299) outlines the requirements of all schools operating any kindergarten and any grades 1-12, inclusive, to write and develop a school safety plan relevant to the needs and resources of their particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

Comprehensive Safety Plans are required under SB 719 and AB 115 and contains the following elements:

1. Child abuse reporting procedures
2. Disaster procedures
3. Earthquake Emergency Procedures
4. Procedures to allow for mass care or welfare shelters
5. Suspension and Expulsion policies
6. Procedures to notify teachers of dangerous pupils
7. Discrimination and harassment policies
8. Dress code policies
9. Procedures for safe ingress and egress
10. Access to the school campus (visitors)
11. Rules and procedures on school discipline
12. Hate crime reporting procedures

The Comprehensive Safety Plan will be reviewed and updated annually.

A copy of the Comprehensive Safety Plan is available for review on the District website (www.spvUSD.org) and the District Office.

*Board policies (BP) and Administrative Regulations (AR) referenced in headers throughout this document can be found on the District's Website www.spvUSD.org>schoolboard>GAMUT online. California Education Code (EC) references can be found on the State of California's website.

ASSESSMENT OF DISTRICT SAFETY

Student safety is the top priority of the San Pasqual Valley Unified School District staff, students, and parents. Data regarding safety is reviewed on a regular basis to identify trends and or safety needs in the District. Solutions are sought based on need and are proactive strategies to avoid potentially dangerous situations and maximize student learning opportunities. Data from the California School Dashboard, Dataquest, parent advisory committees, and analysis of local data are used to make ongoing decisions.

- Suspension, Expulsion, and Disciplinary Incidents
 - Disciplinary Incidents – The number of disciplinary incidents District wide increased by only 8 students from 858 in 17-18 to 866 in 18-19.
 - Suspension - The number of disciplinary incidents that led to suspension decreased by 5 from 118 in 17-18 to 113 in 18-19. The number of students suspended at least once increased by 2 from 71 in 17-18 to 73 in 18-19.
 - Expulsion and Stipulated Suspended Expulsion – 8 students were expelled or placed on Stipulated Suspended Expulsion in 2018-2019.
- Attendance Reports
 - The California School Dashboard shows that Districtwide the chronic absentee rate declined by 1.6% from 20.1% in 17-18 to 18.5% in 18-19.
- Student Progress
 - San Pasqual Valley Unified School District employs 3 school counselors who work with students who are “at-promise” and need additional assistance in meeting the grade level standards. Student data is reviewed on a District, as well as site level to ensure that student needs are being met.
- Law Enforcement and District Interventions
 - San Pasqual Valley Unified School District (SPVUSD) in partnership with the Imperial County Sheriff’s Office employs a full-time School Resource Officer (SRO). The SRO in conjunction with administration and the teaching staff teaches drug abuse curriculum to students who are at high risk or who have a documented use of drugs and/or alcohol. The schools in SPVUSD follow the Positive Behavior Intervention and Support (PBIS) 3-tiered approach, and students and staff at all three sites have been trained in Safe School Ambassadors. The elementary and middle school have strong Peace Builders programs. Students who are in need of intervention or social/emotional support are referred to the 3 school counselors, District Student Behavior/Alternative Discipline Specialist, CHAT Therapist, or an outside agency.
- California Healthy Kids Survey
 - District-wide the California Health Kids Survey is administered annually to students in grades 5, 7, 8, 9-12. The data is analyzed and shared as part of the District’s mandated Local Indicator Report on the California School Dashboard. The results are used to improve the District and sites’ school climate and culture with a focus on school safety, teacher/student connections, and student mental health.

STRATEGIES/PROGRAMS TO PROVIDE AND MAINTAIN A HIGH LEVEL OF SAFETY (EC 32281(A)1, ITEMS A-O)

It is a priority of the administration and staff in the San Pasqual Valley Unified School District that every student enrolled in our district will be provided with safe, caring, and positive environment in all settings of the school sites and the district.

Sites have developed several activities which promote safe and positive school environment. Programs such as PBIS, PeaceBuilders, Student Success Teams, After School Education and Safety (ASES), Safe School Ambassadors all support our endeavor to maintain and improve our safe school environment.

Administration, teachers, and staff strive to provide an orderly, caring, and fair learning environment where students feel connected to school and feel that the adults care about them. SPVUSD wants all students to feel safe, valued, and proud of their accomplishments.

This year, SPVUSD has been training students and staff in the use of the ALICE protocols for violent critical incidents. ALICE is an options based approach that provides teachers, students and staff all the options that exist for them during a violent critical incident including barricading doors, evacuation, counter and distraction, and swarming an attacker (grades 6-12). Practice is held through the year, and an annual District-wide drill is held the Thursday prior to the winter break. In accordance with California Law, fire drills and earthquake drills are practiced monthly at each site.

CHILD ABUSE REPORTING PROCEDURES (BP/AR 5141.4, 5141.41)

With the passage of [AB 1432](#) in September, 2014, all school districts, county offices of education, and charter schools are required to annually train, using the [online training module](#) provided by the State Department of Social Services, or other training, employees and persons working on their behalf who are mandated reporters, as defined in [Penal Code 11165.7](#), on the mandated reporting requirements. All staff members in the San Pasqual Unified School District are required to **annually** complete an online mandated reporter training offered through the JPA Learning Library. This training is completed by September 30 of each year or within 60 days of employment.

Child Abuse Reporting Requirements (BP 5141.4 and PC 11165.7) - Mandated reporters defined as any child care custodian, health practitioner, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who s/he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

ALL EMPLOYEES OF A SCHOOL DISTRICT ARE MANDATED REPORTERS UNDER THE LAW.

SUSPECTED CHILD ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																																
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																															
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE																																
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																																		
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																																				
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL																															
		OFFICIAL CONTACTED - TITLE		TELEPHONE ()																																	
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX																															
	ADDRESS			Street	City	Zip																															
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS																															
						GRADE																															
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)																																
	PRIMARY LANGUAGE SPOKEN IN HOME																																				
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND		TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT																																
			<input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		<input type="checkbox"/> OTHER (SPECIFY)																																
RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																																
D. INVOLVED PARTIES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> </tr> <tr> <td colspan="2">1. _____</td> <td></td> <td></td> <td></td> <td colspan="2">3. _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">2. _____</td> <td></td> <td></td> <td></td> <td colspan="2">4. _____</td> <td></td> <td></td> <td></td> </tr> </table>							NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY	1. _____					3. _____					2. _____					4. _____				
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY																											
	1. _____					3. _____																															
	2. _____					4. _____																															
	VICTIM'S SIBLINGS		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY																												
			ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																											
	VICTIM'S PARENTS/GUARDIANS		NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY																												
			ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																											
	SUSPECT		SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY																												
			ADDRESS			Street	City	Zip	TELEPHONE ()																												
OTHER RELEVANT INFORMATION																																					
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____																																				
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT																																	
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)																																				

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

DISASTER RESPONSE PROCEDURES (BP/AR 3516, AR 3516.1, 3516.2, 3516.3, EC35295-35297)

➤ Life Threatening Emergencies or Need for Immediate Help

- Call 911 or 9-911 from a school phone
 - Stay calm
 - State your emergency
 - Give your name and the school address 676 Baseline Road, Winterhaven, CA
 - Listen to the directions of the communications center for 911
 - Be prepared to answer questions clearly and as accurately as possible
 - Remain on the telephone. DO NOT hang up until the dispatcher says that you may.
 - Notify Site Administration and the Superintendent or designee immediately after hanging up.

➤ Bomb Threat

- Notify the site and Superintendent or designee immediately if you receive or hear of a threat.
- District/Site Safety Team will call 911 for further instructions and then send out an incident report with directions to all staff via the Catapult EMS system.
- Staff will be updated on a regular basis via Catapult when further direction is received from law enforcement/emergency personnel and staff will be notified whether to lock down, shelter in place or evacuate.
- If staff and students need to be moved to a rally point that is not on campus, it will be done so in accordance with the evacuation protocol in place.
- Never touch or move any suspicious objects. Report their location via Catapult.
- When it is safe to do so, the “all clear” will be given via Catapult.

➤ Chemical Accident, Gas Leak, Fuel Spill

- Immediately notify the site supervisor and Superintendent or designee.
- Call 911 or 9-911 from a school phone to report the nature of the crisis.
- District/Site Safety Team will send out an incident report with directions to all staff via the Catapult EMS system.
- Staff will be updated on a regular basis via Catapult when further direction is received from law enforcement/emergency personnel and staff will be notified whether to lock down, shelter in place, or evacuate.
- Notify Site/District safety team if first aid is needed by anyone.
- If staff and students need to be moved to a rally point that is not on campus, it will be done so in accordance with the evacuation protocol in place.
- If fuel spills in excess of 42 gallons, Superintendent or designee will notify State Office of Emergency Services (800) 852-7550.

➤ **Earthquake**

- Follow the “Duck, Cover, and Hold” protocol.
- At the cessation of the earthquake tremor, assess the situation. Director of Facilities and Operations, grounds, and custodians will survey and report damage to Superintendent/Site Administration.
- If light is needed be sure to use flashlights rather than candles, matches, or other open flames.
- Remain in buildings until need of evacuation is considered necessary and you are notified via Catapult EMS or other means (such as the fire drill bell) to evacuate.
- Station a responsible adult near buildings to keep people at a safe distance from all structures.
- Stay clear of all wires that have fallen.
- After checking in on Catapult, and alternate attendance check, the names of the missing or injured staff and students will be reported to administration.
- Custodians, school nurse, office staff, and members of “Search and Rescue Teams” will report to assigned locations.
- Director of Facilities and Operations will close down main gas and water valves, if necessary.
- Call 911 or other public agency and notify them of locations, emergency situations, and needs.

➤ **Fire**

- If you smell smoke or see a fire, notify you site Supervisor and Superintendent or designee immediately.
- Call 911 or 9-911 from a school phone if you see a fire.
- Upon hearing the fire alarm/bell and/or Catapult EMS alert, evacuate the buildings using the fire evacuation procedure and proceed to the nearest rally point.
- Check your students using the Catapult EMS or alternate attendance system.
- School nurse or designated staff member trained in first aid shall report any injuries to administration and administer first aid.
- District personnel will survey and report any damage to administration.
- Administration will determine when, and if, it is safe to reenter the buildings.
- Staff will be notified via Catapult EMS, or alternate system, regarding further directions.

➤ **Flood**

- Staff and students will remain in the buildings until further instructions are issued via Catapult EMS, or alternate system.
- Staff and students who are outdoors will immediately report to the nearest classroom.
- Staff will be given updates via Catapult EMS and can use battery-powered radios, if available, tuned to local stations and follow emergency instructions that do not conflict with District instructions.

- Director of Facilities and Operations will shut off all utilities at main power and close the main gas and water valves if evacuation from school sites appears necessary.
- Move computers and other electronic equipment to a higher location
- Evacuate to the rally point when directed to do so.

➤ **Violent Critical Incident**

- All staff will be notified via Catapult EMS, or alternate system, that there is an incident occurring on campus.
- Staff will be directed how to proceed using the following codes:
 - **Code Yellow**
 - A code yellow indicates that there is **no immediate danger**
 - The students are asked to go inside the classroom and remain there
 - A CODE YELLOW alert signifies no immediate danger within the building or on the campus but a situation has arisen requiring all students and all staff to stay in the classrooms. Interior classroom doors will be closed and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants. Examples of a CODE YELLOW may include a medical emergency in the building, police action in the area, administration in the middle of serious investigation, etc. Once classroom doors are closed teaching will continue but no students will leave the classroom. In some cases, students will be allowed out to use the restroom or to enter the classroom if they arrive late.
 - **Code Red**
 - A code red indicates that there is **immediate danger**.
 - One of two things will occur:
 - **Enhanced Lock Down:**
 - If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.
 - Lock the door from the inside if possible
 - Turn off the lights
 - Stack desks/tables/anything in front of the door
 - Move to a location away from the door
 - Get behind cover is possible
 - Assess for possible avenues of escape
 - Assess for possible defensive tactics (Counter and/or Swarm (grades 6-12)
 - **Evacuation:**
 - Should be the first consideration. Can you get out safely?
 - Is evacuation due to active shooter or other violent critical incident?
 - Evacuate if safe to rally point or to any other safe location

- If there is an accessible escape path, attempt to evacuate the premises.
- Be sure to:
 - a. Have an escape route and plan in mind (even if it means breaking a window or jumping from a building).
 - b. Evacuate regardless of whether others agree to follow
 - c. Leave your belongings behind
 - d. Help others escape, if possible
 - e. Prevent individuals from entering an area where the active shooter may be
 - f. Keep your hands visible
 - g. Follow the instructions of any police officers
 - h. Do not attempt to move wounded people
 - i. Call 911 when you are safe

- **Emergency Procedures for Students with Special Needs**

Procedures for students with special needs may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.

At the beginning of each school year, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:

- a. a wheelchair on a daily basis
- b. specialized equipment
- c. physical assistance to evacuate in a timely manner.

Each plan requires that support staff be designated as specialized assistants during times of emergency.

The Director of Special Education is responsible for identifying all students who will require additional assistance working with the designated certificated staff (classroom teachers) and to ensure that coverage and a plan is completed for each student.

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: (<i>identify two staff in this area</i>)		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner (<i>complete below</i>)		

OATH OR AFFIRMATION

San Pasqual Valley Unified School District – Administrative Regulation 4112.3

All public employees are disaster service workers. As such, before beginning employment with the District, employees shall take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors.

Government Code – 3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

(Amended by Stats. 1971, Ch. 38.)

USE OF SCHOOL FACILITIES

San Pasqual Valley Unified School District - Board Policy (BP1330.1 AND EC 32282)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

**2019-2020/2020-2021
SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT
EMERGENCY PLAN**

Governing Board

Lisa Aguerro, President
Bernadine Swift Arrow, Vice President
Sally Decorse, Clerk
Tomas Jefferson, Member
Sofia Dominguez, Member

KEY DISTRICT EMERGENCY NUMBERS

Office/Department	Phone Number
Superintendent's Office	760-572-0222 ext. 2294
Child Nutrition	760-572-0222 ext. 2250
Information Technology Services	760-572-0222 ext. 2277
Facilities and Operations	760-572-0222 ext. 2096
Special Education	760-572-0222 ext. 2491
Transportation	760-572-0222 ext. 2074

EMERGENCY TELEPHONE NUMBERS

EMERGENCY		911
LAW ENFORCEMENT		Phone
Imperial County Sheriff's Office		442-265-2021
Quechan Police Department		760-572-2933
California Highway Patrol		760-572-0294
FIRE		Phone
Imperial County Fire Department		442-265-6000
HOSPITALS	Address	Phone
Yuma Regional Medical Center	2400 South Avenue A, Yuma, AZ 85364	928-344-2000
El Centro Regional Medical Center	1415 Ross Avenue, El Centro, CA 92243	760-339-7100
Ft. Yuma Indian Health Services	401 Picacho Road, Winterhaven, CA 92283	760-572-4100 866-896-1585
OTHER SERVICES		
Air Pollution		760-482-4606
Animal Control		760-339-6291
Poison Control		800-222-1222
Power Failure		760-572-0666
Road Conditions		1-800-427-7623
Street or Storm Drain Problems		760-572-5444
Traffic		760-572-0294

UTILITIES AND SHUT-OFF LOCATIONS

Water shut-off for entire district: West of football field by entrance and on north side of the cafeteria. Since the water lines do a loop around our district, we need to shut-off water in two locations.

Gas shut-off for entire district: We do not have natural gas. The shut-off valve for the propane tank at the cafeteria is located in the line coming out of the tank itself (north of the cafeteria by trashcans).

Electric shut-off: each location has their individual breaker. However, the main gearboxes control the electricity going into these buildings. These gearboxes are located in the following locations.

DO: Gearbox is located southeast of district office

ES: Gearbox is located north of ES office, behind Gonzalez office. Gearbox for pre-k area is located south of pre-K building

MS: Gearbox is located north of Special Ed office

HS: Gearbox is located south of HS office by library

DISTRICT ADMINISTRATION PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	E-mail
Superintendent	Rauna Fox	760-572-0222 ext. 2088	rfox@spvUSD.org
Chief Business Officer	Kish Curtis	760-572-0222 ext. 2092	kcurtis@spvUSD.org
Director of Human Resources	Alina Sanchez-Loera	760-572-0222 ext. 2097	asanchez@spvUSD.org
Director of Facilities and Operations	Jorge Munoz	760-572-0222 ext. 2096	munoz@spvUSD.org
Transportation Coordinator	Jimmy Evaro	760-572-0222 ext. 2074	jevares@spvUSD.org
Director of IT	Jesse Moe	760-572-0222 ext. 2277	jmoe@spvUSD.org
Cafeteria Manager	Stacey Garcia	760-572-0222 ext. 2250	sgarcia@spvUSD.org

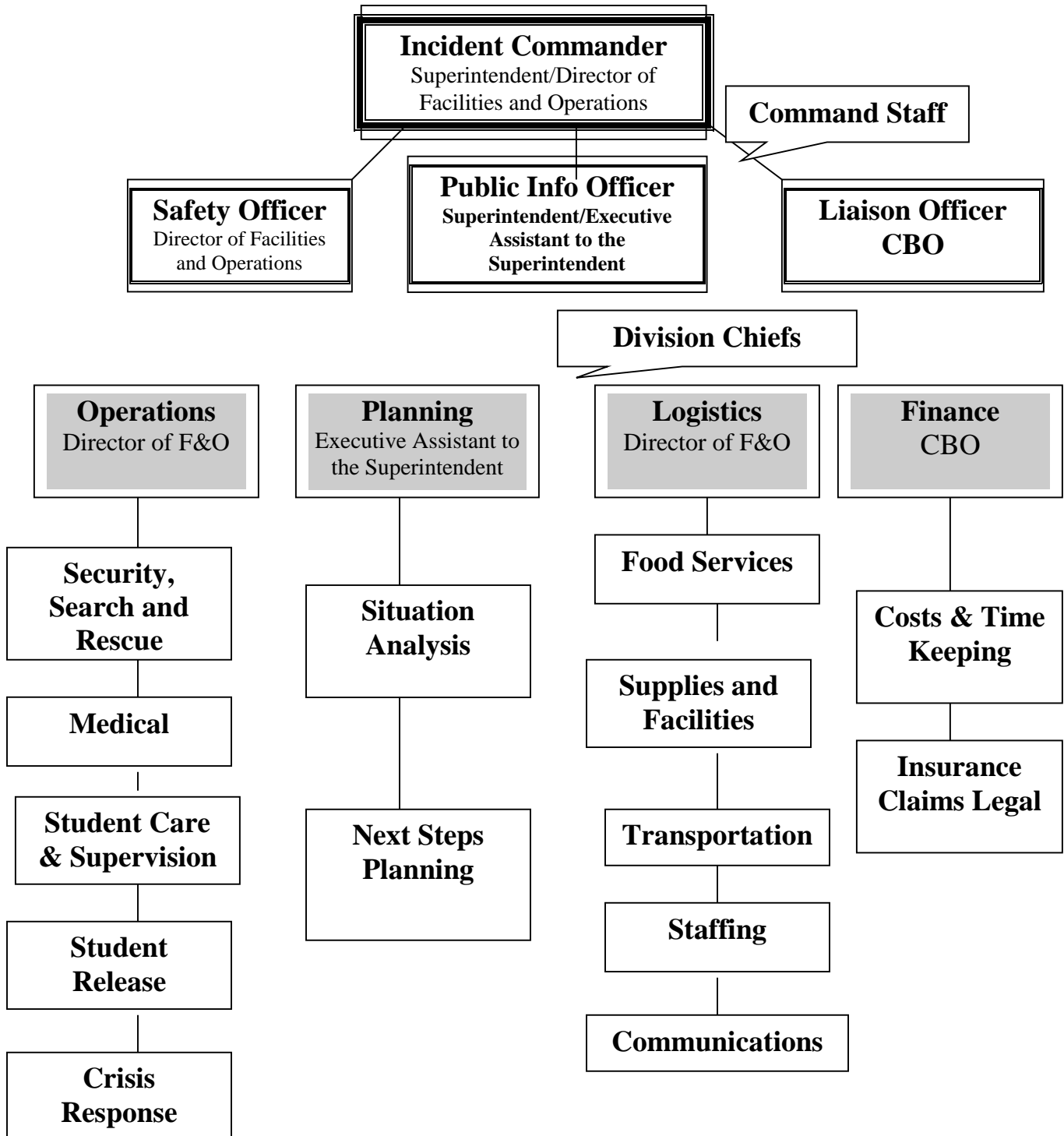
SITE LEADERS PHONE NUMBERS

POSITION	NAME	OFFICE PHONE	EMAIL
Elementary/Preschool Principal	Ruben Gonzalez	760-572-0222 ext. 2198	rgonzalez@spvUSD.org
Middle School/CDS Principal	Mary Kay Monson	760-572-0222 ext. 2494	mkmonson@spvUSD.org
High School Principal	Juan Morales	760-572-0222 ext. 2298	jmorales@spvUSD.org
Rauna Fox	Bill M. Manes/ Adult Education Principal	760-572-0222 ext. 2088	rfox@spvUSD.org

SITUATIONAL COMMUNICATION PLANS

<p style="text-align: center;">911 Calls</p>	<ul style="list-style-type: none"> • When placing a 911 call: give your name, school name, and school address • Give specific location of shooter, intruder, fire, hazardous material or other emergency • Indicate location of incident command post
<p style="text-align: center;">Mass Notification to Parents</p>	<p><u>During an emergency:</u></p> <ul style="list-style-type: none"> • The District/Site will send out notifications to parents and/or community members via Social Media and/or Parent Link. • The District/Site will send out notifications to staff and the Board of Trustees via email and Catapult EMS.
	<p><u>After an emergency:</u></p> <ul style="list-style-type: none"> • The District/Site will send out notifications to parents and/or community members via Social Media and/or Parent Link. • The District/Site will send out notifications to staff via email and Catapult EMS. • The District/Site will send a letter regarding the incident to all parents and community members.

INCIDENT COMMAND
Incident Command System
Reference Only



INCIDENT COMMAND SYSTEM

School Site Assignments

Incident Commander

Superintendent

Chief Business Officer

Alternates

**Executive Assistant to the
Superintendent**

Safety Officer

**Director of Facilities and
Operations**

Alternates ↓

School Resource Officer

Campus Security

Public Information Officer

District Office

Alternates ↓

Liaison Officer

**Chief Business
Officer**

Alternates ↓

**Executive Assistant to the
Superintendent**

Director of HR

Operations

Director of IT

Planning

Director of F&O

Logistics

**Transportation
Coordinator**

Finance

District Secretary

Alternates ↓

District Clerk

INCIDENT COMMAND STAGING LOCATIONS

Identify locations on campus (or off) for each post below:

ICS Function	Primary Site	Secondary Site
Command Post	District Office	Transportation
Media Staging (PIO)	Family Resource Center	Alternative Education
Security Team	Cafeteria	Middle School Office
Search & Rescue	District Office	Transportation
Medical	Elementary Office	Special Education Office
Student Release Area	Sites	Baseball/Football Field
Emergency Vehicles	Transportation	Bus Lanes

COMMAND POST

PREPARATION:

Principal, Office Staff, Support Staff

1. Update teacher Crisis Envelopes with:
 - a. Emergency evacuation plan
 - b. Evacuation Absence Lists
 - c. Class lists to be updated each trimester
 - d. ID tag
 - e. Teacher name sign
 - f. Pencil
2. Advise Staff/Parents of Emergency Plan.
3. Plan for students with special needs.
4. Meet with teachers and review duties and special assignments.
5. Conduct drills putting emergency teams into full operation.
6. Have message tapes prerecorded for use during an emergency.
7. Update Emergency Response Boxes with:
 - a. Student lists with parent phone numbers (each trimester)
 - b. Lists of students with special needs
 - c. Lists of staff members and phone numbers (cell and home)
8. Each year in October, review and update emergency plan.

EMERGENCY:

Principal or designee:

1. Enactment of entire school emergency operation.
2. Activate emergency alarms/announcements.
3. Activate all emergency teams
4. Immediately proceed to Incident Command Post with cell phone, walkie-talkie, and district emergency radio.
5. Establish communication with the Superintendent as to the status of emergency. Report condition of students, staff, and school facilities.
6. Determine Student Release Area and communicate location to team members.
7. Responsible for all communications, bulletins, announcements both internal to staff and students as well as external to the news media and the community.
8. Phone, e-mail and/or P.A. announcements every 15-20 minutes, if possible.
9. Maintain communication with liaison between emergency personnel and the Incident Command Post.
10. Give the directive to begin documentation of the incident to assigned personnel.
(See "Immediate Steps", page 4, #4)

SECURITY, SEARCH & RESCUE TEAM

Fire and police personnel will probably conduct the sweep team process. If site staff is directed by fire personnel to conduct the sweep team process, utilize the following procedures.

Site: Meet at evacuation site. Check in with Operations Section Leader for further direction.

PREPARATION:

1. Know the location of:
 - a. fire extinguishers
 - b. central cut-off for water and electricity
 - c. emergency supply/tool barrels

EMERGENCY:

1. Check in with Operations Section Leader for sweep area assignment and master keys.
2. Get a walkie-talkie from office staff, if available. Take all other supplies needed.
3. Initiate sweep of your designated area (see Sweep Map, page 32.)
4. If possible, sweep teams will sweep the campus in pairs, checking all rooms including storage areas, bathrooms, hallways, etc.
5. Assigned areas will be explored visually, vocally, and physically.
6. Proceed as quietly as possible in order to hear calls for help.
7. Upon entering an area, call out and wait for an answer. Then proceed with inspection of that area. If safe, actively search through the rubble.
8. Upon discovery of an injured person unable to walk, one member of the team is to remain with the individual while the other summons aid.
9. If possible, maintain communication with Site Command Post and First-Aid Team in case injuries occur or are discovered and to ensure that rescue aid is provided to those most in need.
10. Clearly mark each door with an X in masking tape (white means everything okay, red means victim is in room) after inspection is completed.
11. Sweep teams should always defer to directions from emergency personnel.
12. If fatalities occur, all bodies should be moved only at the direction of the Incident Command Post.
13. When search and rescue is complete, check in at the Incident Command Post for next the assignment.

MEDICAL TEAM

PREPARATION:

1. Keep all first aid kits updated and complete.
2. Develop triage procedures and forms.
3. Notify and update all team members of location of first aid supplies.

EMERGENCY:

1. Check in with evacuation area leader.
2. Report to the first aid center.
3. Take student "health logs" to the first aid/triage area.
4. Take a walkie-talkie for communication with Incident Command Post.
5. Activate triage and administer first aid as necessary.
6. Maintain communication with the Incident Command Post and notify of any staff and student injuries.
7. Assist emergency services with injured.
8. Maintain complete records of staff and/or students injured; nature or first aid administered; time, reason, destination, and names of all persons removed from site for emergency treatment.
9. Team members shall provide information regarding any first aid administered to accompany and person evacuated for further treatment.
10. Medical Team should always defer to directions given by emergency personnel.

TEACHER “BUDDY” LIST

Listed below are “buddy” teachers for emergency evacuation purposes. Each site will assign a “buddy” teacher for evacuation purposes.

Buddy Assignments

[illegible]

GENERAL EMERGENCY ACTIONS

Emergency Actions are a set of simple directives and alert level procedures that may be implemented across a number of emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others. With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The Incident Commander will decide which Emergency Actions to implement, based on the situation.

Type	Definition
STATUS	ALL CLEAR communicates to students and staff that the emergency is over and normal school operations can resume.
	EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically will students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage school facilities or equipment.
RESTRICTED MOVEMENT & ACCESS	<p style="text-align: center;">CODE RED</p> <p>Enhanced Lock Down</p> <p>If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.</p> <ul style="list-style-type: none"> ➤ Lock the door from the inside if possible ➤ Turn off the lights ➤ Stack desks/tables/anything in front of the door ➤ Move to a location away from the door ➤ Get behind cover is possible ➤ Assess for possible avenues of escape ➤ Assess for possible defensive tactics (Counter and/or Swarm (grades 6-12)) <p>Evacuation</p> <ul style="list-style-type: none"> ➤ Should be the first consideration. Can you get out safely? ➤ Is the evacuation due to a fire and/or earthquake? ➤ Evacuate to rally point when safe to do so ➤ Is evacuation due to active shooter or other violent critical incident? <ul style="list-style-type: none"> ○ Evacuate if safe to rally point or to any other safe location ○ If there is an accessible escape path, attempt to evacuate the premises. ○ Be sure to: <ul style="list-style-type: none"> ▪ Have an escape route and plan in mind (even if it means breaking a window or jumping from a building. ▪ Evacuate regardless of whether others agree to follow ▪ Leave your belongings behind ▪ Help others escape, if possible ▪ Prevent individuals from entering an area where the active shooter may be ▪ Keep your hands visible ▪ Follow the instructions of any police officers ▪ Do not attempt to move wounded people ▪ Call 911 when you are safe

	<p>Code Yellow</p> <ul style="list-style-type: none"> ➤ A code yellow indicates that there is no immediate danger ➤ The students are asked to go inside the classroom and remain there ➤ A CODE YELLOW alert signifies no immediate danger within the building or on the campus but a situation has arisen requiring all students and all staff to stay in the classrooms. Interior classroom doors will be closed and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants. Examples of a CODE YELLOW may include a medical emergency in the building, police action in the area, administration in the middle of serious investigation, etc. Once classroom doors are closed teaching will continue but no students will leave the classroom. In some cases, students will be allowed out to use the restroom or to enter the classroom if they arrive late.
	<p>TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados.</p> <ul style="list-style-type: none"> • Move students and staff into the school's permanent buildings, on the ground floor. • Group students/staff together at the furthest point away from windows on the floor. <ul style="list-style-type: none"> ✓ Face the wall with backs to the windows ✓ Crouch down on knees and elbows ✓ Hands covering the back of their head/neck • If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal. An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.
	<p>DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.</p>
EVACUATION	<p>EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.</p>
	<p>OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.</p>
	<p>EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.</p>
REUNIFICATION	<p>STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires:</p> <ul style="list-style-type: none"> • Maintaining accurate information on the location of each child. • Preventing unauthorized individuals from having access to or removing children. • Verifying the identity of individuals coming to take custody of children. • Verifying each individual has the legal right to take custody the child for which they have asked. • Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

SUSPENSION & EXPULSION DUE PROCESS (BP/AR 5144.1, 5144.2)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

- A. While on school grounds
- B. While going to or coming from school
- C. During the lunch period, whether on or off the school campus
- D. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority - Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

Authority to Expel - A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Site Discipline: Please see the site's Parent Student Handbooks found on www.spvusd.org for a copy of the site's discipline plan and guidelines for discipline.

Weapons and Dangerous Instruments (BP/AR 5131.7)

The District prohibits any students from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulations, in school buildings, on school grounds, or buses, at school – related or school sponsored activities away from school, or while going to or coming from school.

Employee Security and Safety (BP/AR 4158, 4258, 4358, and EC 49079)

The District's mission is to protect its staff from dangerous pupils, procedures and policies regarding this can be found in BP 4158 and EC 49079. Any employee whom violence or threat of violence has been directed in the workplace shall notify the Superintendent immediately.

Teacher Notification of Dangerous Pupils (EC 49079)

The Superintendent or designee shall inform the teacher of every student who has caused or tried to cause another person serious bodily injury or any physical injury which requires professional medical treatment. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall receive the information in confidence and shall not disseminate it further.

NONDISCRIMINATION & HARASSMENT POLICY (BP/AR 5145.3)

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other education support programs, services, and activities. The Board prohibits at any district school or school activity, unlawful discrimination, harassment, intimidation and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity, or gender expression; the perception of on or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent
676 Baseline Road
Winterhaven, CA 92283
760-572-0222

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment.

SEXUAL HARASSMENT POLICIES (BP/AR 5145.7. EC212/6[B])

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code [212.5](#); 5 CCR [4916](#))

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

DRESS AND GROOMING

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

VISTORS AND OUTSIDERS (BP/AR 1250)

Cafeteria

All parents and/or guardians who wish to enter the cafeteria must obtain a Cafeteria Visitors pass from their child's school office before they will be allowed to enter the cafeteria. The cafeteria pass grants permission for a parent and/or guardian to access the cafeteria only. Parents may not leave the cafeteria to visit school sites or other areas of the school district.

Parents and/or guardians who wish to remain in the cafeteria while their child eats will be provided a special seating area. This area is reserved for parents and/or guardians and their child or children. Other students may not sit in this area unless their parent or guardian is present.

Parents and/or guardians who wish to eat breakfast, may purchase a meal from the cafeteria for \$2.50. Meals provided to students are intended for student consumption. Parents may NOT take food from a child's plate.

School Sites

- All visitors must report to the school office when arriving or leaving the school premises.
- All visitors are required to wear a visitor's pass when on school premises.
- Under no circumstances, will school visitors be permitted to be left alone with students for any reason.
- It is possible that visitors may not be allowed at certain times of the school year or school day; such as, but not limited to, immediately before or after vacations or other breaks, while standardized testing or other student assessments are being conducted, or for any other reason deemed necessary by school personnel.
- Visits during school hours should be arranged with the principal or designee.
- When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non-instructional time.
- Access to particular classrooms or other instructional areas of the school will not be allowed upon the recommendation of the classroom teacher or as otherwise deemed necessary by the principal.
- Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions will be required of visitors, including but not limited to:
 - remaining in a designated area or seat
 - refraining from speaking to students while the class or activity is in session
 - refraining from entering or leaving the area while an activity is underway
 - refraining from using any electronic or listening device
 - requiring that the visitor be chaperoned
 - limiting the duration of the visit to particular times or length of time
 - limiting the activities of the visitor to a particular purpose(s)

Visitors wishing to conference with teachers or administrators during the course of the school day must make arrangements in advance. Thank you for your cooperation and assistance in providing a safe school environment for your child.

DISCIPLINE/CONDUCT (BP/AR 5144, BP5150, 5131, EC35291 AND EC35291.5)

The Board of Trustees is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Student Conduct

Our District has an obligation to maintain discipline and safety on campus during the school day or for school sponsored events, off campus for school sponsored events, on the bus, and at the bus stop until the child reaches home. This is for the safety and security for all students and employee (BP3515). Schools will notify parents as soon as possible regarding student discipline infractions, not to interfere with maintaining safety and discipline, or violating the rights of the child or parents.

Students are responsible for their own successes and failures. A person develops positive self-esteem by making appropriate choices and by accepting responsibility for poor ones. IT is important that students understand that safe, proper and responsible behavior will be expected at all times. Disciplinary action will be taken when any individual's actions threaten the safety or others or interfere with the teachers' right to teach and the students right to learn. Any staff member (e.g. teachers from any campus, substitutes, instructional assistants, cafeteria workers, bus drivers, custodians, office personnel or security) in the school has the right and responsibility to correct unruly individuals any place on campus, or at school-sponsored events, at any time.

Students are accountable to school and district rules, as well as state and federal laws, from the time they leave for school, until they arrive at home or are in the custody of a parent/guardian.

General School Rules

- Follow directions the first time they are given
- Keep hands, feet, and objects to yourself
- Use appropriate language at all times
- leave snacks and personal property at home

Cafeteria procedures

- All students are expected to go through the cafeteria line for breakfast and lunch.
- Students must eat their breakfast and lunches in the cafeteria
- Use inside voices
- Remove hats and caps inside
- Best manners are expected
- Wash hands after using the restroom
- No loitering (students should be seated, not standing)
- Clean up after yourself

Closed Campus

San Pasqual Valley Unified School District has implemented a closed campus policy. Students are expected to be on site at all times during the school day. Students can eat a hot lunch or sandwich, fruit, fresh vegetables, and milk in the cafeteria. Students may not leave campus for lunch. Students found off campus without permission will be considered truant and disciplined accordingly.

Carrying Out Staff Directions

A student shall promptly carry out the directions of any staff member of the San Pasqual Valley Unified School District. The students may appeal the direction after carrying them out. Appeals should be made to a member of the administrative staff. Students who run, refuse to give proper identification, or fail to go to the Administrative Office when instructed to do so by any staff member will be subject to disciplinary action.

Care of School/District Property

Students are responsible for the care of all equipment and materials issued to them, including but not limited to books, ID cards, sports equipment, uniforms, and laptops/tablets. Students shall not deface walls or other school property by writing, painting, or carving on them. Both the student and parent are responsible for damage or loss of the above and will be required to pay fees to replaced them.

Computers and the Internet

Students may have access to the internet only if they have a completed signed Internet Usage License Agreement. This use is a privilege and may be revoked if the student does not follow the rules regarding appropriate use of the internet or is found to be on inappropriate websites and/or pages.

BULLYING REPORTING PROCEDURES AND POLICIES (BP/AR 5131.2)

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

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

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and

school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

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

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Code of Conduct Include, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school system prohibits retaliatory behavior against complainant or any participant in the complaint process

HATE-MOTIVATED BEHAVIOR (BP5414.9)

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint

INJURY AND ILLNESS PREVENTION PLAN

Written Plan

Every employer should have a written Injury and Illness Prevention plan. This is the San Pasqual Valley Unified School District's. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

Introduction to Our Program

The State of California and federal law, as well as San Pasqual Valley Unified School District policy, make the health and safety of our employees the first consideration in operating our business. Health and safety in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of San Pasqual Valley Unified School District to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal health and safety of each employee of San Pasqual Valley Unified School District is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal health and safety, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

San Pasqual Valley Unified School District maintains a health and safety program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all health and safety matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals

The objective of San Pasqual Valley Unified School District is a health and safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by other. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of San Pasqual Valley Unified School District that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of San Pasqual Valley Unified School District's management to provide healthy and safe working condition and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our San Pasqual Valley Unified School District and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to site management and/or the District Office as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Safety Rules for All Employees

It is the policy of San Pasqual Valley Unified School District that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this plan and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. All supervisor's will be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection) will be worn whenever needed.
5. All employees will participate in a safety meeting conducted by their supervisor on a regular basis.
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. There will be no consumption of liquor or beer on the job.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duets, unless they have received specific instructions.

13. All injuries should be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.

Responsible Safety Officer

The identity of the person who is responsible for the San Pasqual Valley Unified School District safety program is the Director of Facilities and Operations. This person must be someone of sufficient authority to implement the program. In addition to other titles, this person is called the Responsible Safety Officer.

Designated

In accordance with San Pasqual Valley Unified School District's safety and injury prevention program, Jorge Munoz has been designated as the Responsible Safety Officer, and has responsibility and authority to do the following in the name of San Pasqual Valley Unified School District:

1. Develop and implement rules of safe practices for each function within the San Pasqual Valley Unified School District.
2. Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer's recommendations and specifications.
3. Develop and implement a system to encourage employees to report safe conditions immediately.
4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent the recurrence. In cases of known injury accident, the investigation shall proceed only after consultation with San Pasqual Valley Unified School Districts attorneys, who shall direct the investigation (the product of which investigation shall be considered the work product of the attorney).
5. Instruct supervisors in safety responsibilities.
6. Develop and implement a program of employee safety education.
7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to notice of serious concealed dangers.
8. Maintain records of training, periodic inspections, corrective actions and investigations as required by law.

The Safety Officer for San Pasqual Valley Unified School District is Jorge Munoz. San Pasqual Valley Unified School District will inform every person of the name of the Responsible Safety Officer and post his or her name and telephone/office number on the bulletin board where all other safety information is routinely maintained.

Duties

Overall responsibility and authority for implementing the injury and illness prevention program is vested in the Responsible Safety Officer. Management fully supports the Responsible Safety Officer. As part of the job, the Responsible Safety Officer will supplement this written injury and illness prevention program by: establishing workplace objectives and safety recognition programs; working with all government officials in both accident investigation and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions and promoting a safe workplace. Some of these responsibilities will be delegated to your immediate supervisor for implementation.

Employee Compliance

Every employer is required to provide a safe and healthful workplace. San Pasqual Valley Unified School District is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of San Pasqual Valley Unified School District.

The information in this manual constitutes a written injury and illness prevention plan. While San Pasqual Valley Unified School District cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious.

1. Study the guidelines contained in this manual.
2. Discuss the workplace situation with the supervisor.
3. Attend all San Pasqual Valley Unified School District sponsored training and safety meetings.
4. Read all posters and warnings.
5. Listen to instructions carefully.
6. Follow the Code of Safe Work Place Practices contained herein.
7. Participate in accident investigations as requested.
8. Accept responsibility for the safety of others.
9. Maintain all required documentation.

Training Employee

Safety training is another requirement of an effective injury and illness prevention program. While San Pasqual Valley Unified School District believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor. You may wish to make notes in the margins of this manual where it applies to your work.

Health and Safety Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- a) The success of San Pasqual Valley Unified School District's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the San Pasqual Valley Unified School District.
- b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.

d) Each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of employees.

The supervisors are key figures in the establishment and success of San Pasqual Valley Unified School District's injury and illness prevention plan. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies.

Periodic Safety Training Meetings

San Pasqual Valley Unified School District has safety meetings on an ongoing basis (minimum of twice per year). The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Each week, the supervisor will review a portion of the San Pasqual Valley Unified School District's safe work practices contained in this booklet, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards. A copy of the notes will also be placed in the file of each employee who attends the meeting. Employee attendance is mandatory and is compensable unless part of an official state approved training program

Employee Responsibility for Training

Teaching safety is a two-way street. San Pasqual Valley Unified School District can preach safety, but only employees can practice safety. Safety education requires employee participation. A meeting of all employees will be conducted for the purpose of safety instruction at least twice per year, and whenever a safety code or policy has changed.

The employees will discuss the application of the San Pasqual Valley Unified School District's injury and illness prevention program to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations.

Remember, the following general rules apply in all situations:

- a) No employee should undertake a job that appears to be unsafe.
- b) No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
- c) No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- d) Mechanical safeguards must be kept in place.
- e) Employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
- f) Any work-related injury or illness must be reported to management at once.
- g) Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

Communication

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. San Pasqual Valley Unified School District communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

Accident Prevention Policy

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the San Pasqual Valley Unified District. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

Accident Prevention Policy Posting

A copy of this manual will be emailed to all employees. A printed copy will be available upon request from the District Office. It is the policy of San Pasqual Valley Unified School District to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient, productive operations. Safeguarding the health and welfare of our employees cannot be stressed too strongly.

Accident prevention is the responsibility of all of us. Department heads and supervisors at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make the San Pasqual Valley Unified School District a better place to work.

Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with your supervisor. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, San Pasqual Valley Unified School District hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety-training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents.

In addition to historical information, workplace safety depends on workplace observation. Your supervisors is responsible for inspecting your working area daily before and while you are working, but this does not mean you are no longer responsible for inspecting the workplace also.

Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employee's managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated.

Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Responsible Safety Officer, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically every 3 months, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and San Pasqual Valley Unified School District code of safe work practices.

Accident Investigation

A primary tool used by San Pasqual Valley Unified School District to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and San Pasqual Valley Unified School District's insurance risk management advisors, and, if the accident resulted in serious injury, to San Pasqual Valley Unified School District attorneys.

If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation.

The Responsible Safety Officer will have on site at least one camera, preferably either a video or a sixty second type, with enough film to take pictures immediately after any occurrence. Some workplaces will have a video camera.

A written report should be prepared from notes and diagrams made at the scene, or a portable recorder will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the town or county where the statement was made. If the statement is intended to be used in court proceedings, a suitable jurat is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. Also, make sure that the names and addresses and day and evening phone numbers of all eyewitnesses are taken. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the San Pasqual Valley Unified School District lawyer attend your statement at no cost to you.

A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time, and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Responsible Safety Officer and the supervisor on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

San Pasqual Valley Unified School District maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 300. These records are maintained for five years from the date of preparation.

General Statement on Safety Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and San Pasqual Valley Unified School District that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. San Pasqual Valley Unified School District encourages you to report your concern either to your immediate supervisor or to a member of the

Safety Committee. The supervisor or Safety Committee will take immediate action to investigate the matter.

Safety Equipment

Proper safety equipment is necessary for your protection. The San Pasqual Valley Unified School District provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly-all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job.

Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act.

- Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor.
- Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials.
- Specified footwear must be worn.
- No jewelry shall be worn around power equipment.
- Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the appliance.

Protective Clothing

Proper safety equipment is necessary for your protection. The San Pasqual Valley Unified School District provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and carry out all regulations that may concern or affect your safety. Wear your gear properly- all snaps and traps fastened, cuffs not cut or rolled.

Your supervisor will advise you as to what protective equipment is required for your job.

Smoking and Fire Safety

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them.

You can help prevent fires by observing the smoking rules:

- Smoking is not allowed on any site. This includes cigarettes, cigars, and/or electronic cigarettes or vape pens.
- Smoking is not permitted in rest rooms.

Reporting

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the San Pasqual Valley Unified School District for disclosure to its insurance carrier and for remedial action at the work site.