INJURY & ILLNESS PREVENTION PROGRAM

FOR THE

SAN LEANDRO UNIFIED SCHOOL DISTRICT

835 E14 Street, Suite 200
San Leandro, CA. 94577
(510) 667-3523

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INTRODUCTION

In order to maintain a safe and healthful work environment the San Leandro Unified School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the San Leandro Unified School District.

GOALS

Diligent implementation of this program will reap many benefits for the San Leandro Unified School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.

2. Reduce workers' compensation claims and costs.

3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.

4. Improve employee morale and efficiency as employees see that their safety is important to management.

5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- California Labor Code Section 6401.7.
- California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the superintendent of schools. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program (Program), are established under the superintendent's final authority.

It is the responsibility of site administrators, supervisors, and managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site administrators, supervisors and managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each site administrator, supervisor, and manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The assistant superintendent of human resources is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site administrators, supervisors, and managers will set positive examples for working safely and require that all staff under their direction work safely.

2. Site administrators, supervisors, and managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Site administrators, supervisors, and managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Site administrators, supervisors, and managers will establish appropriate means of recognition for employees who demonstrate safe work practices. The San Leandro Unified School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

5. All employees of the San Leandro Unified School District are responsible for complying with established safe work practices. Supervisors, site administrators, and managers are responsible for ensuring employees are aware and understand all applicable practices and procedures, and enforce them fairly and uniformly in their areas of responsibility. Our system of ensuring that all workers comply with applicable procedure and practices includes:
   - Training and Retraining Programs
   - Disciplinary Action – Willful or negligent noncompliance with the IIPP will result in written reprimands and/or verbal counseling, and will be documented by supervisors, managers, and site supervisors.
   - Knowledge that unsafe conditions or practices can be reported without fear of reprisal to the immediate supervisor.
   - Awareness of and adherence to the provisions set forth in the IIPP.

The District will pursue readily understandable health and safety communications for all affected employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the director of maintenance and operations to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.

2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. The director of maintenance and operations will designate staff to conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Superintendents, site administrators, supervisors, and/or managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the District Office or school site.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the site administrator and/or other administrative staff.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures

2. Hazard Communication (Use of Material Safety Data Sheets)

3. Bloodborne Pathogens

4. Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The superintendent is responsible for providing site administrators, supervisors, and managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to

It is the responsibility of each site administrator, supervisor, and manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which, may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in employee files. The attached Employee Training Checklist Form (or equivalent) will be used for this purpose.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site administrators, managers, and supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are: posters, meetings, manuals, bulletins, and warning labels.

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.

2. Copies of all Accident Investigation Forms. Retain 5 years.

3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.

4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the San Leandro Unified School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (510) 667-3523.

PANDEMIC FLU-INFECTIOUS DISEASE RESPONSE

This section of the San Leandro Unified School District's (SLUSD) Injury, Illness Prevention Plan provides guidance to District personnel and our stakeholders regarding detection, response and recovery from a pandemic flu-infectious disease outbreak. It describes the unique challenges posed by these types of situations that may necessitate specific leadership decisions, response actions, and communications mechanisms.

Working in conjunction with city and county officials, the San Leandro Unified School District (SLUSD) will follow the guidelines outlined in this section should a pandemic flu-infectious disease outbreak take place within the District.

Overview

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing.

As a School District, we play an important role in protecting the health of our students and staff from infectious diseases. The District will provide guidance for reducing illness at schools on a regular basis, as well as, during infectious disease outbreaks and pandemic flu periods. Strategies that will be implemented include:

- Prevent and reduce the spread of pandemic flu-infectious diseases at our schools
- Surveil, reporting and track illnesses at schools
- Communicate and collaborate with stakeholders
- Close and re-open schools
- Disinfect and clean schools after an outbreak is identified
- Maintain continuity of operations
- Recover from a pandemic flu/infectious disease outbreak

What is a Pandemic

A Pandemic is a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of "normal." Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When an influenza pandemic occurs, an outbreak is expected to last about six to eight weeks or longer in each affected community.

What is an Epidemic

An epidemic is an infectious disease affecting or tending to affect a disproportionately large number of individuals within a population, community, or region at the same time.

What is an Infectious Disease

An infectious disease is caused by the entrance into the body of pathogenic agents or microorganisms (bacteria, viruses, protozoans, or fungi) which grow and multiply there.

What is Influenza

Influenza is also known as "the flu." It is a respiratory illness caused by an infecting viral organism. Influenza is most usually a seasonal illness that often occurs each winter. It is spread from person to person when drops of moisture (saliva, sputum), from and infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the influenza virus. When they are inhaled, others become infected with influenza. The Center for Disease Control (CDC) defines influenza-like illnesses as having the following symptoms:

- Fever of 100.0° Fahrenheit or higher
- Chills or repeated shaking/shivering
- Cough
- Sore Throat
- Respiratory issues/shortness of breath
- Feeling unusually weak or fatigued
- Loss of taste/smell
- Headache
- Muscle ache/pain
- Runny/congested nose
- Diarrhea/nausea/vomiting

How Germs Spread

Illnesses such as the flu (influenza), viruses and colds are caused by viral infections that affect the nose, throat, lungs and gastrointestinal tract. Viral infections usually spread from person to person when an infected person coughs or sneezes and the viral infection is inhaled by another person. Viral infections can also be spread by infected persons passing germs through food or ineffective hand washing. Additionally, viral infections are spread by droplets when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus itself.

PANDEMIC-FLU-INFECTIOUS DISEASE PREVENTION

To help prevent the spread of any pandemic flu-infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health practices, personal hygiene habits, and infectious disease prevention. The San Leandro Unified School District (SLUSD) will provide hand washing, coughing, and sneezing education at any time there is a suspected pandemic flu-infectious disease outbreak and during the school year as requested by staff. SLUSD will ensure that adequate supplies such as: tissue, paper towels, soap and hand sanitizer are available at all schools/facilities.

During times of suspected or identified pandemic flu/infectious disease outbreaks, SLUSD will coordinate with city and county entities (including the Alameda County Department of Public Health) to address the outbreak at the school level and implement appropriate measures to ensure the needs of students and staff are addressed.

Pandemic Flu-Infectious Disease Education

The District's basic educational message is:

Cover Your Cough

Under this topic, students will be taught coughing and sneezing etiquette as established by the Center for Disease Control (CDC). This includes:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Cough or sneeze into your upper sleeve, not your hands
- Clean your hands after you cough or sneeze

Wash Your Hands Often

Under this topic, students will be taught hand washing techniques as established by the Center for Disease Control (CDC). This includes:

- Washing hands with soap and warm water is the best option
- Wet hands, apply soap and scrub for at least 20 seconds
- Thoroughly rinse hands under warm, running water
- Dry hands completely with paper towels
- Use paper towels to turn off the faucet handles and open restroom doors
- Hand sanitizers can be effective when there is no access to water

Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in their hands, at the beginning of the lunch line before eating, after bathroom use, and after recess.

Stay Home If You're Sick

Pursuant to guidelines established by the Center for Disease Control (CDC), a primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers. In times of suspected or identified pandemic flu-infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and possibly modified, clearly communicated and consistently enforced. Medically fragile students and staff, as well as, those that are immunocompromised should refrain from coming to school during suspected or identified pandemic flu/infectious disease outbreaks.

Physical Distancing Strategies

During suspected or identified pandemic flu-infectious disease outbreaks, several physical distancing measures can be taken to reduce the spread of an infectious disease. These measures include:

- Discourage hand shaking
- Discourage the sharing of drinks or eating out of the same chip bag, etc.
- Avoid touching your eyes, nose or mouth
- Avoid face-to-face meetings; if unavoidable, maintain a distance of 6 feet between individuals
- Cancel or postpone non-essential meetings, gatherings, assemblies, field trips, workshops or trainings
- Consider setting up staggered shifts or flexible hours to reduce crowding in district office facilities

PANDEMIC FLU-INFECTIOUS DISEASE SURVEILLANCE/TRACKING/REPORTING

During times of a potential pandemic flu-infectious disease outbreak, SLUSD will implement systems established by the Alameda County Department of Public Health (ACDPH), as well as, those implemented by the District to appropriately surveil/report/track pandemic flu-infectious diseases in schools. Staff will monitor illnesses daily, track illness trends and report their findings pursuant to established guidelines.

During all stages of a pandemic flu-infectious disease outbreak, it will be essential to monitor and document the number of students, staff and faculty who are absent and meet the definition of influenza-like illness or an infectious disease. Keeping track of these numbers will help health and district officials determine when and whether to close schools, whether the infectious disease outbreak is increasing in scope and whether to declare a public health emergency. Please note that the only entity able to declare a County level public health emergency in Alameda County is the Alameda County Public Health Officer.

PANDEMIC FLU-INFECTIOUS DISEASE NOTIFICATION

Anytime an employee suspects or confirms that they have been exposed to or contracted a pandemic flu-infectious disease, they must immediately notify their Supervisor/Manager or Site Administrator. In this situation, employees are not to come to work. Employees will be contacted by designated District personnel and advised on the steps they need to follow pursuant to Alameda County Department of Public Health (ACDPH) guidelines.

Employees not able to come to work as a result of exposure to or contracting a pandemic flu-infectious disease will be provided support throughout the process by District personnel. This support will include:

- Providing employees with required Alameda County Department of Public Health (ACDPH) materials
- Acting as a resource for any questions/concerns the employee may have
- Providing employees with additional support as necessary to ensure a speedy recovery and return to work

DISINFECTION AND CLEANING PROCEDURES

Campuses/Facilities

During periods of pandemic flu-infectious disease outbreaks, commonly touched surfaces such as: stairway railings, door handles, computer keyboards, bathroom faucets, surfaces, drinking fountains, telephones, and elevator buttons will be disinfected and cleaned by wiping these areas down with an approved disinfectant/sanitizing solution.

When an employee or student with suspected pandemic flu-infectious disease is identified and has left the building, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Custodial personnel will clean the surface(s) with a cleaning agent and disinfect following manufacturers' recommendations. The person cleaning and disinfecting should wear all

required Personal Protective Equipment (PPE). Hands must be washed or sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, SLUSD will consult with the Alameda County Department of Public Health (ACDPH) to determine proper disposal procedures of waste products.

During periods of suspected or identified pandemic flu-infectious disease outbreak, consideration will be given to increasing the frequency of disinfecting and cleaning these commonly touched surfaces and areas based on the nature of the disease. In addition, SLUSD will consult with the Alameda County Department of Public Health (ACDPH) to see if there is a need to change HVAC filters or to implement additional disinfecting and cleaning methodologies.

When campuses are closed, the District will ensure that all areas are properly disinfected and cleaned prior to re-opening.

First Student Bus Service

Within SLUSD, school buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or identified pandemic flu-infectious disease outbreak, consideration will be given to increasing the frequency of cleaning schedules, possibly at the end of each route (morning and afternoon) based on the nature and spread of the disease and guidance from the Alameda County Department of Public Health (ACDPH).

Food and Nutrition Services

SLUSD Food and Nutrition Services follows Hazard Analysis and Critical Control Point (HACCP) principles in each step of the food preparation process, from receiving to service. In addition, this section of the District participates in health and safety audits throughout the school year. Staff members assigned to Food and Nutrition Services participate in safety training at the beginning of each school year and monthly safety trainings. The District does not allow staff to come to work if they are exhibiting any influenza/infectious disease signs or symptoms.

During periods of suspected or identified pandemic flu-infectious disease outbreak, the District will consider the need to make modifications to its Food and Nutrition Services based on the severity and nature of the outbreak. The District will strive to eliminate points of contact during the service of meals. This could include discontinuing the use of self-serve salad bars and serving sack lunches instead of cafeteria style lunches.

COMMUNICATION AND COLLABORATION

Communication

Communicating with Stakeholders including, but not limited to: staff, student, parents, volunteers, city/county/state/federal officials and members of the community is paramount during a pandemic flu-infectious disease outbreak. SLUSD is committed to providing accurate, consistent, and timely communications with its stakeholders to provide clear and concise direction and updates as it relates to schools and to instill and maintain public confidence in the San Leandro Unified School District.

The District will coordinate with the City of San Leandro, Alameda County Office of Education, Alameda County Office of Emergency Services, Alameda County Department of Public Health (ACDPH), and the Center for Disease Control (CDC) to disseminate up to date critical information, to develop and deliver common health messaging and educational materials in a variety of languages, and to demonstrate that SLUSD is taking all necessary action to preserve the safety and health of our staff, students and

community. Information will be disseminated via our normal communication methods including but not limited to: staff email, web site postings, letters from the Superintendent, school newsletters, television and radio broadcasts, and mass phone call systems, as needed. SLUSD will also utilize an information sharing tool called Parent Square to disseminate all necessary information to SLUSD parents and staff.

In the event of a school closure, the District will strive to provide as much advanced notice as possible to its stakeholders to ensure they have ample time to make any necessary arrangements prior to the actual closing of a school.

Collaboration

The San Leandro Unified School District will collaborate with the Alameda County Department of Public Health (ACDPH) to monitor pandemic flu-infectious disease outbreaks in our schools and to determine if and when schools should be cancelled. ACDPH will also assist the District to determine the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc., based on the nature of the specific disease.

The San Leandro Unified School District, during instances of pandemic flu-infectious disease outbreaks will collaborate on a regular basis with members of the City of San Leandro, Alameda County Office of Education, Alameda County Office of Emergency Services, Alameda County Department of Public Health (ACDPH), and the Center for Disease Control (CDC) to ensure that a bi-directional flow of information is occurring across all entities. These collaboration efforts are critical in establishing a unified approach to managing a suspected or identified pandemic flu/infectious disease outbreak and to leverage the resources of the aforementioned entities to return the San Leandro Unified School District back to normalcy as soon as possible.

The California Education Code provides the SLUSD Superintendent with the authority to cancel classes when he/she deems it necessary for the health and safety of students and staff. However, absent a State or Federal Emergency Declaration, the only entity in Alameda County able to declare a county level public health emergency is the Alameda County Public Health Officer. While both entities will work collaboratively to come to that decision, either entity can decide independent of the other. They do not have to reach consensus. If school is cancelled due to a pandemic flu-infectious disease outbreak, all other school-related gatherings (athletic events, concerts, afterschool activities, field trips, etc.) will also be cancelled.

CONTINUITY OF OPERATIONS

Essential Functions

During times of suspected or identified pandemic flu-infectious disease outbreaks and the District is required to close its schools, certain essential District-level functions will need to continue during this closure period. The District has determined that the following essential services must continue during school closures:

- Payroll
- Business Services
- Communications & Technology
- Educational Services

- Facilities Coordination
- District Emergency Operations Center (EOC)

The District will identify essential personnel who will be needed to carry out essential services in advance of any school closure. The District will determine, in advance, if essential services can be accomplished at home (by computer, through emails, conference calls, etc.) or by staggering work schedules and locations and implementing social distancing measures.

Essential personnel who report to work during a school closure should take necessary precautions, depending on their specific role and responsibility, and wear personal protective equipment (masks, gloves, gown and eye protection, etc.) to protect themselves from infectious disease.

Meal Service

If schools are closed, the District will decide if it is feasible to continue to provide meal service for students. The District will work collaboratively with the Alameda County Department of Public Health (ACDPH) to determine the health risks involved and possible additional exposures associated with continuing this program during a pandemic flu-infectious disease outbreak.

Independent Study/Alternative Learning

To help students stay educationally engaged while schools are closed, the District will implement its Distance Learning Program to ensure that students are receiving quality educational services.

Cleaning and Disinfecting

There are two primary considerations regarding cleaning and disinfection during suspected or identified pandemic flu-infectious disease outbreaks:

- Public perception of the safety of the school
- Actual germs in the school

Disinfection needs will depend primarily on the severity, type and duration of the infectious disease. Although viruses can live up to 48 hours outside the human body on non-porous surfaces such as plastic, metal or wood (depending on the virus), extensive cleaning of schools by wiping down commonly touched surfaces such as: stairway railings, door handles, computer keyboards, bathroom faucets, surfaces, drinking fountains, telephones, and elevator buttons prior to reopening a school should be handled as an essential function.

Personnel

In the event that multiple staff members are affected by the pandemic flu-infectious disease outbreak, the District will formulate a plan to continue instructional programs with a reduction in workforce and potentially reconfigure staffing levels and positions throughout the District.

Mental Health Wellbeing

Depending on the severity of the outbreak, SLUSD will collaborate with local mental health partners and implement programs to provide services to assist students, families and staff with.

RECOVERY ACTIONS

The San Leandro Unified School District's primary objective in the recovery phase of a pandemic flu-infectious disease outbreak is to restore the learning environment as soon as possible. Issues to consider include:

- Ability to meet requirements established by the Alameda County Department of Public Health (ACDPH)
- Completion of required disinfecting and sanitizing activities
- Achieving consensus with all bargaining units
- Ability to meet required staffing levels
- Effective access to mental health wellness programs
- Restoration of school services (buses, food service, etc.)

As the District resumes normal operation it will remain in contact with its stakeholders regarding all necessary actions that will be required to re-open schools.

APPENDIX A

ACCIDENT INVESTIGATION REPORT

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Investigation/Corrective Action Report

Date and Time Of Incident/ Exposure:	**Location:**
EMPLOYEES INVOLVED	
DETAILED INCIDENT/EXPOSURE DESCRIPTION	
ULTIMATE CAUSE OF INCIDENT/EXPOSURE (I.E. WHO, WHAT, WHERE, HOW)	
OPTIONS FOR ELIMINATION OR CONTROL OF THE ROOT CAUSE(S)	
CORRECTIVE ACTIONS TAKEN/DATE/NAME OF PERSON(S) MAKING CORRECTIONS	

WITNESSES:_____

INVESTIGATED BY: _____ **DATE:** _____

APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM

THE SAN LEANDRO UNIFIED SCHOOL DISTRICT **EMPLOYEE SAFETY RECOMMENDATION FORM**	
LOCATION:	DEPT:
SUPERVISOR:	DATE:
IDENTIFICATION OF SAFETY OR HEALTH HAZARD	
SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD	
DO NOT WRITE BELOW THIS LINE	
Date complaint was investigated:	
Investigated by:	
Action taken:	
Date Action was reported to the employee:	
Comments:	

APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
☐	☐	☐	1.	Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
☐	☐	☐	2.	Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____
☐	☐	☐	3.	Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?
☐	☐	☐	4.	Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)
☐	☐	☐	5.	Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
☐	☐	☐	6.	Are annual workplace inspections being performed? Are records being maintained?
☐	☐	☐	7.	Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

☐	☐	☐	8.	Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
☐	☐	☐	9.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
☐	☐	☐	10.	Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No

empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)

GENERAL SAFETY (CONTINUED)

Yes	No	N/A		
☐	☐	☐	11.	Are ergonomic issues being addressed for administrative personnel using computers?
☐	☐	☐	12.	Is a fully stocked first-aid kit available? Do all employees in the area know its location?
☐	☐	☐	13.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
☐	☐	☐	14.	Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
☐	☐	☐	15.	Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

☐	☐	☐	16.	Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
☐	☐	☐	17.	Are all circuit breaker panels accessible with each breaker appropriately labeled?
☐	☐	☐	18.	Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
☐	☐	☐	19.	Is lighting adequate throughout the work environment?
☐	☐	☐	20.	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
☐	☐	☐	21.	Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

_____

APPENDIX D

LABORATORY SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

LABORATORY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

HEALTH AND SAFETY MANAGEMENT

Yes	No	N/A		
☐	☐	☐	1.	Is there a Chemical Hygiene Program present?
☐	☐	☐	2.	Are personnel trained in chemical health/physical hazards and laboratory safety?
☐	☐	☐	3.	Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)?
☐	☐	☐	4.	Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?
☐	☐	☐	5.	Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
☐	☐	☐	6.	Have personnel been instructed on how to respond in the event of a chemical spill?
☐	☐	☐	7.	Are complete training records and documents available for review by the Personnel Office and outside agencies?
☐	☐	☐	8.	Have all hazards identified by the annual survey been abated? (Action records must be retained.)
☐	☐	☐	9.	Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)

GENERAL SAFETY

☐	☐	☐	10.	Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?

☐	☐	☐	11.	Are work areas clean and uncluttered?
☐	☐	☐	12.	Do employees know the location of the first aid kit and is it accessible?

GENERAL SAFETY (continued)

Yes	No	N/A		
☐	☐	☐	13.	Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?
☐	☐	☐	14.	Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
☐	☐	☐	15.	Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
☐	☐	☐	16.	Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)
☐	☐	☐	17.	Are sinks labeled, "Industrial Water – Do Not Drink"?
☐	☐	☐	18.	Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?
☐	☐	☐	19.	Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?
☐	☐	☐	20.	Are safety glasses or other eye protection available and worn in the laboratory?

COMMENTS

Biosafety Cabinet: Date last inspected?
Types of regulated carcinogens
Types and quantity of compressed gasses
Gallons of flammable liquids
Types of personnel protective equipment

_____

_____

LABORATORY EQUIPMENT

☐	☐	☐	21.	Have chemical fume hoods been tested within the past year?
☐	☐	☐	22.	Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?
☐	☐	☐	23.	Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?

Yes	No	N/A		
☐	☐	☐	24.	Is the lab ventilation negative with respect to corridors and offices?

LABORATORY EQUIPMENT (continued)

Yes	No	N/A		
☐	☐	☐	25.	Are rotating or moveable parts and belts guarded with screens having less than ¼ inch opening?
☐	☐	☐	26.	Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?
☐	☐	☐	27.	Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?
☐	☐	☐	28.	Are all gas cylinders restrained to prevent tipping or falling?
☐	☐	☐	29.	Are valves of gas cylinders capped when not in use?

HAZARDOUS MATERIALS

☐	☐	☐	30.	Are chemicals labeled to identify contents and hazards?
☐	☐	☐	31.	Are regulated carcinogens handled safely to reduce employee exposure?
☐	☐	☐	32.	Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?
☐	☐	☐	33.	Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?
☐	☐	☐	34.	Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?
☐	☐	☐	35.	Are all hazardous wastes disposed of and not poured into the sewer system?
☐	☐	☐	36.	Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?
☐	☐	☐	37.	Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?
☐	☐	☐	38.	Are either and other peroxide formers dated?
☐	☐	☐	39.	Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

FIRE AND ELECTRICAL SAFETY

☐	☐	☐	40.	Are fire doors unobstructed and readily closeable?

Yes	No	N/A		
☐	☐	☐	41.	If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?

FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A		
☐	☐	☐	42.	Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
☐	☐	☐	43.	Are flammable liquids limited to 60 gallons per fire area?
☐	☐	☐	44.	Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
☐	☐	☐	45.	Is all equipment properly grounded?
☐	☐	☐	46.	Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
☐	☐	☐	47.	Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
☐	☐	☐	48.	Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
☐	☐	☐	49.	Are circuit breakers labeled to indicate what equipment is served by each?
☐	☐	☐	50.	Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

_____

_____

APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST

SAN LEANDRO UNIFIED SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
☐	☐	☐	1.	Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?
☐	☐	☐	2.	Are all employees familiar with the use of MSDSs?
☐	☐	☐	3.	Have all employees been instructed in how to operate the equipment they are required to use?
☐	☐	☐	4.	Have all employees been trained in how to protect themselves from the hazards identified in their work area?
☐	☐	☐	5.	Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
☐	☐	☐	6.	Are all training records up to date for each employee?
☐	☐	☐	7.	Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?
☐	☐	☐	8.	Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?

FIRE SAFETY

☐	☐	☐	9.	Are all fire exits clearly marked and unobstructed?
☐	☐	☐	10.	Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
☐	☐	☐	11.	Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?

☐	☐	☐	12.	Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
☐	☐	☐	13.	Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

FIRE SAFETY (continued)

Yes	No	N/A		
☐	☐	☐	14.	Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
☐	☐	☐	15.	Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
☐	☐	☐	16.	Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
☐	☐	☐	17.	Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
☐	☐	☐	18.	Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
☐	☐	☐	19.	Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

☐	☐	☐	20.	Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
☐	☐	☐	21.	Are all circuit breaker panels accessible with labels identifying each switch's function?
☐	☐	☐	22.	Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
☐	☐	☐	23.	Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
☐	☐	☐	24.	Are Ground Fault Circuit Interrupters available for use in wet areas?
☐	☐	☐	25.	Are the wheels on rolling files or other mobile equipment free from binding when rolled?
☐	☐	☐	26.	Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

MECHANICAL SAFETY

☐	☐	☐	27.	Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

MECHANICAL SAFETY (continued)

Yes	No	N/A		
☐	☐	☐	28.	Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
☐	☐	☐	29.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
☐	☐	☐	30.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
☐	☐	☐	31.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
☐	☐	☐	32.	Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
☐	☐	☐	33.	Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
☐	☐	☐	34.	Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
☐	☐	☐	35.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
☐	☐	☐	36.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
☐	☐	☐	37.	Are potable water, soap, and towels available for hand washing?
☐	☐	☐	38.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
☐	☐	☐	39.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
☐	☐	☐	40.	Are excessive noise levels adequately controlled?
☐	☐	☐	41.	Is an approved first aid kit available and its location known to all employees?

☐	☐	☐	42.	Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
☐	☐	☐	43.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A		
☐	☐	☐	44.	Are chemicals stored to prevent spills?
☐	☐	☐	45.	Are carcinogens handled safely to reduce employee exposure?
☐	☐	☐	46.	Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
☐	☐	☐	47.	Are chemicals inventoried with copies provided to the Personnel Office?
☐	☐	☐	48.	Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
☐	☐	☐	49.	Are all hazardous wastes disposed of and not poured into the sewer system?
☐	☐	☐	50.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
☐	☐	☐	51.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
☐	☐	☐	52.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
☐	☐	☐	53.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
☐	☐	☐	54.	Is hearing protection suitable for the hazards warranting protection available?
☐	☐	☐	55.	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
☐	☐	☐	56.	Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
☐	☐	☐	57.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

☐ ☐ ☐ 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

APPENDIX F
SAN LEANDRO UNIFIED SCHOOL DISTRICT
INJURY AND ILLNESS PREVENTION PROGRAM
COVID-19

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the San Leandro Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community San Leandro Unified School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is Covid-19?
On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?:
Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (closer than 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure physical distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover.
    - Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

If an Employee is Sick

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.0 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever San Leandro Unified School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
    - At least three full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
    - At least seven full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The district will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the district identifies COVID-19 as a workplace hazard, they will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

San Leandro Unified School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g.., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district’s approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.

- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
    - Wait 24 hours before you clean or disinfect.
    - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

San Leandro Unified School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

APPENDIX G
Blood borne Pathogens

AR 4219.42 Exposure Control Plan for Bloodborne Pathogens

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:

a. All job classifications in which all employees have occupational exposure

b. Job classifications in which some employees have occupational exposure

c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above

2. The schedule and method of implementing:

a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment

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

b. Hepatitis B vaccination

c. Bloodborne pathogen post-exposure evaluation and follow-up

d. Communication of hazards to employees, including labels, signs, information and training

e. Recordkeeping

3. The district's procedure for evaluating circumstances surrounding exposure incidents

4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries

5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log

6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments

7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual

8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure

2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection

3. Include new or revised employee positions with occupational exposure

4. Review and evaluate the exposure incidents which occurred since the previous update

5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures

The Superintendent or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident

2. Type and brand of sharp involved in the exposure incident

3. A description of the exposure incident, including:

a. Job classification of the exposed employee

b. Department or work area where the exposure incident occurred

c. The procedure that the exposed employee was performing at the time of the incident

d. How the incident occurred

e. The body part involved in the incident

f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated

g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred

2. Identify and document the source individual, unless that identification is infeasible or prohibited by law

3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status

4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service

5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.

2. Training records shall be maintained for three years from the date of training.

3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.

4. Exposure records shall be maintained for at least 30 years.

5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

Regulation SAN LEANDRO UNIFIED SCHOOL DISTRICT

approved: June 24, 2014 San Leandro, California

APPENDIX H

CODES OF SAFE PRACTICES

CODES OF SAFE PRACTICES – ADMINISTRATORS

General Campus Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – uneven exterior walkways, stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in all areas of the campus.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the exit of every room to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.

D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. This includes cords to classroom appliances and overhead projectors. Improper use of electricity is the second most common cause of fires in schools.

F. **Flammable and combustible liquids may not be stored in classrooms, offices or resource rooms.** These liquids are the third most common cause of school fires.

G. **Be cautious with the use flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Administrators don't spend the majority of time at their desks using the computer, as Clerical Personnel do, but you still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury. As an Administrator it your responsibility to assure all staff follow safe practices, and that includes yourself

A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at

eye level with the use of a document holder.

F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.

C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

B. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

C. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a

hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	***No***
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	***No***
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90° angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	***No***
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	***No***
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐
Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – CLERICAL

General Office Safety Rules

The office environment is generally considered to be a safe one, and office workers tend to be complacent about their safety since there are no obvious safety hazards. It is this complacency that can lead to unsafe work practices and eventually injuries.

A. **Be aware of where you are walking**. Trip and slip hazards – stacks of paper or boxes in the aisle, for example, or recently polished and slick floors – are common in the office.

H. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

I. **Familiarize yourself with the emergency exit procedures.** Learn the general layout of the office and the location of the nearest exit in case you have to get out of the building in a hurry.

J. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

K. **Keep it neat.** Avoid clutter both on the desktop and underneath the desk. Keep your workstation and the area around it orderly.

Office Ergonomic Safety Rules

Repetitive Motion Injuries (RMI) are the most prevalent injuries among those who spend most of their day at a desk working with computers, and office workers should take the following steps to reduce the chance of such an injury.

H. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

I. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

J. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

K. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

L. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

M. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

N. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

G. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on;

always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

C. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

D. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker could walk into an open drawer.

Storeroom Safety Rules

A. **Store your equipment safely.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum. A neat clean storeroom can greatly reduce the chance of accidents.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with main electrical panels are not designed as storerooms. If electrical rooms must be used for storage, however, make sure there is a clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition; don't store flammable materials in rooms with water heaters.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	*No*
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	*No*
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	*No*
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	*No*
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐

Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – COACHES & P.E. TEACHERS

General Workplace Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – wet floors and towels, for example, recently polished and slick floors, various pieces of athletic equipment are common in the locker rooms, weight rooms and gymnasiums, on athletic fields, outside areas of concern would include sprinkler/pot holes and uneven field surfaces.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it. Also, inspect it monthly to assure it remains in proper operating condition and initial and date the tag.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the facility exit to notify all employees and students of how to exit the room/building, the evacuation route and where they are to assemble after.

D. **Locker room/ dressing areas and showers should be inspected regularly.** Be sure to check these areas for damaged or loose benches, bent locker doors, sharp or protruding edges and damage to floors, ceiling walls and partitions. Report all damage to site administration as soon as possible. In some cases it may be necessary to limit access or use hazard tape to warn of injury potential.

E. **Chairs and folded bleachers are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

F. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.

G. **Flammable and combustible liquids may not be stored in offices, equipment rooms, or storage rooms.** These liquids are the third most common cause of school fires.

H. **Be cautious with participation in competitive athletic endeavors.** While the desire to compete to "even out the teams," may be strong. The duty of the coach is to demonstrate the skill and to evaluate the student's ability to perform. Participation may lead to your injury or that of a student, so be very cautious when making a decision on "evening out a team," or participating in a live scrimmage situation.

I. **Please note that participation in off duty recreational use of school facilities does not guarantee coverage for injury under the Workers Compensation System.** Voluntary participation in friendly athletic competition, not connected to your employment duties, is at your own risk, even if it occurs on District property. The District's Workers Compensation Carrier may not cover any subsequent injury suffered as result of this type of activity.

J. **If you are transporting student/athletes to and from competitions in 15 passenger vans please be aware of the following.** The vans are not cars and do not handle like cars, especially loaded. Allow for greater stopping distances while driving (four second rule). Visibility and cornering are much more limited and extra care should be taken when turning and changing lanes. Driving after dark or in inclement weather will also increase the need for concentration and increased following distances. Follow your District guidelines for safe operations of these vehicles and do not operate one unless you have the approval of the District.

Electrical Athletic and Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the gym or the field, be sure electrical equipment, like public address equipment, pitching machines and scoreboards are shut off and unplugged.

C. **Be careful with motorized equipment.** Students should never be allowed to operate motorized equipment, unless they are a minimum of 18 years of age and have been trained in the safe operating procedures of that equipment and ***never leave them unsupervised***, during equipment operation. This includes, but is not limited to, golf carts, pitching machines, automatic tennis serving and return equipment and heated whirlpool baths.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Equipment Storage Safety Rules

A. **Store equipment in an organized way.** Do not overload racks shelves and drawers. Do not store equipment on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the equipment room neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

F. **Don't block Exits.** Do not store mats and other equipment in front of Exits. All exits should have a clear access at all times.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. Yes, even coaches can injure themselves, lifting light objects as well as lifting heavier ones, if you don't lift properly and your "tool" is not in shape for the job. A false sense of security can lead to lifting injuries, especially to those who pride themselves on overall physical health. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in. Controlled lifting in a weight room, with the use of a weight belt and the availability of a spotter will be the sole exception to this rule. (Please note H in the General Workplace Safety Rules)

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. A food rule of thumb is to keep your feet pointed in the direction you want the load to travel. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back and enables you to use your strong leg muscles in the most efficient way.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it. Practice what you preach in your classes. Doing so will demonstrate to your students both your expertise and provide a practical application of the skill.

This code of safe practices was developed to assure you the best opportunity to work safely in your chosen profession. It does not take into consideration every possible scenario that may present itself in the workplace. Your ability to recognize and protect yourself and your students from hazards is an integral part of the job.

CODES OF SAFE PRACTICES – CUSTODIANS

Personal Safety Rules

Often custodians work alone at night. Special precautions must be taken against unwanted visitors.

A. **Pay attention to your surroundings.** Custodial work can become routine and your attention may waver. You must keep alert and aware of what is going on around you.

B. **Work in a well-lit area.** Make sure security lighting is functioning properly. Replace burnt bulbs and clean lenses when necessary. Report inoperative outside security lights to your supervisor. Adjust cleaning schedules to include unlit areas during daylight hours when possible. Obtain a flashlight if it would be useful.

C. **Know where co-workers are working.** Know where to get help if you need it. To communicate with co-workers, custodians can use two-way radios. Just the sight of the radio may be a deterrent to unwanted visitors.

D. **Get help with heavy or awkward objects.** Don't try to do a job by yourself if it requires two people to do it safely.

E. **When working inside, make sure entrances are secured.** Check doors to make sure they are locked from the inside when cleaning interiors. Make sure you can promptly exit the room in an emergency.

F. **Use good judgment.** You are not a police officer or security guard. Only approach unwanted visitors when you feel comfortable doing so. Don't hesitate to call 911 for help.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Safety Data Sheets (SDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters.

L. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Prepare the equipment and yourself for work.** Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

D. **Charging batteries can be dangerous.** Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting

surfaces of chain saws are capable of gnawing chunks of skin and bone. Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Take care when refueling and storing the equipment.** Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.

C. **Prepare the tool and yourself for work.** Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

D. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fitenough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

A. **All riding equipment comes equipped with manuals.** Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.

B. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

C. **Avoid hazards while operating the equipment.** Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.

D. **Keep alert.** While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.

E. **Do not leave the equipment unattended.** After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of equipment it is.

F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

TOOL/EQUIPMENT	Hard Hat	Glasses / Goggles	Gloves	Hearing	Mask
VACUUM					
SWEEPING					
MOPPING			**X**		
CLEANING (SURFACES)			**Latex**		
CLEANING (GLASS)			**Latex**		
LIQUID SPILLS		**Goggles**	**Latex**		
BLOOD		**Goggles**	**Latex**		**X**
OTHER POTENTIAL INFECTIOUS MATERIAL (OPIM)		**Goggles**	**Latex**		**X**
NEEDLES		**Goggles**	**Puncture Resistant**		**X**
MANUAL HANDLING (FURNITURE)			**X**		
MANUAL HANDLING (TRASH REMOVAL)			**X**		
MANUAL HANDLING (OTHER)			**X**		
CHEMICAL DILUTIONS	**N/R**	**F-SDS**	**F-SDS**	**F-SDS**	**F-SDS**
TOILET CLEANING		**Goggles**	**Latex**		
EQUIPMENT (RIDING)			**X**	**X**	
BLOWER		**X**		**X**	**Dust**
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR
1…….					
2…….					

F-SDS: Follow Safety Data Sheet recommendations
NR: Not Required
AR: As Recommended in the District Safety Manual

CODES OF SAFE PRACTICES – FOOD SERVICE WORKERS

General Kitchen Safety Rules

A. Be aware of where you are walking. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.

B. Be aware of the location of the nearest fire extinguisher. It may come in handy. Read the instructions on the fire extinguisher now, before you need to use it.

C. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.

D. Know the general layout of the kitchen and the location of the nearest exit in case you have to leave the area in a hurry.

E. Assume heat-producing equipment, such as stoves and steamers, are hot.

F. Don't use wet potholders or mittens. The moisture will transmit heat to your hands.

G. Water and hot grease can be a burn hazard. Don't put a wet basket into a hot deep fryer. This could cause splattering which results in a burn.

H. Be cautious of loose clothing when operating equipment. It could get caught in the equipment.

I. Be sure others are aware of what you are doing. This awareness could help prevent accidental or careless movements that could result in an injury.

J. Rolling carts should be pushed, not pulled. If carts don't move easily, inspect the wheels for damage. Be aware of cracks and bumps when pushing carts on asphalt or cement. Don't overload carts and don't load them top heavy.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A misplaced broom or mop may cause you to trip and injure yourself. Improperly stored food and cleaning supplies can cause serious injuries. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store supplies safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Flammable cleaning supplies must be stored away from sources of ignition like hot water heaters. Cleaning supplies and food must always be stored separately.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

C. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

D. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

F. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

G. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

H. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Tools/Equipment Safety Rules

Because you use your tools and equipment daily, you can begin to take them for granted. This is a safety hazard to be avoided. Always think "safety" when using kitchen tools and equipment.

A. **Manufacturers supply manuals with tools and equipment.** Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. **Prepare both the equipment and yourself for work.** Examine the tool/equipment for safety defects before you use it. Check electrical cords for frayed wires and defective plugs. Make sure the ground plug is in place. Keep safety guards in place at all times. Make sure the ground fault interceptor is working properly. Wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. When working with electric equipment, make sure your hands are dry. Do not stand on a wet floor when inserting the plug into or pulling the plug from the electric receptacle. Be mindful of pedestrians and your surroundings. Students should not be allowed to operate tools or equipment.

D. **Keep tools and equipment clean.** Always unplug electric equipment before cleaning it. Store tools, like knives and other utensils, in a place designated for the tools.

E. **Report any inoperative or unsafe equipment to your supervisor.** Take any unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. Before you lift something, prepare yourself and plan the move. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you

feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. Use proper body mechanics when lifting. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. Turn, don't twist. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. Push, don't pull. Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. Don't store heavy objects higher than your waist. If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. Lift like a pro and avoid the pain. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

Electrical Powered Tool Safety Rules

Tools can save time and make your job easier, but each power tool has potential risks that must not be ignored. Because you use your tools daily, you can begin to take them for granted. Always think "safety" when using your tools.

A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. Prepare the equipment and yourself for work. Examine the tools for safety defects before you use them. Check electrical cords for frayed wires and defective plugs. If an extension cord is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Make sure the ground plug is in place. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Cutting and boring tools should have sharp, clean cutting surfaces. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

C. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply.

D. Charging batteries can be dangerous. Take special precautions when charging batteries on electric carts. Read the manual before beginning. Charge the batteries only in a well-ventilated area away from any sources of ignition and where there is an eye wash station and deluge shower.

E. Report any inoperative or unsafe equipment to your supervisor. Take unsafe equipment out of service until it can be repaired or replaced.

Fuel Powered Tool Safety Rules

These tools have potential risks that must not be ignored. Oscillating blades on hedge trimmers can cut and maim. High velocity air from blowers can kick up dust and debris into the eyes and lungs. The cutting surfaces of chain saws are capable of gnawing chunks of skin and bone. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Don't take power tools and the risks they pose for granted.

A. Manufacturers supply manuals with tools and equipment. Read the manuals before you use the equipment. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice using the equipment before you begin a large-scale job.

B. Take care when refueling and storing the equipment. Using a safety can, refuel on a hard surface in a well ventilated area. Refuel when the tool or equipment is cool and let the piece cool before transporting and storing it. If storing for long periods, drain the liquids. Fuel must be kept in and dispensed from an Underwriters Laboratory (UL) listed safety container and stored in a properly vented flammable liquids cabinet.

C. Prepare the tool and yourself for work. Examine the equipment for safety defects before you use them. Examine the tool for cracks and safety defects. Check for loose or missing bolts and knobs. Keep safety guards in place at all times. Wear protective clothing provided by your supervisor and recommended by the equipment manufacturer (See Protective Clothing Reference Chart).

D. Avoid hazards while operating equipment. Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Be mindful of pedestrians, wire fences and objects hidden in the grass and hedges. Shut off the tool when not using it. Remember, hot tools can cause severe burns.

Riding Equipment Safety Rules

Not only the operator of riding equipment is at risk, but also other staff and students in the area. Awareness of safety must be high at all times when using this equipment.

A. All riding equipment comes equipped with manuals. Read the manuals and become completely familiar with the equipment before using it. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it. Practice on a small area before taking the equipment out on the job.

B. Prepare the equipment and yourself for work. Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor. Wear protective clothing. (See Protective Clothing Reference Chart).

C. Avoid hazards while operating the equipment. Before you start to use the equipment clear the work area of potential hazards. Check the area for rocks and small objects that could be hurled by the blades. Remove other obstructions. Designate the work areas with safety cones or barrier tape when possible.

D. Keep alert. While using some riding equipment, it is possible to lose concentration. You must guard against becoming unaware of your surroundings. Keep staff and students at a safe distance from the equipment and work area. Never allow other riders on the equipment when you are operating it. Students are never allowed on any riding equipment.

E. Do not leave the equipment unattended. After turning off the equipment according to the manual instructions, remove the ignition key. The equipment must never be left unattended in an area where students have access – children may think it is an interesting toy, not the potentially dangerous piece of

equipment it is.

F. **Follow shutdown instructions in the manual.** Carefully follow the post-operating instructions contained in the manual. Always clean the equipment after use and store it in a secure area.

Tree Trimming Safety Rules

A. **There is a difference between pruning and trimming.** Tree trimming requires special training and equipment. Tree trimming operations should be supervised directly by the Maintenance or Grounds supervisor or his/her designee. Pruning is the removal of a branch for various reasons – it's broken and about to fall, it's low enough for students to reach, or the branch obstructs the use of play equipment. If you are in doubt about whether you should do the work, consult with your supervisor.

B. **Familiarize yourself with the tools to use and the job at hand.** Read the instruction manuals for the tools you will be using. Carefully survey the job, looking for electrical power lines and other potential hazards. Plan ahead for where branches may fall. Wear the necessary protective clothing (See Protective Clothing Reference Chart).

C. **Avoid hazards while pruning.** Clear the work area of trip and fall hazards and things that might get in your way while working. Designate the work area with safety cones or barrier tape when possible. Remember ladder safety rules. Don't bite off more than you and your tools can handle. Prune branches off in small pieces not more than two feet long. Start pruning from the section furthest away from the trunk, working your way towards the trunk.

D. **Clean up is part of the job.** Immediately after pruning, remove the debris.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

C. **Set up your ladder safely.** If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that open toward you. Keep the area around the ladder base uncluttered. Avoid side-to-side tilting by resting your ladder base on a solid, level surface. When using a stepladder, make sure it's fully open and its spreader is locked. Position a straight ladder at a four-to-one ratio – means every four feet of the ladder's length to one foot away from the support point. Never lean a ladder against an unstable surface.

D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

PROTECTIVE CLOTHING REFERENCE CHART

Note: This is a general reference chart only. Always consult the tool/equipment manual or your supervisor for the required protective clothing before using any tool or equipment.

TOOL/EQUIPMENT	Hard Hat	Goggles	Gloves	Hearing	Mask
LINE TRIMMER		X	X	X	
EDGER		**X**	**X**	**X**	
HEDGE TRIMMER		X	**X**	**X**	
CHAIN SAW	X	**X**	**X**	**X**	
BLOWER		**X**	**X**	**X**	X
PRESSURE WASHER			**X**	**X**	
POWER AUGER			**X**	**X**	
TRENCHER			**X**	**X**	
LITTER VACUUM			**X**	**X**	
ROTOTILLER			**X**	**X**	
PAINT STRIPER		**X**	**X**	**X**	**X**
MOWERS (WALK BEHIND)		**X**	**X**	**X**	
EQUIPMENT (RIDING)			**X**	**X**	
PESTICIDE/HERBICIDES		**X**	**X**		**X**
ELECTRIC POWER TOOLS		**X**	**X**	**X**	**X**
AR= As recommended in manual					
OTHER TOOLS/EQUIPMENT	AR	AR	AR	AR	AR

CODES OF SAFE PRACTICES – MAINTENANCE WORKERS

Electrical Repairs Safety Rules

A. **Take charge of the source of power.** Disconnect the fixture or equipment from its source of power and make sure it cannot be electrified without your knowledge and consent. Install your own padlock on the circuit breaker panel or lever to ensure that you have control over the electrical supply system. If it is not possible to lock the panel, post a sign stating "Person at Work". Remove the padlock or sign when the task is completed.

B. **Do not perform electrical repairs around water.**

C. **Never put your hands into an area that you cannot see.** Live wires may be there.

D. **Always replace a fuse with one that is of the same type and size.**

E. **All electrical installations should be made in compliance with the National Electric Code.**

Plumbing Repairs Safety Rules

A. **Be careful with P.V.C cement.** When using P.V.C cement, make sure the work area is well ventilated and there are not sources of ignition nearby. Always wash your hands after using P.V.C cements and solvents.

B. **Inspect the immediate work area prior to performing brazing operations.** Ensure that no flammable liquids or combustible materials are present.

C. **Ensure that a fire extinguisher is available.** If brazing is done in or near wall studs or other flammable material, a Class A portable fire extinguisher should be immediately available.

Ladder Safety Rules

A. **Use a straight ladder if you must lean the ladder against a support**. Avoid using an "A" frame ladder in this situation – it's not the right equipment for the job. Metal ladders must not be used near exposed electrical circuits or power lines. "A" frame ladders are safest if they are ten feet or less in length – never use one over 20 feet long.

B. **Inspect the ladder before you use it.** No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Wood ladders should be inspected for side rails that are cracked or split, and sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, dispose of it promptly.

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D. **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them in a tool belt or raise and lower them with a hand line. Don't take a chance on slipping – check ladder rungs and the bottoms of your shoes for slippery substances. Take one step at a time and don't skip steps.

E. **Use common sense when working on ladders.** Never reach or lean too far to either side. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder. Only one person may be on a ladder at a time. Don't place tools on the rungs or top of the ladder.

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C. **Avoid hazards while operating equipment.** Clear the work area of trip, slip, and fall hazards and things that might get in your way while working. Designate the work areas with safety cones when possible. Keep a tight grip on the equipment, and position the tool comfortably close to your body. Be mindful of others around you. Always shut off the tool when you are not using it and disconnect it from the power supply

D. **Report any inoperative or unsafe equipment to your supervisor.** Take unsafe equipment out of service until it can be repaired or replaced.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

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E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power – through either a lock or tag – while working on the machine.

Storeroom Safety Rules

An overcrowded, unorganized storeroom is an accident about to happen. A neat, clean storeroom can greatly reduce the potential for accidents.

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

CODES OF SAFE PRACTICES – MECHANICS

Personal Protective Equipment Safety Rules

A. **Eye injuries are the most common occurrence in this industry.** Wear safety glasses with side shields or goggles with the designation Z-87.1 on the frame. When working with liquids, use goggles.

B. **Wear foot protection such as steel-toed boots and head protection.** Whenever a car is lifted on the hydraulic hoist, parts can fall. Bump caps can shield against falling objects and prevent head bumps against the undercarriage.

C. **Wear gloves whenever possible.** Mechanics routinely handle hot, sharp metal, often dripping with chemicals. When handling chemicals, refer to the Material Safety Data Sheet (MSDS) to determine proper hand protection. Routine handling of solvents, oil, fiberglass, coolants and other irritants with bare hands can cause skin problems.

D. **Wear disposable earplugs when noise is loud due to engine, compressor and impact tool noises.**

Fire Safety Rules

A. **Multipurpose ABC fire extinguishers should be available throughout the shop.**

B. **For small fires use the PASS method.** Pull the pin, aim, squeeze the handle and sweep at the base of the fire.

C. **Annually have the fire extinguishers serviced and checked by a certified vendor.** Perform monthly inspections of the fire extinguisher to ensure that units are fully charged. Remove unit from service if the dial indicates partial charge.

D. **Gasoline is an extremely flammable liquid.** Never smoke or operate anything that may cause a spark (such as communicators, radios or cellular phones) close to gasoline vapors or liquid.

Jump-Starting Car Battery Safety Rules

A. **Wear a pair of splash-proof goggles with the designation Z-87.1 on the frame.** Use acid resistant gloves and apron. Sulfuric acid is contained in the battery fluid. Keep baking soda on hand to neutralize acid spills.

B. **Never smoke or operate anything that may cause a spark when working on a battery.** Batteries contain hydrogen and oxygen, both flammable and explosive gases. The gases may ignite and cause the battery to explode.

C. **Use a pair of jumper cables that are rust and corrosion free and have no exposed wires.** Never use electrical tape to cover exposed wires.

D. **Do not discard used batteries in a garbage dumpster or leave it in a parking lot.** Dispose properly as a hazardous waste.

E. **Keep metal tools and jewelry away from the battery.**

F. **Never touch both terminals (+-) at the same time.**

Compressed Air Safety Rules

A. **All pipes, hoses, and fitting must have a rating of the maximum pressure of the compressor.** Compressed air pipelines should be identified (psi) as to maximum working pressure.

B. **Air supply shutoff valves should be located (as near as possible) at the point-of-operation.**

C. **Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.**

D. **Hoses should not be strung across floors or aisles where they are a trip or fall hazard.** When possible, air supply hoses should be suspended overhead.

E. **Hose ends must be secured to prevent whipping if an accidental cut or break occurs.**

F. **Pneumatic impact tools, such as riveting guns, should never be pointed at a person.**

G. **Before a pneumatic tool is disconnected, unless it has quick disconnect plugs, the air supply must be turned off and the tool bled of residual pressure.**

H. **Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin.** Shop air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide less pressure.

I. **Personnel using compressed air for cleaning equipment must wear goggles, face shields or other eye protection.**

J. **Static electricity can be generated through the use of pneumatic tools**. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapors or explosive atmospheres are present.

Mechanical Lifting Rules

A. **Check the load rating on the mobile hydraulic lift to determine if it is properly rated.** Securely attach the load before it is lifted.

B. **Persons should not work under suspended loads unless the load is properly supported, for example by weight bearing vehicle stands.**

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F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

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B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about knee to shoulder height. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others.

CODES OF SAFE PRACTICES – Playground Supervisors

General Safety Rules

A. **Be aware of your surroundings.** Be sure to check in at the office before going to your assigned location. In case of emergency, someone should be able to find you. Only enter areas where you have been authorized to visit.

B. **Carry a source of immediate communication.** Keep a walkie-talkie or cell phone on your person. Make sure it is charged and ready to use at all times.

C. **Be aware of strangers.** Report unauthorized visitors immediately.

D. **Be aware of where you are walking.** Walk on walkways, pathways and designated routes and avoid un-level or cracked pathways, if possible.

1. When assisting in the playground, watch for gopher holes, clumps of grass and muddy areas. Wear good shoes with rubber soles and good traction.
2. Trip and slip hazards are common in the kitchen. Always put out "Caution, Wet Floor" signs before damp mopping a hard surface floor. Always mop up liquid spills immediately.
3. Walkways both outdoors and indoors should be kept free of standing water or sand to avoid slipping hazards and notify maintenance for corrections.

E. **Keep latex gloves on hand.** Gloves are required whenever contact with bodily fluids is possible.

1. Wear latex gloves and other appropriate personal protective equipment.
2. Remove visible soil with a detergent solution. Rinse in water.
3. Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine. Air dry.
4. Remove gloves and wash hands immediately.

F. **Noon aides are required to renew first aid certifications and CPR certifications on a regular basis.**
These certifications must be current.

1. First aid assistance should be done using latex gloves and other appropriate personal protective equipment.
2. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash your hands.
3. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water.
4. Always report first aid assistance.

G. **Aides are encouraged to wear comfortable clothing and shoes with rubber soles.**

H. **Report faulty equipment.** If Aides become aware of a faulty piece of equipment, indoors or outdoors, it should be taken out of service immediately and reported to appropriate individuals.

I. **Familiarize yourself with the emergency exit procedures.** An emergency plan should be posted near the evacuation emergency exit. Ask what your role will be in assisting in assembly or evacuation. Learn your role in of how to exit the room, the evacuation route and where they are to assemble after.

1. Watch out for other employees who may be daydreaming, in a hurry, or engaging in horseplay. All of those behaviors jeopardize both their own safety and yours.
2. Know the general layout of the area you have volunteered for and know the location of the nearest exit in case you have to leave the area in a hurry.

J. **Be aware of the location of the nearest fire extinguisher.** Know your responsibilities in case of emergency and only use if authorized. Fire extinguishers should be located near the exit door used for evacuation.

1. Assist in keeping this area clear from obstructions and should always be readily available.
2. Don't post notices and decorative paper that may obscure its location.
3. Report discharged or expired fire extinguishers.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

CODES OF SAFE PRACTICES – Campus Supervisor

Personal Security

A. **Pay attention to your surroundings.** Stay in well-lighted areas and use the Buddy System (2 people walking or working together). Have your keys and flashlight ready and be aware of your surroundings as you go. Have a working cell phone nearby and alert others as to when they can expect you back at base.

B. **Use good judgment.** Only approach unwanted visitors when you feel comfortable that you have communicated with your base and that you understand the nature of the risk of contact. Don't hesitate to call for additional campus security assistance.

C. **Avoid physical confrontation if at all possible**. Physical intervention should be the last resort. Avoid physically intervening in school fights or arguments. Use your voice to command and control the combatants. You may become the target and a victim. Request help via radio, cell phone or send a student to obtain additional adult assistance. Crowd dispersal is a key component to avoiding escalation.

Threat Recognition

A. Be aware of restraining orders against custodial and non-custodial adults. Preferably, request a picture to accompany the name.

B. All threats must be treated seriously. Be aware of your standard protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented. Report any aggressive notes or letters from students to the administration and security supervisors.

C. Disgruntled current and former employees, suspended and expelled students, irate parents, job applicants, and other high-risk individuals are very likely to attend hearings, meetings, and visits. Be alert for these individuals and report them to the security office.

D. Suspicious activity may include suspicious vehicles on and around campus, suspicious persons in and around school buildings including those taking photographs or videotaping, suspicious packages around the building perimeter and/or in the school, and suspicious information seeking efforts by phone or by unknown "visitors".

Security Management Procedures

All threats must be treated seriously and you should be familiar with your District protocol for assessing, investigating and documenting threats. Written statements should be obtained from threat makers, witnesses and the targets of threats. The actions taken by administrators to address each threat should also be documented.

Security administrators should develop and use questions similar to those above to evaluate each threat, rather than relying on checklists of profiling characteristics or personality traits. A review of the threat maker's past disciplinary and psychological record should be made as a part of the evaluation process. In addition to disciplinary action consistent with school policies, police also should be involved when appropriate.

School district administration offices typically house the offices of the superintendent, board members, personnel department, treasurer, special education staff, and student services hearing officers and staff. The ever-increasing political nature of school board meetings, and for that matter school politics in general, often draws a presence and attention to school administration offices and the individuals housed in these offices. It is not uncommon for highly charged meetings and emotional issues to result in escalated undesirable and threatening behavior.

Security Supervisor Management Controls

A number of measures can be taken to reduce administration office safety threats. These include, but are not limited to:

1. Security personnel should know the threat assessment protocol that applies not only to dealing with threats made by and/or to students, but also to threats made to school administrators and office staff. (A number of cases have been

documented where threats have been made to harm building administrators as well as district-level coordinators, supervisors, directors, and even superintendents.)

2. Include administration offices, both at the building and district levels, in school security assessments conducted for your district.
3. Develop crisis guidelines for school administration sites as would be done for actual school buildings
4. Train administrators and school office staff (including secretaries and receptionists) on appropriate security policies and procedures, threat assessment and management, office safety measures, and district crisis guidelines and proper security reporting procedures.
5. Incorporate crime prevention into school office layouts and central office designs, including in reception areas, secretarial offices, and inside administrative offices and meeting rooms
6. Evaluate methods for reducing and controlling access to district central offices and support facilities
7. Establish basic procedures for conducting potentially high-risk meetings and hearings
8. Assess physical security measures, including the use of security technology, for reducing administration office safety risks and for preparing to manage incidents of crime and violence in office settings
9. Evaluate the contents, in addition the layout, of administration offices, as well as communication methods that would be used in a threatening situation

Reducing After-School and Weekend Risks

Wide open doors and facilities, limited (if any) supervision, and leaving the school on "auto pilot" create security concerns. Security officials should explore ways to reduce risks and to prepare for managing those incidents that cannot be prevented. Some specific steps to consider might include:

1. Reduce the number of open doors that are accessible to outsiders once the normal school day has ended. (Of course, reduced access should also be a part of daytime school security procedures, too.)
2. Concentrate (as best possible) after-school and weekend activities in limited areas of the building. If at all possible, avoid having activities spread out all over the school. If you do have multiple activities taking place, evaluate security-staffing needs and try to identify ways to contain the activities to their designated areas. Gate-off sections of the building not being used for after-school activities in accordance with fire code standards and good common sense.

Response Protocols

1. Responding to threat of physical assault by fighting students

a. Security will check to make sure radio equipment is in proper operating condition.
b. Security will communicate with other Security in order to assess response needs.
c. At least one Security Officer will provide assistance in case of threat of physical assault. Security will assess need to contact local police services and promptly notify base of his/her situation and recommendations.
d. In all cases involving student confrontation, Security will clear the classroom, playground or other areas of all non-participating students before addressing confrontation.
e. Security should attempt to identify non-aggressive student and remove him/her from area to diffuse situation.
f. In cases involving weapons, Security will immediately notify base. They in turn will notify police services.
g. Security personnel will work together to control and contain situation by isolating student with weapon until assistance arrives.

2. Responding to threat by non-student

a. All Security will be on constant alert for non-students entering campus grounds. While patrolling assigned areas, Security will make sure all outside doors are locked and are in good operating condition.
b. Security will report situation to base and other Security Officers and will use his/her best judgment in recommending to base whether police services should be contacted.
c. Security will take initiative in preventing non-students from entering school grounds by approaching non-students before they enter campus. If already on campus, Security will be courteous in asking non-student to leave and will escort non-student off campus. If necessary, Security will exercise reasonable force in escorting non-student off campus.
d. Security will remain in continual contact with base and other Security officers regarding whereabouts of non-students, number of non-students, description, direction and whether non-student is armed.
e. For schools with closed campus at lunchtime, Security will maintain student control by restricting students to a central area such as a playground.

3. **Patrols playground, school buildings, offices, hallways, cafeteria and restrooms.**
    a. Prior to commencing patrol of assigned area, Security will check to make sure radio equipment is in proper operating condition.
    b. Security will keep assigned area clean and free of debris and foreign substances; and will report hazards to supervisor and custodial staff.
    c. Incase of fire, earthquake, chemical spill or other emergency requiring evacuation, Security will promptly notify office (base), and supervise assigned area for safe evacuation of all staff and students.
    d. Security will keep exits open during school hours and conduct inspections to verify ability to easily exit.
    e. Security will inspect alarm system to determine that system is operable.

Safety Tips When dealing with angry individuals:

- **Apologize for inconvenience.**
- **Control your emotions.**
- **Empathize or sympathize with the individual.**
- **Ignore sarcasm/personal attacks.**
- **Never argue with the individual.**
- **Offer assistance.**
- **Never accuse the individual.**
- **Call for help when necessary.**

Safety Tips/Internal Violence

- **Try to calm angry individual by talking**
- **Empathize/sympathize**
- **Ask if you can help**
- **Understand angry individual's position**
- **Focus on individual's behavior**
- **Call for help when necessary**

Safety Tips/External Violence

- **Don't open door to stranger after business hours**
- **Notify base if working late**
- **Don't let a caller know you are alone**
- **Report suspicious characters to police services**
- **Build a rapport with police services**
- **Use the "buddy system"**

Preparing for Workplace Violence Summary

- **Verbal threats are as serious as physical threats**
- **Don't ignore violent or angry outbursts**
- **Stress and conflict can cause a violent incident**
- **Protect yourself and be cautious**
- **Report acts of violence no matter how small**
- **Don't treat threats lightly**
- **Make sure your radio is fully charged**
- **Have 911 hotline procedures**
- **Don't freeze**
- **Watch for warning signs**
- **Know your location**

Conduct

You are in the public eye. In your official duties, your actions reflect upon you, the school, and the school district. Be helpful and courteous at all times. Conduct yourself as a professional.

I Attitude

Your attitude will largely determine your success in gaining the cooperation of the motoring public, your co-workers and supervisor, children and parents. Courtesy cannot be over emphasized. Be courteous and helpful even under adverse conditions. **DO NOT** assume an overbearing manner in your contacts with the general public or schoolchildren.

II Attention to Your Duties

The lives of school children are in your hands. Attention to the duties and responsibilities of your position is required at all times.

III Personal Interest

Show a personal interest in your work by learning and using the names of as many children and parents as possible. Using names may help promote a positive attitude with the general public and will help when giving directions to schoolchildren.

IV Equipment

Make sure your equipment is in good working condition and fully charged. Be familiar with its proper function and maintenance.

V Appearance

Dress to suit weather conditions. Your appearance must be neat and clean at all times when on duty. A slovenly appearance results in a loss of public respect. Remember you are in the public eye.

Personal Safety Rules

A. **Focus your attention on students.** In order to avoid begin injured your attention must be focused on the students you are supervising. Don't engage in a lengthy conversation with other employees or individual students. A stray ball could hit you. Be prompt and efficient when dealing with disciplinary matters. Don't let the problem student distract you too long from the majority of students.

B. **Position yourself for the widest, safest view.** You want to take a position in the area you are working that affords you the best view for supervising the greatest number of students. Don't let trees; walls, or other obstacles obstruct your view. Don't take a position with your back to students engaged in a playground activity, especially those involving throwing objects.

C. **Don't engage in play activities with students.** If you are engaged in playing with a group of students you could be injured by an activity of another group of student, and other students may be without supervision.

D. **Be aware of safety hazards.** Play areas and equipment should be safety inspected, but there may be slip, trip, or fall hazards in the area you are working. Watch your step. Report safety hazards to your supervisor immediately.

E. **Scan your area of responsibility.** Once you have positioned yourself appropriately, visually scan the area you are responsible for securing and supervising. This will help keep you alert.

Remember, keeping alert and aware of what is going on in the area you are supervising is not only your job, but will also help you avoid being injured.

For additional information, contact the National Association of School Resource Officers

CODES OF SAFE PRACTICES – SPECIAL EDUCATION

Lifting and transferring students may be easy when children are babies. Without assistive lifting devices and proper body mechanics, as their weight increases so do the risks for back injuries. The risk increases even more with children who are combative, tug, and/or drop. Most back injuries are not a result of *one bad lift*, but rather from a combination of bad body mechanics, poor posture, loss of flexibility, and a general decline in physical fitness.

Lifting/Transferring Assistive Aid Safety Rules

A. **Use any mechanical help that the district provides.** Mechanical help would include a Hoyer lift, hoist or other assistive lifting devices. These types of equipment eliminate the need for manually lifting or moving students. The biggest excuse for not using mechanical lifting devices is that they are time consuming. So are back injuries! Learn to use the hoists, lifts, or other assistive devices that the district provides. As you become more proficient with them, they will take less time.

B. **Use gait/transfer belts and make sure they are securely fastened.** A gait belt provides a solid handhold on a student, which makes it easier to lift, handle and transfer them. If you are only holding onto a tee shirt and a student goes down, chances are good that the tee shirt will be in your hand and the student will be on the floor! Gait/transfer belts provide a solid handle on the student so you can guide and transfer them.

Individual Lift/Transfer Safety Rules

Having a plan in place for the safe lifting and transferring of all students will help reduce the risk of back injuries. Being prepared and well trained to lift and transfer students properly is an important step in back injury prevention.

A. **Develop an SOP (standard operating procedure) for the transfer of *each* student.** Just as you assess the nutritional needs of each student yearly, the lifting and transferring needs must also be evaluated annually. Has the student's weight reached a level where they are now a "two-person" lift? Can they help with a standing-pivot transfer to the commode? Are they on new medication that makes them combative? Transfer procedures must be updated regularly as each student's condition changes.

B. **Back Belts.** Are back belts necessary? The research is still conflicted on this. A recent NIOSH study reported that back belts were not an effective measure in preventing back injuries. There are several reasons for this conclusion:

1. **They are not worn properly.** Back belts should be worn *low*, on the hips. The correct placement is between the navel and tailbone, over the lumbar section of the back. Most back belts are placed here initially but tend to creep up around the waist as the day progresses (especially with women because of their smaller waistline and larger hip dimensions).

2. **People wear them cinched up ALL day.** Back belts should only be cinched up when you are going to lift something or someone. If they are cinched up all day, it can lead to muscle atrophy, which decreases abdominal strength.

3. **"Superman Syndrome."** Back belts often give us a greater sense of ability and we attempt to lift/transfer more than we should.

4. **Back belts don't make up for poor body mechanics.** Learn how to lift and transfer students properly. Practice these techniques with all lifting; at work, home, with the back belt or without it.

Student Lifting/Transferring Safety Rules

Employees are asked to lift and transfer students repetitively as part of their job. Preparing for safe lifts and transfers, as well as learning proper lifting and transferring techniques will help reduce the risk of injury to the back.

A. **Prepare for the lift/transfer.** There are several actions that need to be taken prior to the lift to help ensure that a safe lift/transfer follows. They are:

1. **Lock the wheelchair.** Don't get stuck in the middle of the lift! Many times, an injury can result when lifting a child from the commode to the wheelchair, the wheelchair moves backwards, and the employee is pulled off balance while holding a 50-pound child. Get into a habit of always locking the wheelchair… FIRST! Make sure locks and brakes are working properly.

2. **Tell the student what you are going to do.** Students can be nervous and it helps to speak to them in a calm, reassuring manner. Explain what you are going to do, let them know how they can help, keep it positive and be confident. Remember, if you are confident they will be, too.

3. **Have the student help, if possible.** Have the student help as much as possible. Over time, as they become more independent, they may be able to help more and more. This will increase their self-confidence.

4. **Plan, practice and communicate the lift/transfer.** Teamwork is an important step to reducing back injuries when lifting and transferring students. ***Plan*** the direction you will be taking the student. ***Practice*** the lift and transfer. ***Communicate*** with each other: "You take the shoulders, I'll take the legs…" Decide how you will count out the lift. Will it be 1, 2, 3 and lift? Will it be 1, 2, and lift on 3? Injuries can occur if one lifting partner lifts sooner than the other or goes in a different direction. Have a plan, practice the plan and communicate with each other!

B. **Lift/transfer correctly.** There are ways to lift and transfer students that can reduce the risk of injury to the back.

1. **Lock the back into place before lifting.** Assume the "power" position before starting to lift or transfer. Remember, **squat** (bend the knees, lift with the legs), **lock** (curve the back in, shoulders back, chin up), and **lift**.

2. **Get as close to the student as possible.** Students can be slimy, full of spit, coughing, or drooling but the farther away you are when lifting student, the higher the risk of back injury to the employee. Remember, the farther away…the higher the strain.

3. **Keep the head and shoulders up and don't twist.** The back follows what the head does. If the head is down and the chin is tucked to the chest, you will lose the "curve" and the "power" position for the lift. Keep the head, shoulders and chin **UP** in order to "lock" the back into place. Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when lifting/transferring puts a lot of unnecessary stress on your back.

Safety Rules to Minimize Forward Bending

Forward bending, over time, can contribute to a back injury. When you constantly need to lock wheelchairs, raise or lower footrests, place gait/transfer belts on students, work "hand-over-hand," get "droppers" off the floor, etc., there are other options to consider. Instead of bending forward from the waist with the knees locked, try squatting down, putting one knee on the floor, sitting on a small chair, or using a "golfer's" lift.

A. **Working "Hand-Over-Hand."** When you are required to work with students by placing your hand over their hand, the body needs to be lowered to their level. Avoid the tendency to bend from the waist. Try sitting on a small chair next to the student and straddle them with your legs. Another option would be to place one knee on the floor and work with the student at their level.

B. **Getting "Droppers" off the floor.** Be sure that "droppers" are always wearing a gait belt, as this will make them easier to pick up from floor level. Consider sitting on a small chair and lifting them up from behind. For a larger student, get help and use a "two-person" lift.

C. **Working with those who bite and pull hair.** Children who bite and pull hair do so when you bend forward close enough for them to reach you. It is important to identify those children early and be on guard when close to them. To reduce your risk of injury, don't bend forward from the waist to work with them but rather squat down when working near them. This gives you a broader base of support should they pull at you. Also, when holding onto them them, be sure ***YOU*** hold onto them rather than letting them hold onto you. It keeps you in control. If you know they are biters, try not to get too close.

General Physical Conditioning Rules

Just as you need to keep your car in good condition in order to get your body to work, it is just as important to keep your ***body*** in good condition in order to lift and transfer students safely. Your body is your vehicle to getting paid. If the car breaks down, you can't get to work…if your body breaks down, you don't get paid!

A. **Be a physically active person.** Face it you have a physically demanding job. As we age, do you feel like you have more energy? Are you as physically active as you were at age 20? The problem is that the older we get, the less active we become and our bodies deteriorate with time. Performing some type of aerobic exercise, like walking, biking or swimming, will increase your energy level and give you more stamina to face the challenges of your job. Mix physical activity into all avenues of your life…take a 15 minute walk during your lunch break, walk the mall on weekends, ride your bike with your kids or grandkids. Make it a point to get out and exercise three to five times a week, for 15 to 30 minutes each session. If you are over 40 years old, be sure to get a doctor's clearance before starting any aerobic exercise program.

B. **Stretch often throughout the day.** Stretching helps the body feel better. Be sure to stretch out before work, as well as after breaks and lunch. Being flexible can help reduce the risk of back injury. When the muscles in the back of your legs or those in your back are tight, it's harder to squat down to lift properly. When this happens, the body will lean forward from the waist, with the legs locked, and the risk of injury goes up! When you stretch, be sure to ***stretch slowly*** by holding the stretch 10 to 30 seconds on each body part. Remember to ***never bounce*** when stretching…just hold the stretch when a slight discomfort is felt. Never stretch to the point of pain! It helps to take some ***deep breaths*** during the stretch to help the muscles relax.

C. **Strengthen the body.** We strive to keep our car in top condition so it is dependable and the same goes for the body. Our job demands that we keep our body strong so we are dependable for the children who count on us to be there. Lifting and transferring students is easier and safer when we have strong abdominal (stomach) muscles, back muscles and thigh muscles. Perform exercises that strengthen these body parts at least three times a week.

Materials Storage Safety Rules

A. **Store wheelchairs, toys, and bathroom/diaper changing materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves, at about chest height or lower.

C. **Place wheelchairs, cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of wheelchairs and materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the classroom neat.** Everything should have its place in the classroom and keep clutter to a minimum.

F. **Store chemicals safely.** Keep all chemicals/cleaning supplies out of reach and locked up safely. All chemical/cleaning supply containers must be properly labeled. Store chemicals according to instructions on container labels.

CODES OF SAFE PRACTICES – TEACHERS & AIDES

General Classroom Safety Rules

A. **Be aware of where you are walking**. Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.

B. **Be aware of the location of the nearest fire extinguisher.** It may come in handy. Read the instructions on the extinguisher now, before you need to use it.

C. **Familiarize yourself with the emergency exit procedures.** An emergency plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble after.

D. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.

E. **Electric extension cords are to be used only as a temporary source of power.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.

F. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.

G. **Be cautious with flammable materials.** They may not be attached to windows and doors and no more than 50% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury.

A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation or complete a self-evaluation (checklist attached).

B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.

C. **Take the weight on your feet.** Ensure that your feet rest on the ground so that not all the weight is on your lower back. If your feet do not reach the ground, utilize a footrest.

D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, while typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).

E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.

F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.

B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.

C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.

D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.

E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.

F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

A. **Store materials in an organized way.** Do not overload shelves and drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.

B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.

C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.

D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.

E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old boxes and files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

OFFICE WORKSTATION EVALUATION

Date: **Evaluator:**
Employee Name: **Title:**
Location: **Department:**
Reason: **Hours a day at VDT:**

CHAIR

	Yes	***No***
Does employee know how to make adjustments to chair position?	☐	☐
Is employee sitting at a height they find comfortable?	☐	☐
Are employee's feet resting on the floor?	☐	☐
(If not, is there a footrest available?)	☐	☐
Is the backrest at an angle and height that provides optimum lumbar support?	☐	☐
Does employee use backrest while typing (i.e., no tilting forward)?	☐	☐
Are thighs parallel to the floor or better still, sloping down slightly?	☐	☐
Is there pressure on the back of the employee's knees?	☐	☐
Are armrests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYBOARD

	Yes	***No***
While typing, are upper arms within contact of torso?	☐	☐
Are shoulders relaxed?	☐	☐
Are forearms parallel to the floor (i.e., 90˚ angle at the elbow)?	☐	☐
Are wrists and hands straight and in-line with the forearm?	☐	☐
Are wrist rests used just for rest periods, and not while typing?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

MONITOR

	Yes	***No***
Is the top of the monitor at or slightly below eye level?	☐	☐
Is monitor between 18 and 24 inches from the eyes?	☐	☐
Is monitor directly behind keyboard?	☐	☐
Is monitor clean and free of glare?	☐	☐
Is monitor at right angles to windows?	☐	☐
Is a document holder used when appropriate?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

KEYING/MOUSE TECHNIQUE

	Yes	***No***
Is a light keying touch used?	☐	☐
Does the employee move arms, not wrists when reaching for distant keys?	☐	☐
Do the hands and wrists "float" over the keys?	☐	☐
Is the numeric pad used for cursor control?	☐	☐
Are keystroke alternatives used instead of the mouse whenever possible?	☐	☐
Is the mouse held gently (instead of the death grip)?	☐	☐
Is the mouse moved with the arm rather than the wrist?	☐	☐
Is the mouse as close to the keyboard as possible?	☐	☐
Is the mouse switched periodically to the other hand?	☐	☐
Does the employee use a light touch when clicking?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

SCHEDULE/BREAKS/EXERCISE

	Yes	***No***
Has employee recently worked more than 8 hours a day for an extended period?	☐	☐
Does the employee stop typing for 10 minutes after typing uninterrupted for 2 hours?	☐	☐
Does the employee take micro breaks (2-3 minutes) every half-hour?	☐	☐
Does the employee vary their posture regularly during the day?	☐	☐
Does the employee stand up and walk around during the micro breaks?	☐	☐
Does the employee regularly stretch (particularly the hands and wrists)?	☐	☐
Does the employee focus on distant objects at least every 7 minutes?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

DESK ORGANIZATION

	Yes	***No***
Is the floor around the desk cluttered (preventing leg movement)?	☐	☐
Is the desktop cluttered (resulting in cramped typing positions)?	☐	☐
Is other needed equipment (e.g., 10-key machine) accessible without reaching?	☐	☐
Does the employee use a headset if required to use phone while typing?	☐	☐
Is there minimal reaching above the shoulder and below the waist?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

_____

OTHER

	Yes	***No***
Does the employee feel informed about the hazards of computer use?	☐	☐
Are they knowledgeable about controlling those hazards through correct workstation setup, modifying their schedule, and using better technique?	☐	☐
Do they know the procedure for reporting physical problems?	☐	☐

Comments/Adjustments/Equipment Needed:

_____

CODES OF SAFE PRACTICES – WAREHOUSE/DELIVERY

Warehouse

A. **When entering different work areas,** familiarize yourself with any required safety precautions. Be aware of work going on around you. Keep clear of suspended loads, traffic areas, etc.

B. **Report any unsafe conditions or equipment to your supervisor.** Keep horseplay and rough housing away from the job. Practical jokes often become painful injuries.

C. **Preventing accidents depends mostly on you, THINK SAFETY.** Work with care and good judgment at all times to avoid accidents.

D. **Report any injuries immediately.** Even small cuts can become seriously infected. Rely on your supervisor's knowledge and experience if you do not understand any rule or work operation.

E. **Intoxicants and non-prescribed drugs are NOT PERMITTED** and result in disciplinary action. Keep your mind on your job and your temper under control.

Hazards

A. **Be sure your footing is well supported before stepping**. Watch out for overhanging planks, slippery spots, loose objects, etc.

B. **Always have enough light on stairs, aisles, basements, work areas.** Place barricades and signs to warn of traffic, overhead dangers, etc. Have warning lights, flagmen, if necessary.

C. **Always be seated when riding authorized vehicles,** unless designed for standing.

D. **Wear clothing suitable for weather and your work.** Torn or loose clothing, cuffs, and neckwear are hazardous. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.

Housekeeping

A. **Maintain good housekeeping at the job.** Keep materials orderly. Prevent piles from falling or shifting (tie or support if necessary). Clean up oil, grease and water spills right away.

B. **Provide safe access to work areas.** Do not block aisles, traffic lanes, fire exits and keep loose materials off stairs, walkways, ramps, and platforms. Avoid shortcuts, use ramps, stairs, walkways, and ladders.

C. **Pallets are to be stored flat, no on their edge.** Do not stand on pallets. Instead of standing on a pallet use the proper ladder for the job.

Operating Machinery

A. **Only qualified personnel should operate or service power tools, vehicles and other machinery.** Before starting machinery, opening valves, switches or similar devices, check safety of workmen. Have all safety guards attached.

B. **Never adjust or repair machinery while it is in motion.** "Lock-out" when maintenance job requires. Report defective power tools or machinery to supervisor immediately.

C. **Operate machinery and vehicles within rated capacities and at safe speeds.** Never point an air hose at anyone or use it to clean clothing.

Operating Forklifts.

A. **Complete formal training before operation.** Only certified drivers may operate. Follow the listed Cal/OSHA rules and procedures.

1. Rated capacity must be stated on forklift.

2. No riders shall be permitted on forklift unless forklift is equipped with adequate facility.

3. All unattended forklifts shall have mast at vertical position, forks in the down position, engine off, and parking brake set.

4. Loaded forklift shall not be moved until load is safe and secure.

5. Operators shall look in the direction of travel, and shall not move the forklift until it is certain all persons are clear.

6. The forks shall always be carried as low as possible, consistent with safe operation.

7. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object where such persons could be caught between the forklift and the object.

8. Employees shall not place any part of their body outside the running lines of the forklift or between the mast uprights or other parts of the unit where shear or crushing hazards exist.

9. Employees shall not stand or work under the elevated portion of any forklift.

10. The operator shall slow down and sound the horn at all locations where visibility is obscured or obstructed. If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing unless uphill.

11. Extreme care shall be taken when tilting loads. Tilting forward with forks elevated shall be prohibited except when picking up a load. Tilting elevated loads forward shall be prohibited, except where the load is to be deposited on a storage rack or equivalent.

12. Special precautions shall be taken in the securing and handling of loads by forklifts equipped with special attachments, and during the operation of these trucks after the loads have been removed.

13. Operator of forklift shall remain in operator's seat when forklift is used with a personnel basket. Only approved personnel basket attachment will be used elevating employees.

14. Inspect forklift daily before operating.

Delivery Trucks

A. **Inspect trucks daily before operating.** Maintain a daily pre-op record and service according to schedule. Check engine oil, tire pressure, lights and make sure brakes are properly adjusted and in good working order.

B. **Adjust side mirrors.** Keep windshield, side windows, and mirrors clean.

C. **When operating truck, keep engine below governed speed.** . Allow engine to reach operating temperature before using full capacity operation. Check instruments for overheating, loss of oil pressure, proper RPM, and road speed. Always use proper engine speed and gear ratio. Do not coast downhill use lower gears.

D. **Do not overload truck.** Make sure cargo is properly loaded and secured. Do not overload truck. Entering and exiting, face equipment, use handholds, steps and ladders.

E. **When parking, set hand brake, put truck into gear and park.** Use blocks when the potential for roll away exists.

Lifting Rules

A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight and in a locked position. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

C. **Turn, don't twist.** Instead of twisting, turn your whole body in the direction that you want to go.

D. **Push, don't pull.** Whenever you have to move something that's on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.

E. **Don't store heavy objects higher than your waist.** Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.

F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Machinery Safety Rules

A. **Manufacturers supply manuals with machinery.** Read the manuals and become completely familiar with the equipment before using it, paying particular attention to the potential hazards of each piece of machinery. Keep the manuals handy for future reference. Have an experienced operator provide instructions and a demonstration of the equipment before you use it.

B. **Learn safeguarding techniques for each machine.** Become familiar with the purpose and nature of each required guard, and how to inspect and use the guards. Do not remove the guards without the approval of the maintenance supervisor.

C. **Prepare the equipment and yourself for work.** Thoroughly inspect the equipment prior to using it (most equipment manuals have inspection checklists). Make sure all the factory installed safety devices are operating properly, and don't use the equipment if they are not. Immediately report all equipment faults to your supervisor.

D. **Review the Personal Protective Equipment (PPE) required for safe use of each machine.** Become familiar with and wear the protective clothing provided by your supervisor and recommended by the equipment manufacturer.

E. **Be aware of the non-mechanical hazards.** Recognize other potential hazards; they include noise (wear hearing protection if recommended), possible chemical splashing, sparking and excessive heat.

F. **Keep the area in and around the machine neat and well lit.** Poor housekeeping and lighting are factors in a number of machine injuries. Any limitations to vision or mobility are potentially dangerous.

G. **Do not wear loose loose fitting clothes or jewelry.** Long hair also needs to be confined.

H. **Follow lockout/tagout procedures when performing maintenance.** Review the procedures with your supervisor before disconnecting the machine from its source of power. Stay in control of that source of power.

Storeroom Safety Rules

A. **Store chemicals safely.** All chemical containers must be properly labeled. Store chemicals according to instructions on container labels. Be aware of where the Material Safety Data Sheets (MSDS) are kept for all the chemicals you use. Store flammable materials in a properly vented flammable liquids cabinet away from sources of ignition like hot water heaters.

B. **Store your tools safely.** Each tool should have its place in the storeroom. The tools should only be stored after inspecting them for safety hazards and cleaning them. Check electrical tools for frayed wires and defective plugs. Make sure the ground plug is in place. Cords should be neatly wrapped and secured on the tool. Keep extension cords in good repair.

C. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower. Be careful not to overload shelves.

D. **Electrical/water heater rooms are not storerooms.** Rooms with electrical panels are not designed as storerooms. However, if electrical rooms must be used for storage, make sure there is clear area at least 36" from electrical panels. Electrical rooms must be free of all liquids. A water heater is a source of ignition. Don't store flammable materials in rooms with water heaters.

E. **Keep it neat.** Keep at least one aisle of your storage areas open at all times. Protruding nails, and torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Be alert to the careless actions of others. Store all items such as hoses, electric extension cords, and ladders on appropriate hangers to reduce the potential trip hazards.

APPENDIX I

SAN LEANDRO UNIFIED SCHOOL DISTRICT

CAMPUS SAFETY AND SECURITY

MANUAL

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Welcome to the San Leandro Unified School District (SLUSD). Our District is founded upon guiding principles regarding instructional needs of children, leadership, the environment, opportunities for community partnerships and a focus on the future. Our mission, on a daily basis, is to provide a safe and secure learning environment to prepare children with the knowledge, skills and abilities needed to excel and lead in the 21st Century. This is accomplished through a school culture that promotes diversity, wellness, academic excellence, curiosity and creativity. As District security professionals, your primary responsibility is to ensure, on a daily basis, that staff and students, at all campuses are safe and secure. It is paramount that you remain vigilant as you carry out your duties. You are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. To that end, I have established specific expectations that all security professionals are required to follow. These expectations serve as the cornerstone to ensure that our schools continue to be a safe, secure, nurturing environment that promotes a positive school climate. These expectations are as follows:

- Read, understand and follow all applicable Administrative and Board Policies
- Read, understand and follow all Rules and Regulations
- Read, understand and follow all applicable California Education Code Sections
- Read, understand and follow all information contained in the Campus Security Manual
- Be professional and available to assist at all times
- Be ever vigilant in the execution of your duties

To assist you in meeting all SLUSD expectations, the SLUSD Campus Safety and Security Manual has been created. This manual contains not only the information described above but also provides specific direction on handling safety and security matters within the District. Collectively, all security professionals will be held accountable for the material contained within the Campus Safety and Security Manual. Every security professional will be provided a copy of the Campus Safety and Security Manual and it is expected that all security professionals become familiar with the contents therein. This manual shall act as a reference for all activities required of security professionals. In closing, I would like to impress upon you the criticality of your position within the District. Without your steadfast commitment to safety and security, staff would not be able to accomplish their daily tasks. You are our first line of defense and your actions make everything else possible. Remember that communication, trust, respect, collaboration, and teamwork helps to make SLUSD strong, resilient and a place where all can prosper.

Sincerely,

Mike McLaughlin, Ed.D.
Superintendent
San Leandro Unified School District

I have read or have been given the opportunity to read this document and understand the expectations of the San Leandro Unified School District.

Signed:_____Date:_____

INTRODUCTION

The purpose of this manual is to provide Campus Supervisors/Security Professionals, School Administrators, Faculty and Staff with clear direction and understanding of the roles and responsibilities surrounding student, staff and school safety.

This manual consists of information, policies, procedures and rules and regulations designed to provide specific guidelines for response to situations involving school safety and security. Personnel should understand that responses to any situation are fluid in nature and can quickly change based on circumstances presented during each situation.

In any situation encountered, all actions taken shall be governed by the underlying philosophy that the primary mission and purpose is to assist the San Leandro Unified School District in providing for the welfare, safety and security of all students and staff.

JOB DESCRIPTION

SAN LEANDRO UNIFIED SCHOOL DISTRICT

CAMPUS SUUPERVISOR

Purpose Statement

The job of Campus Supervisor is done for the purpose(s) of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; implementing the principles and practices of Restorative Justice; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors.

This job reports to Principal or designee.

Essential Functions

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action and/or providing documentation.
- Attends in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Escorts students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains a variety of files and records (e.g. schedules, investigations, guidelines, suspensions, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors student behavior during and between assigned periods and at student events (e.g. lunchroom, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Opens site for daily operations (e.g. opening gates, unlocking doors, etc.) for the purpose of ensuring facilities are accessible and operational.
- Participates in lockdown drills for the purpose of practicing responsibilities in the event of a real incident.

- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, detention slips, Saturday School lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control (e.g. putting out cones, etc.) for the purpose of maintaining efficient traffic flow and use of parking lot(s).
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining student's personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, emergencies, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: record keeping; codes/laws/rules/regulations/policies; school safety and security practices; and methods of investigation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; defuse threatening situations; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 15% sitting, 75% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing	Certificates

Continuing Education/Training	Clearances
CPI Training CPR/Certificate Renewal First Aid Certificate Renewal	Criminal Justice Fingerprints/Background Clearance TB Screen

FLSA Status	Board Approval Date	Salary Range
Non Exempt	November 10, 2015	38

SAN LEANDRO UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS

Rules of Conduct for All
Campus Supervisors/Security Professionals

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1.1 PURPOSE

The Rules and Regulations are published for the benefit of all District members and are intended to ensure conformance to District, local, state and federal laws, statutes, ordinances, policies, and rules and regulations.

1.2 AUTHORITY OF DISTRICT RULES AND REGULATIONS MANUAL

All members of the San Leandro Unified School District shall have access to the District Rules and Regulations Manual (hereafter referred to as Manual). All members of this District shall read, adhere to, and be held accountable for the Rules and Regulations set forth in this Manual. Should conflicts with other written directives occur or develop, this Manual shall take precedence.

1.3 REVIEW AND APPROVAL

Each year, a review of the District Rules and Regulations will be conducted at the direction of the Superintendent. Input will be solicited for the District's Executive Board and the Rules and Regulations will be updated as necessary. Prior to any changes, the new or revised rule or regulation will be reviewed by Executive Board members, who will make a recommendation to the Superintendent. The final approval of Rules and Regulations rests with the Superintendent.

Prior to the implementation of any changes in the Manual that affect members' hours, wages, or working conditions, meet and confer sessions will be conducted with representatives of the affected employee organizations.

1.4 BASIC ORGANIZATIONAL STRUCTURE

The District shall maintain a formal organizational structure with clearly defined and articulated components so that the chain of command and the functional division of components are clearly perceived by all members.

1.5 STANDARD OF CONDUCT

Members of the District shall conduct their professional lives in such a manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which reflects discredit upon the member as a representative of this District, or that which tends to impair the operation and efficiency of this District or member.

1.6 STANDARDS OF PERFORMANCE

All members shall be aware of the expectations of conduct and standards of performance established by the San Leandro Unified School District. Severe discipline, up to and including termination will be meted out to those employees culpable of the following misconduct:

1. Making disparaging utterings or writing about race, gender, national origin, religion, sexual orientation, disability or age, whether or not intended as humor.
2. Misrepresenting or lying in instances involving official District business, either orally or in writing.
3. Consumption of controlled substances or being impaired as a result of the consumption of controlled substances while at the workplace.

4. Engaging in any form of sexual harassment or hostile work environment as defined in District policy.
5. Failure to report instances of suspected child abuse or neglect.
6. Engaging in any inappropriate or romantic relationship with a student.

Although not specifically listed as one of the six priority conduct concerns, discipline will be forthcoming to any employee engaging in retribution against fellow employees based on political sympathy or affiliation, political persuasion, or political choice.

Members should understand that retribution or retaliation toward any employee or other individual(s) reporting a violation of the above listed priority conduct concerns will not be tolerated.

The aforementioned expectations of conduct for members of the San Leandro Unified School District do not alter or lessen any current written policy governing the conduct of such members.

1.7 IMPARTIAL ATTITUDE

Members must remain completely impartial toward all persons coming to the attention of the District. Exhibiting partiality for or against a person because of influence, race, creed, color, gender, religion, sexual orientation, physical or emotional disabilities shall not be tolerated, nor shall unwarranted interference in the private business of others be tolerated.

1.8 COOPERATION

Cooperation between members at all levels is essential for efficient operation. Accomplishment of mandated duties and attainment of District goals and objectives is a shared responsibility of all District members. Therefore, all members are responsible for establishing and maintaining a high spirit of cooperation within the District.

1.9 ASSISTANCE

All members are required to take appropriate action to aid a fellow member or student exposed to danger or where danger might be imminent.

1.10 DUTY RESPONSIBILITIES

Members of the District shall carry out their duties and responsibilities to the best of their abilities on a daily basis. They shall at all times respond to lawful orders and direction given to them by their superiors and other proper authorities. Members shall be responsible for their own actions, and they shall not shift to others the burden of responsibility for executing or failing to execute their duties and responsibilities.

1.11 INSUBORDINATION

Insubordination is the willful refusal to obey a lawful order or direction given either verbally or in writing to a subordinate from a superior.

1.12 QUESTIONS REGARDING ASSIGNMENT

Members in doubt as to the nature or detail of their assignment shall seek such information from their immediate supervisor.

1.13 KNOWLEDGE OF LAWS AND REGULATIONS

Every member is required to establish and maintain a working knowledge of all laws, policies, rules and regulations applicable to their duties and responsibilities. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, policy, rule or regulation concerned.

1.14 PERFORMANCE OF DUTY

All members shall perform their duties as required or directed by law, policy, rule, regulation, or order of a superior. All lawful duties required or directed by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.

1.15 REPORTING VIOLATIONS OF LAWS, POLICIES, RULES AND REGULATIONS

Members will report any violations of the law, District policy or rules and regulations when they have knowledge of such violation. Members who have been detained, questioned, or arrested as a suspect in any crime by any law enforcement agency will report said incident to the Superintendent via the chain of command without delay. If the member believes the information is of such gravity that it must be brought to the immediate attention of the Superintendent, the chain of command may be bypassed. Members are not required to report traffic infractions.

1.16 CONDUCT TOWARD OTHER MEMBERS

Members shall treat all District employees with respect. They shall be courteous and civil at all times in their relationships with one another.

1.17 GENERAL CONDUCT OF MEMBERS

Members shall be courteous to the public and student population in the performance of their duties. Members shall be tactful, control their tempers, and exercise patience and discretion. Members shall not engage in argumentative discussions even in the case of extreme provocation.

1.18 CRITICISM OF ORDERS

In their official capacity, members shall not publicly criticize directions or orders received by them from a superior or other lawful authority.

1.19 CRITICISM OF PERSONS

In their official capacity, members shall not publicly criticize or ridicule any official act of any member of the District or any other agency or office of a city, county, state or federal government.

1.20 MANNER OF ISSUING ORDERS

Orders or direction from superior to subordinate members shall be issued in clear and understandable language, be civil in tone, and issued in pursuant to District business. Orders may be issued verbally or in written form.

1.21 ORDERS

No superior or supervisory member shall knowingly issue any order or direction which is in violation of any law, policy, rule or regulation.

1.22 CONFLICTING OR ILLEGAL ORDERS

Members who are given an otherwise proper order or direction that is in conflict with a law, previous order, direction, policy or rule and regulation shall inform the superior issuing the order of the conflict. If the superior issuing the order or direction does not alter or retract the conflicting order or direction, the order or direction shall stand. Under these circumstances, the responsibility shall be upon the superior. Members shall obey the conflicting order or direction and shall not be held responsible for disobedience of the order previously issued. Members shall not obey any order or direction which they reasonably believe would require them to commit any illegal act. If in doubt as to the legality of the order or direction, members shall request the person issuing the order or direction to clarify the order or direction or confer with a higher authority.

1.23 REPORTS AND APPEALS OF UNLAWFUL, UNJUST, OR IMPROPER ORDERS

A member receiving an unlawful, unjust, or improper order or direction shall, at first opportunity, report the occurrence in writing to the Superintendent via the chain of command. This report shall contain the facts of the incident and the action taken.

Appeals for relief from such orders or direction may be made at the same time. District action regarding this appeal shall be conducted through the Office of the Superintendent.

1.24 SOLICITING GIFTS, GRATUITIES, FEES, REWARDS, ETC.

Under no circumstance shall a member solicit any gift, gratuity, fee, reward, free or discounted admission for theaters or other places of amusement or entertainment for personal gain where there is any direct or indirect connection between the solicitation and their District membership or employment, except in the line of duty while conducting District business or in cases where established discount programs for educators are offered.

1.25 SIGNING PETITION

No member of this District shall sign any petition as a member of the San Leandro Unified School District, except by authority of the Superintendent.

1.26 TRANSACTION OF OFFICIAL BUSINESS

Every member of this District must transact official business through the established chain of command. This regulation does not deny a member the privilege of contacting the Office of the Superintendent on matters of a personal nature.

1.27 PERSONNEL INFORMATION

All requests for personnel information concerning members; i.e., status, salary, etc., shall be referred to the Districts' Office of Human Resources.

1.28 DISTRICT REPORTS

Members shall submit all required reports on time and in accordance with established District procedures. All reports are to be truthful and complete. No member shall knowingly falsify any official report, statement, or document, or enter or cause to be entered any inaccurate, false, or improper information on any District record.

1.29 PROHIBITED ACTIVITIES WHILE ON DUTY

Members are prohibited from engaging in the following activities while on duty:

1. Drinking intoxicating beverages, or appearing for duty under the influence of intoxicants.
2. Engaging or participating in any form of gambling.
3. Conducting private business.
4. Sleeping. If unable to stay awake, members shall so report to their immediate supervisor who shall determine the proper course of action.
5. Engaging in activities that divert attention from the full performance of their duties.

1.30 CONSUMPTION OF DRUGS

Members who are prescribed lawful drugs and/or medication that may impair their ability to perform their job duties will inform their immediate supervisor. Members under the influence of lawful drugs and/or medication to the extent that their ability to perform their duty is impaired shall not report to duty. Members shall not consume lawful drugs and/or medication while on duty to the extent that their ability to perform said duty is impaired.

1.31 RELIEF

All members assigned to positions where continual staffing is required for the safety of persons and property are to remain on their assignment and on duty until properly relieved by another member or until dismissed by competent authority.

1.32 ABSENCE FROM DUTY

Every member who fails to appear for duty at the date, time and place specified, without the consent of competent authority, is absent without authorization. Members shall utilize the District's absence reporting system when reporting absences from duty. Members shall also notify their supervisor at their assigned duty station.

1.33 TARDINESS

All members shall be punctual in reporting for duty and/or other assignments.

1.34 ILLNESS

A member who is unable to report to work as scheduled due to illness or injury shall provide their work location with a minimum of a one-hour notice before their scheduled shift. The member shall speak directly with their supervisor or designee at their assigned work location. Notification shall be made daily unless specifically excused by competent authority for extended illnesses or injuries. A member who must leave work due to illness or injury shall notify his/her supervisor or designee prior to their departure, except in extreme circumstances.

1.35 BADGE, IDENTIFICATION CARDS

On-duty members, at all times, shall wear their assigned badge/identification card while on District property. Badges/identification cards shall be visible and readily identify the wearer as a San Leandro Unified School District employee. Members shall present their badge/identification card upon request by security personnel at all facilities. Identification cards shall be legible and have the members' photograph prominently displayed. Badges/identification cards that are damaged or are no longer legible shall be turned in to the District office for a replacement. At no time shall a member lend his/her badge/identification card to another person or permit them to be photographed or reproduced.

All members must surrender their badge/identification card to the Office of Human Resources upon resignation, termination, during periods of suspension, leave of absence, or upon demand when the members' fitness for duty is in question.

1.36 ABUSE OF POSITION, I.D. CARD, OR BADGE

Members are prohibited from using their official position, identification cards, or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts.

1.37 COMPENSATION FOR DAMAGES SUSTAINED ON DUTY

Members shall not seek in any way, nor shall they accept from any person, money, or other compensation for damages sustained or expenses incurred by them during the course of their employment without first notifying the Office of the Superintendent.

1.38 DISTRICT PROPERTY AND EQUIPMENT

Members are responsible for the proper care of all District property and equipment assigned to them. Members shall utilize District equipment only for its intended purpose and in accordance with established procedures. Damaged or lost District property or equipment shall be reported immediately to the members' supervisor in writing. Supervisors shall forward the report to the Office of the Superintendent via the chain of command with a recommendation as to responsibility, negligence, or justification for the loss or damage on the part of the employee. Members found negligent in the care and control of District property or equipment may be subject to disciplinary action as well as reimbursement charges for repair/replacement of the damaged/lost property or equipment.

Members will notify their supervisor of any defects or hazardous conditions existing in any District property or equipment.

1.39 CARE OF DISTRICT BUILDINGS AND/OR OFFICES

Members shall not mar, mark, or deface any surface in any District building or office. No material shall be affixed in any way to any wall without specific authorization from the members' supervisor.

1.40 NOTICES

Members shall not mark, alter, or deface any posted notice of the District. Notices or announcements shall not be posted on bulletin boards without permission of competent authority. No notices of a derogatory nature will be posted at any time.

1.41 SURRENDER OF DISTRICT PROPERTY

Members are required to surrender all District property and equipment in their possession upon separation from the District. Members shall surrender any item belonging to the District when directed by the Superintendent or designee.

1.42 DRIVER'S LICENSE

All members who operate a District vehicle will ensure they have a valid operator's license with the correct class or endorsement thereon for the type of vehicle they are operating. All members are required to have their license in their possession while operating a District vehicle.

1.43 REPORTING ACCIDENTS

Accidents involving District members, property, equipment or vehicles must be reported in accordance with established District policy.

1.44 INTER-DISTRICT LETTERS/MEMORANDA

Inter-district letters/memoranda shall be used for information and notification purposes or for interim District policy, and a copy of all such letters/memoranda shall be filed in the office of origin.

1.45 TELEPHONE

The use of District telephones (including District issued cell phones) shall be restricted to official business. All members shall familiarize themselves with the operation of District telephones. This system should be used for conducting day- to-day District business, as well as, in emergencies and cases where family, health, or safety would be best served through the use of the system. Whenever possible, toll calls should be avoided. Long distance calls should also be avoided unless other means of communication are impractical or an emergency exists.

When answering the telephone, members shall be courteous at all times. The member, at a minimum, shall provide the name of the location called and the name of the person answering the phone.

1.46 RADIO DISCIPLINE

All members of the District operating mobile or stationary radio equipment shall strictly adhere to the rules and regulations set forth by the Federal Communications Commission and policy established by the District.

1.47 COMMAND OF SCENE

At any District campus or facility, staff members designated by the Superintendent and identified as such in site emergency operations plans, shall immediately assume command of the incident. These members shall direct District personnel in a manner to assure the most orderly and efficient accomplishment of necessary tasks. They shall provide clear direction for the coordination of efforts of subordinate members who are assigned to the incident. It is incumbent upon members assuming control of incidents to become acquainted with the facts and ensure that appropriate action is being taken or is initiated such as:

1. Providing for the safety of all staff and students.
2. Summoning of law enforcement personnel and medical assistance as needed.
3. Administering first aid as required to prevent further injury or loss of life.

1.48 USE OF PHYSICAL FORCE

The use of force against any person in the performance of a member's duty shall be restricted to that force necessary and reasonable to protect oneself or another from immediate physical harm or to prevent a person from further harming his/herself. Incidents requiring the use of physical force shall be reported to a supervisor immediately.

1.49 COMPROMISING CRIMINAL CASES

Members shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except in the interest of justice, or where an injustice might otherwise occur. Members shall not participate in any activity that might interfere with the process of law.

1.50 ENDORSEMENT AND REFERRALS

Members acting in their official capacity shall not recommend, suggest, or advise in any manner the employment or procurement of a particular product or service. When any such service is necessary, members shall proceed in accordance with established District purchasing procedures.

1.51 PUBLIC APPEARANCES AND STATEMENTS

Members shall not publicly criticize or ridicule the District, its policies, or members, by speech, writing or other expression, where such expression is defamatory, obscene, unlawful, tends to undermine the effectiveness of the District, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falseness.

Members shall not address public gatherings, appear on radio or television, prepare any articles for publications, act as correspondents, release or divulge any information about topics under investigation, or any other matter involving the District while presenting themselves as having an official capacity in such matters without having obtained official sanction or authority.

Members shall not present any speech, writing, or other expression made where the listener or reader may reasonably assume that the member is acting as a spokesperson on behalf of the District without first having obtained official sanction or authority to so.

1.52 POLITICAL ACTIVITY

Members shall be permitted to:

1. Register and vote in any election.
2. Express opinions as individuals privately and publicly on political issues and candidates.
3. Attend political conventions, rallies, and similar political gatherings.
4. Actively engage in any non-partisan political functions.
5. Sign political petitions as individuals.
6. Make financial contributions to political organizations.
7. Serve as election judges or clerks in performance of non-partisan duties as prescribed by state and local laws.
8. Hold membership in a political party and participate in its functions to the extent consistent with the law and this section.
9. Participate fully in public affairs to the extent that such endeavors do not impair efficient performance of official duties or create real or apparent conflicts of interest.

Members are prohibited from:

1. Using their official capacity to influence, interfere with, or affect the results of an election.
2. Directly or indirectly use, promise, threaten, or attempt to use any official influence in aid of any partisan political activity, to affect the result of any election to partisan or political office, or upon any other corrupt condition or consideration while on duty.

3. Engage in any political activity while in a District uniform prescribed for any member or during any hours in which he/she has been directed to perform his/her duties.

1.53 AVAILABILITY WHEN ON DUTY

Members shall be immediately and readily available during duty hours and should not conceal themselves in any manner to avoid assignment.

1.54 RESPONDING TO CALLS

Members on duty shall respond without delay to all calls for assistance. All calls shall be answered as soon as possible, consistent with normal safety precautions and handled in a professional manner pursuant to District policy.

1.55 DISTRICT INVESTIGATIONS – TESTIFYING

Members are required to answer questions by, or render material and relevant statements to, a competent authority in any District administrative investigation when so directed.

1.56 TRUTHFULNESS

Members are required to be truthful at all times.

1.57 SERVICE OF SUMMONS

Whenever a member is served with a legal summons or a summons and complaint indicating that he/she is a party to a civil action arising from District employment, he/she shall immediately notify his/her supervisor. Once notified, supervisors will forward all applicable information to the Office of the Superintendent without delay.

1.58 ADDRESS AND TELEPHONE NUMBER

Members shall keep the Office of Human Resources advised of their current address and telephone number. Changes in address or telephone number shall be reported in writing within 24 hours of said change.

1.59 SUPERVISORY/MANAGEMENT RESPONSIBILITY, STANDARDS OF CONDUCT

Supervisors and Managers are responsible for making sure high standards of conduct are maintained. Supervisors and Managers shall take suitable action when violations occur. The failure to initiate disciplinary or corrective action when warranted shall be considered misconduct.

1.60 WEARING DISTRICT UNIFORMS

All District uniforms shall be kept neat and clean. District logos shall be visible and readily identifiable. All persons required to wear a District uniform shall look professional at all times.

APPEARANCE AND DRESS

As role models for students and as professional safety and security service providers, SLUSD recognizes the importance of presenting a professional image while on the job. For this reason, Campus Supervisors/Security Professionals shall ensure that their appearance and dress support a healthy learning environment and set a good example for students.

To ensure ease of identification, establish a positive role model for students, and to foster a positive community image, SLUSD shall require Campus Supervisors/Security Professionals to dress in accordance with established appearance and dress code.

The uniform described in this document will be worn by personnel who are permanently assigned as a SLUSD Campus Supervisor/Security Professional and by other personnel when authorized by the Superintendent, or designee, or at the request of a particular school site or for a particular school sanctioned activity. Temporary Campus Supervisors/Security Professionals will be provided with a Campus Supervisor Vest during work hours. Vests can be obtained from the Campus Administrator's Office.

Campus Supervisors/Security Professionals may wear the official uniform to and from their residence and place of employment. When off campus and functioning in an unofficial capacity, the official uniform shall be covered by an outer garment and out of view from the public. Campus Supervisors/Security Professionals shall not wear their uniform or any part of it elsewhere unless specifically requested to do so as part of an identified need by the Superintendent or designee.

CAMPUS SUPERVISORS/SECURITY PROFESSIONALS UNIFORM

The Campus Supervisor/Security Professional uniform shall consist of the following:

- Polo Shirt with identifying logo
- T-Shirt with identifying logos (To be worn on Friday's only)
- Sweat Jacket with identifying logo
- Jacket with identifying logo
- Pants (professional attire)
- Shorts (professional attire)
- Skirts or dresses of a modest length (professional attire)
- Shoes (closed toe and appropriate for carrying out safety and security duties)
- Baseball Cap with identifying logo
- Beanie Cap with identifying logo
- Campus Supervisor Vest (to be worn by temporary Campus Supervisors)
- SLUSD issued Identification Badge

STANDARDS FOR WEARING THE UNIFORM

No auxiliary clothing shall be worn while in an on-duty status unless approved by the Superintendent or designee. All SLUSD identification badges shall be visible at all times. Uniforms shall be kept neat and clean as to maintain a professional image at all times.

CARE AND CLEANING

SLUSD will issue the following uniform items to all permanently assigned Campus Supervisors/Security Professionals:

Item	**Quantity**
Polo Shirt	4
T-Shirt	1
Sweat Jacket	1
Jacket	1
Baseball Cap	1
Beanie Cap	1
SLUSD Identification Badge	1

Campus Supervisors/Security Professionals are responsible for the care and cleaning of their uniforms. In the event part of the uniform needs replacing because of wear and tear, damage, or the uniform no longer fits properly, the uniform piece(s) must be turned into the Director of Student Support Services for replacement. If part of a uniform is lost, or if personnel would like additional uniform pieces, those pieces can be purchased through the Director of Student Support Services at the same cost incurred by SLUSD. If any part of the issued uniform is lost or stolen, Campus Supervisors/Security Professionals will immediately notify their Campus Administrator. The Campus Administrator will notify the Office of the Superintendent without delay. Campus Supervisors/Security Professionals will document all lost or stolen items in a report which will be forwarded to the Office of the Superintendent.

ASSIGNED PROPERTY/EQUIPMENT

Campus Supervisors/Security Professionals during the course of their employment may, at times, be issued specific property/equipment to carry out their duties and responsibilities. Campus Supervisors/Security Professionals shall utilize District property/equipment only for its intended purpose and in accordance with manufacturers specifications, established procedures and upon completion of approved training. All issued property/equipment will be maintained in a state of operational readiness. Any defects or hazardous conditions existing in any District property/equipment will be reported by Campus Supervisors/Security Professionals to their supervisor immediately. All property/equipment will be cared for in a manner that maximizes its usefulness.

Issued property/equipment will either be worn by Campus Supervisors/Security Professionals or be readily accessible at the work site. Property/Equipment will not be left in personal vehicles or unattended at any time unless properly secured in a District approved storage location.

All issued property/equipment will have a policy and procedure written governing its authorization, use, care and maintenance prior to implementation of the property/equipment. At no time will Campus Supervisors/Security Professionals use any piece of property/equipment in the course of carrying out their duties and responsibilities that is not authorized by the District.

Damaged or lost District property/equipment shall be reported immediately by Campus Supervisors/Security Professionals to their supervisor in writing. Supervisors shall forward the report to the Office of the Superintendent via the chain of command with a recommendation as to

responsibility, negligence, or justification for the loss or damage on the part of Campus Supervisors/Security Professionals. Campus Supervisors/Security Professionals found negligent in the care and control of District property/equipment may be subject to disciplinary action as well as reimbursement charges for repair/replacement of the damaged/lost property/equipment.

Campus Supervisors/Security Professionals are required to surrender all District property/equipment in their possession upon separation from the District. Campus Supervisors/Security Professionals shall surrender any property/equipment belonging to the District when directed by the Superintendent or designee.

DUTIES, RESPONSIBILITIES AND ASSIGNMENTS/POST ORDERS

Campus Supervisors/Security Professionals are expected to perform a myriad of duties, responsibilities and assignments to ensure that staff and students are safe and secure at all times. All duties, responsibilities and assignments will be established by the Principal or designee at each campus and be in conjunction with District policy. Campus Supervisors/Security Professionals shall carry out their duties, responsibilities and assignments to the best of their abilities on a daily basis. They shall at all times respond to lawful orders and direction given to them by their superiors and other proper authorities. Campus Supervisors/Security Professionals shall be responsible for their own actions, and they shall not shift to others the burden of responsibility for executing or failing to execute their duties, responsibilities and assignments. Campus Supervisors/Security Professionals shall not willfully refuse to obey a lawful order or direction given either verbally or in writing to them from a superior. Whenever there is any doubt as to the nature or detail of their duties, responsibilities or assignment, Campus Supervisors/Security Professionals shall seek such information from their immediate supervisor for clarification.

All Campus Supervisors/Security Professionals shall perform their duties, responsibilities and assignments promptly and as required or directed by law, policy, rule, regulation, or order of a superior. Campus Supervisors/Security Professionals assigned to positions where continual staffing is required for the safety of persons and property are to remain on their assignment and on duty until properly relieved by another member or until dismissed by competent authority. Campus Supervisors/Security Professionals shall be immediately and readily available during duty hours and will not conceal themselves in any manner to avoid assignment. On duty personnel shall respond without delay to all calls for assistance. All calls shall be answered as soon as possible, consistent with normal safety precautions and handled in a professional manner pursuant to District policy.

Campus Supervisors/Security Professionals duties, responsibilities and assignments will be facilitated by the use of Post Orders. Post Orders are written operational instructions that establish specific functions and supporting tasks that need to be performed while assuming a specified post or position at a campus. Post Orders spell out clearly and concisely what the expectations and requirements are of Campus Supervisors/Security Professionals when they assume a specified post or position. Post Orders improve accountability and ensure that required tasks are being performed.

Post Orders have been established for Campus Supervisors/Security Professional assignments at all campuses. Campus Supervisors/Security Professionals are expected to read, understand and carry out the duties and responsibilities delineated in each Post Order. See attached Post Orders.

SAN LEANDRO HIGH SCHOOL POST ORDERS

MAIN BUILDING/CAFETERIA
POST ORDER

Campus Supervisors/Security Professionals assigned to the Main Building/Cafeteria shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Check on classrooms/teachers in A, B, C Halls on 1st and 2nd Floors
- Monitor Restrooms
- Support students getting to class on time
- Monitor the lobby and outside seating areas
- Assist students in safely crossing the crosswalk in front of the Student Services Building during passing period
- Monitor students at the Flag Pole Gate during passing period
- Respond to the AP Admin Office/Student Support when requested
- Monitor school cameras and assist school administration as necessary
- Respond to all calls for service over the radio
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

QUAD/PE AREA/PORTABLES/SCIENCE BUILDING 600
POST ORDER

Campus Supervisors/Security Professionals assigned to the Quad/PE Area/Portables/Science Building 600 shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Use the Security Golf Cart to conduct patrol of the assigned areas
- Monitor the Science Building and 600s, as well as, Elevator use (Only injured or physically challenged students/staff can use the elevator)
- Support students getting to class on time
- Respond to student support requests in the assigned areas
- Assist students in safely crossing the crosswalk in front of the Student Services Building during passing period
- Monitor students at the Flag Pole Gate during passing period
- Assist in clearing the Quad after lunch and after school
- Monitor Quad and assist in student support in A, B and C Halls if the Cafeteria/Main Building position is unavailable
- Clear the area after lunch and between passing periods
- Respond to all calls for service over the radio
- Support in tardy sweeps and issue tardy passes as needed
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

FRONT DESK
POST ORDER

Campus Supervisors/Security Professionals assigned to the Front Desk shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school at all times including after school
- Welcome and assist all visitors coming on to campus
- Manage all visitors who are visiting the campus and ensure they comply with the Visitor Check-In Procedure
- Check-in with students who are leaving campus to verify they have permission or are part of ROP
- Direct 911 Emergency responders to the appropriate location to render assistance
- Communicate directly with the South Gate and the AP Office regarding students who are leaving campus without a pass
- Monitor school cameras and assist school administration as necessary
- Respond to all calls for service over the radio
- Make sure that students are not socializing in the front of the school
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

SOUTH GATE/PARKING LOT
POST ORDER

Campus Supervisors/Security Professionals assigned to the South Gate/Parking Lot shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Control the entrance and exit to the Parking Lot
- Ensure students have a valid parking pass
- Conduct frequent patrols of the Parking Lot
- Check for vandalism to vehicles
- Check for students in cars and direct them back to class
- Notify Administration of non-students on campus
- Monitor all designated areas and respond to all directed calls
- Respond to all calls for service over the radio
- Monitor CTE classroom areas and confiscate skateboards as needed
- Offer support in the Quad as needed during lunch period
- Assist students in safely crossing the crosswalk at 136th Avenue
- Support in tardy sweeps and issue tardy passes as needed
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Fred T. Korematsu (FTK) Campus
POST ORDER

Campus Supervisors/Security Professionals assigned to the FTK Campus shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school
- Welcome and assist all visitors coming on to campus
- Manage all visitors who are visiting the campus and ensure they comply with the Visitor Check-In Procedure
- Check-in with students who are leaving campus to verify they have permission or are part of ROP
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols of the Parking Lot
- Monitor students during passing period occurring at 1st, 2nd, and 3rd periods
- Monitor Elevator use (Only injured or physically challenged students/staff can use the elevator)
- Monitor Bathrooms and Quad Area
- Conduct frequent patrols of the interior and exterior of the campus
- Support in tardy sweeps and issue tardy passes as needed
- Support Office Staff, Parents, Students, Community Members, and Visitors
- Monitor school cameras and assist school administration as necessary
- Respond to all calls for service over the radio
- Assist students in safely crossing the crosswalk at 136th Avenue
- Provide Lunch Supervision on 136th and Bancroft
- Provide Lunch Supervision in the FTK Quad/Building
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Off Campus Supervision
POST ORDER

Campus Supervisors/Security Professionals assigned to off campus areas or school sanctioned events requiring the supervision of students shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of the event or activity, assist the Principal or Site Administrator in conducting a sweep of exterior and interior common areas of the facility (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor all points of entry and exit
- Welcome and assist all visitors
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols
- Monitor student activity and behavior
- Conduct frequent patrols of areas where students are present
- Support District personnel, Parents, Students, Community Members, and Visitors
- Respond to all calls for service over the radio
- Assist students in safely crossing crosswalks to and from the event or activity location
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal/Site Administrator or onsite District personnel immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

LINCOLN HIGH SCHOOL POST ORDERS

Lincoln High School
POST ORDER

Campus Supervisors/Security Professionals assigned to Lincoln High School shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school
- Check on classrooms/teachers throughout the day
- Monitor Restrooms
- Support students getting to class on time
- Monitor student activity at lunch time
- Monitor the lobby, outside seating areas and playground areas
- Assist students at the beginning and end of school
- Assist campus visitors as necessary
- Conduct patrols and control parking lot areas when necessary
- Respond to the Administration Office when requested
- Monitor school cameras and assist school administration as necessary
- Respond to student support requests
- Respond to all calls for service over the radio
- Direct 911 Emergency responders to the appropriate location to render assistance
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Off Campus Supervision
POST ORDER

Campus Supervisors/Security Professionals assigned to off campus areas or school sanctioned events requiring the supervision of students shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of the event or activity, assist the Principal or Site Administrator in conducting a sweep of exterior and interior common areas of the facility (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor all points of entry and exit
- Welcome and assist all visitors
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols
- Monitor student activity and behavior
- Conduct frequent patrols of areas where students are present
- Support District personnel, Parents, Students, Community Members, and Visitors
- Respond to all calls for service over the radio
- Assist students in safely crossing crosswalks to and from the event or activity location
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal/Site Administrator or onsite District personnel immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

BANCROFT MIDDLE SCHOOL POST ORDERS

Bancroft Middle School
POST ORDER

Campus Supervisors/Security Professionals assigned to Bancroft Middle School shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school
- Check on classrooms/teachers throughout the day
- Monitor Restrooms
- Support students getting to class on time
- Monitor student activity at lunch time
- Monitor the lobby, outside seating areas and playground areas
- Assist students at the beginning and end of school
- Assist campus visitors as necessary
- Conduct patrols and control parking lot areas when necessary
- Respond to the Administration Office when requested
- Monitor school cameras and assist school administration as necessary
- Respond to student support requests
- Respond to all calls for service over the radio
- Direct 911 Emergency responders to the appropriate location to render assistance
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Off Campus Supervision
POST ORDER

Campus Supervisors/Security Professionals assigned to off campus areas or school sanctioned events requiring the supervision of students shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of the event or activity, assist the Principal or Site Administrator in conducting a sweep of exterior and interior common areas of the facility (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor all points of entry and exit
- Welcome and assist all visitors
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols
- Monitor student activity and behavior
- Conduct frequent patrols of areas where students are present
- Support District personnel, Parents, Students, Community Members, and Visitors
- Respond to all calls for service over the radio
- Assist students in safely crossing crosswalks to and from the event or activity location
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal/Site Administrator or onsite District personnel immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

JOHN MUIR MIDDLE SCHOOL POST ORDERS

John Muir Middle School
POST ORDER

Campus Supervisors/Security Professionals assigned to John Muir Middle School shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school
- Check on classrooms/teachers throughout the day
- Monitor Restrooms
- Support students getting to class on time
- Monitor student activity at lunch time
- Monitor the lobby, outside seating areas and playground areas
- Assist students at the beginning and end of school
- Assist campus visitors as necessary
- Conduct patrols and control parking lot areas when necessary
- Respond to the Administration Office when requested
- Monitor school cameras and assist school administration as necessary
- Respond to student support requests
- Respond to all calls for service over the radio
- Direct 911 Emergency responders to the appropriate location to render assistance
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Off Campus Supervision
POST ORDER

Campus Supervisors/Security Professionals assigned to off campus areas or school sanctioned events requiring the supervision of students shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of the event or activity, assist the Principal or Site Administrator in conducting a sweep of exterior and interior common areas of the facility (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor all points of entry and exit
- Welcome and assist all visitors
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols
- Monitor student activity and behavior
- Conduct frequent patrols of areas where students are present
- Support District personnel, Parents, Students, Community Members, and Visitors
- Respond to all calls for service over the radio
- Assist students in safely crossing crosswalks to and from the event or activity location
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal/Site Administrator or onsite District personnel immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

WILSON ELEMENTARY SCHOOL POST ORDERS

Wilson Elementary School
POST ORDER

Campus Supervisors/Security Professionals assigned to Wilson Elementary School shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of each day, assist the Principal or Site Administrator in conducting a sweep of the exterior of the campus and all interior common areas of the campus (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor the front of the school
- Check on classrooms/teachers throughout the day
- Monitor Restrooms
- Support students getting to class on time
- Monitor student activity at lunch time
- Monitor the lobby, outside seating areas and playground areas
- Assist students at the beginning and end of school
- Assist campus visitors as necessary
- Conduct patrols and control parking lot areas when necessary
- Respond to the Administration Office when requested
- Monitor school cameras and assist school administration as necessary
- Respond to student support requests
- Respond to all calls for service over the radio
- Direct 911 Emergency responders to the appropriate location to render assistance
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal or Site Administrator immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

Off Campus Supervision
POST ORDER

Campus Supervisors/Security Professionals assigned to off campus areas or school sanctioned events requiring the supervision of students shall carry out the following duties and responsibilities:

- Be vigilant in the execution of all duties and responsibilities
- Act professional at all times
- Be clear and concise in all radio transmissions
- Do not congregate with other Campus Supervisors while at your post or while conducting security patrols. In the event staff are required to work in pairs or meet to exchange information, Campus Supervisors will notify the Principal or Site Administrator via radio immediately.
- At the beginning of the event or activity, assist the Principal or Site Administrator in conducting a sweep of exterior and interior common areas of the facility (hallways, bathrooms, cafeteria, gym, etc.) to ensure that items or physical plant issues that may pose a threat to the safety/security of students and staff are identified, removed, and/or addressed in an expeditious manner. At the conclusion of the search, the "All Clear" will be reported to the Principal or Site Administrator
- Monitor all points of entry and exit
- Welcome and assist all visitors
- Direct 911 Emergency responders to the appropriate location to render assistance
- Conduct frequent patrols
- Monitor student activity and behavior
- Conduct frequent patrols of areas where students are present
- Support District personnel, Parents, Students, Community Members, and Visitors
- Respond to all calls for service over the radio
- Assist students in safely crossing crosswalks to and from the event or activity location
- Work collaboratively with School Resource Officers
- Report any safety/security issues to the Principal/Site Administrator or onsite District personnel immediately
- If questions arise regarding duties and responsibilities, immediately contact the Principal or Site Administrator
- Carry out any other duties as assigned by the Principal or Site Administrator

CONFIDENTIALITY OF INFORMATION

Campus Supervisors/Security Professionals shall not knowingly or willingly release or allow to be released any confidential or privileged records, information, or data obtained or created in connection with the exercise of their duties. This shall include confidential records and information related to students, staff, employee bargaining unit negotiations, or information discussed during closed session meetings/hearings. Likewise, Campus Supervisors/Security Professionals shall not make any statements to parents or the media without prior authorization and approval of school administration.

DOCUMENTATION OF INCIDENTS

Campus Supervisors/Security Professionals shall document in writing, incidents and actions taken or observed involving students, staff, visitors and facility issues, when necessary and appropriate. Documentation of incidents will be done in a manner directed by school administration. Campus Supervisors/Security Professionals will utilize documents such as the District Statement Form available at campuses in both electronic and hard copy form. All written documents will be forwarded to school administration for review, approval and processing.

INTERACTION WITH STUDENTS, STAFF AND VISITORS

The primary mission and purpose of Campus Supervisors/Security Professionals is to assist the San Leandro Unified School District in providing for the welfare, safety and security of all students and staff. Maintaining a safe and secure school environment so that educational processes can proceed unhindered is paramount. In order to ensure that interactions with students, staff and visitors have a positive impact, all Campus Supervisors/Security Professionals are expected to adhere to the following guidelines:

- Be professional at all times
- Maintain a positive attitude
- Treat all persons with dignity and respect (treat others as you would like to be treated)
- Use professional language when interacting with others
- Do not use profanity or inappropriate language
- Remain calm
- Recognize the persuasive power of speech (de-escalate situations, do not agitate or antagonize)
- Be reasonable in your responses and do not argue
- Maintain a command presence at all times
- Utilize your voice and actions to maintain command and control of situations
- Be flexible
- Remember every action has a consequence and every interaction has an audience
- Notify the Principal/School Administration when appropriate
- Document interaction when appropriate
- Be vigilant in the execution of your duties

COMMUNICATION

All members of the District operating mobile or stationary radio equipment shall strictly adhere to the rules and regulations set forth by the Federal Communications Commission and policy established by the District.

To facilitate the expedient exchange of information, Campus Supervisors/Security Professionals will be assigned a two-way radio. Two-way radios shall be operated in the following manner:

- First names, positions and/or titles shall be used when summoning staff over the radio.
- Communications shall be short and relevant.
- Lengthy or sensitive messages shall be delivered by telephone or in person.
- Personnel shall be impersonal when using voice transmission. Jokes, wisecracks, profanities or voice inflections which reflect or indicate irritation, disrespect or sarcasm, shall not be used.
- Every Campus Supervisor/Security Professional must have access to their assigned radio at all times while on the job.
- When called by radio, Campus Supervisors/Security Professionals will promptly respond with his or her location.
- Instructions from administrators via radio shall be considered official orders.

The District also recognizes the use of email/text as a formalized mode of conveying information to its employees. All Campus Supervisors/Security Professionals on a regular basis shall check, and respond if necessary, to all District emails/texts. Campus Supervisors/Security Professionals shall be professional at all times when responding to District emails/texts.

REASONABLE RESTRAINT/USE OF FORCE

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself or to protect others from harm. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact.

Campus Supervisors/Security Professionals may, within the scope of their employment, use and apply such amount of force as is reasonable and necessary in accordance with District policy to accomplish the following purposes:

- To calm a disturbance threatening physical injury to persons or damage to property;
- For purposes of self-defense; or
- To obtain possession of weapons or other dangerous objects within the control of the pupil.

The use of force against any person in the performance of a member's duty shall be restricted to that force necessary and reasonable to protect oneself or another from immediate physical harm or to prevent a person from further harming his/herself. Incidents requiring the use of physical force shall be reported to a supervisor immediately.

ASSIGNMENTS - GENERAL

Campus Supervisors/Security Professionals will be assigned by school site administrators in the manner that best meets the needs of the school. Generally, assignments will involve:

- Arrival and Dismissal: Monitor arriving students and visitors in assigned areas.
- During School: Patrol (continued movement or monitoring) interior and exterior portions of assigned areas, monitoring for truants, vandalism, violations of rules, and suspicious activity.

- Fixed Posts: Perform all duties and responsibilities as outlined in the Post Order.
- Respond to all requests from administrators.

The Principal or his/her designee may make any adjustments to customize assignments based on particular need.

ATTENDING MEETINGS & TRAININGS

Campus Supervisors/Security Professionals are expected to attend all meetings as directed by site or District administration. If meetings are held after hours, Campus Supervisors/Security Professionals will receive hourly compensation.

Campus Supervisors/Security Professionals are expected to attend all training sessions as directed by site or District administration. In the event that Campus Supervisors/Security Professionals are unable to attend training sessions, they shall immediately notify school administration and report to their regularly assigned shift in lieu of attending training.

DETENTIONS/TIME-OUTS/IN-HOUSE CLASSROOM SUSPENSIONS

Campus Supervisors/Security Professionals will not supervise detentions/time-outs/in-house suspension classrooms alone for long periods of time during the instructional day, as they are not certificated to provide such instructional supervision. Campus Supervisors/Security Professionals shall follow the directive of site administration in regards to carrying out this function. Campus Supervisors/Security Professionals are only to provide assistance to site administrators with disciplinary issues and are not to be solely responsible for this function.

INCIDENT DEBRIEF

Campus Supervisors/Security Professionals shall engage in a debrief process with site administration, immediately or as soon as reasonably practicable, after any incident occurs involving District students. The debrief process shall, at a minimum, include the following:

- Review of the incident
- Was District policy followed
- Need for policy change
- Next steps/action plan

PERFORMANCE EVALUATIONS

Campus Supervisors/Security Professionals will be evaluated using the approved District performance evaluation form and processes.

WORK SCHEDULE AND BREAKS

Campus Supervisors/Security Professionals shall be assigned work schedules in accordance with applicable laws and negotiated agreements.

Work Schedules:

- Work schedules are assigned at the discretion of the Principal.

- The regular work-day is 7.5 hours.

Rest and Lunch Breaks:

- The work-day includes two ten-minute rest breaks, one in the first half of the shift and the second in the second half of the shift. Breaks will be taken in accordance with site administrative directives.
- Lunch breaks are unpaid time and in addition to the regularly scheduled work-day. Lunches are 30 minutes in duration and will be taken in accordance with site administrative directives.
- Campus Supervisors/Security Professionals shall announce over their two-way radio when they start their break/lunch and when they have completed their break/lunch.

SECURITY FOR EXTRA CURRICULAR EVENTS

Campus Supervisors/Security Professionals may be assigned to assist school administrators in providing security services at school sponsored extra-curricular events and functions. During these events and functions:

- Campus Supervisors/Security Professionals shall be in their approved uniform unless otherwise directed by school administration.
- Campus Supervisors/Security Professionals shall act as directed to assist in maintaining a safe and secure activity in accordance with District policies and established school procedures.
- School administrators shall be responsible for directing the work of Campus Supervisors/Security Professionals at all extra-curricular events.

Campus Supervisors/Security Professionals may be assigned duties which include but are not limited to:

- Crowd control
- Access control
- Parking lot security
- Traffic control (in parking lots and on school grounds only)
- Assisting administrators in handling disciplinary and emergency situations
- Any other duties as assigned

LAW ENFORCEMENT LIAISON-SCHOOL RESOURCE OFFICER (SRO)

In the performance of job functions, Campus Supervisors/Security Professionals will be expected to interact with law enforcement personnel, as well as other first responder organizations. Keeping in mind that the primary mission and purpose of Campus Supervisors/Security Professionals is to assist the San Leandro Unified School District in providing for the welfare, safety and security of all students and staff, it is this mission and purpose that shall govern any interaction with law enforcement personnel. **Campus Supervisors/Security Professionals do not report to law enforcement personnel (School Resource Officers) and are not to act as agents of the police.**

Campus Supervisors/Security Professionals shall cooperate with law enforcement personnel in a manner that complies with the law and shall not release confidential information and educational records except as permitted by law.

San Leandro Police Department and School Resource Officers shall be called when necessary to protect the physical safety of students and staff, when required and when appropriate to address criminal behavior.

In emergency situations, Campus Supervisors/Security Professionals are to call 911 immediately to summon assistance. After calling 911, Campus Supervisors/Security Professionals should notify school administration as soon as possible and the School Resource Officer, if available. If there is no immediate threat or danger to students or staff, Campus Supervisors/Security Professionals shall contact school administration to determine if a 911 call is warranted.

SEARCH AND SEIZURE

In the interest of maintaining safe schools, District policy and state and federal law allow searches of students and student belongings based upon certain legal standards. A search by a school official or Campus Supervisor/Security Professional is legal if it is reasonable. School officials and/or Campus Supervisors/Security Professionals are not required to adhere to the probable cause standard that applies to police officers, and thus are not required to obtain warrants to conduct a search. The factors in determining whether a search is reasonable are as follows:

- Whether the search was justified at its inception (was there reasonable suspicion).
- Whether the search was reasonably related in scope to the circumstances that justified the search in the first place.

Reasonable Suspicion:

- A search is justified at its inception when there is reasonable suspicion that that the search will turn up evidence of a particular student's violation of the law or school rules.
- The school official must be able to articulate specific facts that supported the search at its inception.
- The suspicion must be based on recent, credible information from personal knowledge or observation, or from an eyewitness(s).
- The facts connect the student to a crime or school violation.

Reasonable Scope:

- The search must be reasonably related to the search objective and cannot be excessively intrusive in light of the student's age, sex, and the nature of the offense.
- The search should intrude only to the extent reasonable under the circumstances to recover the contraband.
- The school official must evaluate the seriousness of the violation when determining how intrusive the search should be (the greater the need to protect students and staff, the greater the scope of the search).
- The school official shall consider the student's age and gender.
- Search only the student or students for whom there is reasonable suspicion.

Under NO CIRCUMSTANCES should a school employee conduct a strip or body cavity search.

Search Protocol:

If the standards above are satisfied to warrant a search, the following search protocol will be followed:

- Isolate the student to be searched and watch for disposal of contraband.
- District policy requires student searches to be conducted by the Principal or designee along with a Campus Supervisor/Security Professional or SRO.
- Searches should be conducted in a secure area outside of public view.
- The search should always be conducted by a school official of the same gender, and in the presence of another adult staff witness of the same gender as the student.
- The student should first be asked to give up the object or to consent to the search.
- If the student refuses, the student should be asked to turn their pockets inside out, and the outer clothing should be patted down to feel for suspected contraband.
- If warranted by particular circumstances, purses, backpacks or other containers in the immediate possession of the student, lockers or vehicles may be searched. The search may only extend to those areas where there is a reasonable belief that contraband will be discovered.
- Searches that require removal of clothing other than a coat or jacket will be referred to an SRO or SLPD. School officials will not participate in such searches.
- The interior of vehicles may be searched when reasonable suspicion exists that contraband may be contained inside.
- Evidence seized must be properly labeled and kept in a secure place where others have no access.
- The Principal or designee shall notify the SRO in cases where a crime has occurred.
- The Principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

EVIDENCE

Items taken from students which result in disciplinary or criminal judicial proceedings (i.e., weapons, drugs/alcohol, or other items prohibited on campus by law or school policy), are considered evidence. When encountering items considered as evidence, Campus Supervisors/Security Professionals shall:

Collection/Preservation:

- Take possession of evidence as appropriate.
- Safeguard evidence when impossible to take possession.
- Evidentiary items that are criminal in nature and pose a threat to staff (loaded firearm, explosives, ect.) shall be immediately turned over to the SRO for processing.
- All items of evidence that are not criminal in nature but are a violation of school rules shall be appropriately packaged, tagged and turned over to the Principal or designee.
- A report will be written any time evidence is found or seized.

Securing Evidence:

- Evidence will be kept in a secure location by the Principal or designee until it is no longer needed as evidence in a school disciplinary hearing.
- An Evidence Log will be kept in the secure location where evidence will be stored. The Evidence Log shall minimally document the following information for each piece of evidence being stored: report number, date received, time received, student's name/identification number, item description, released to, and disposition.

Evidence Disposition:

- When such evidence is no longer needed for a school disciplinary hearing, it will be returned to the parent, guardian, or legal custodian of the student from whom it was seized or it will be turned over to a law enforcement officer.
- When evidence is returned or turned over to a parent, guardian, legal custodian of the student or a law enforcement officer, a report will be written to document the transfer of evidence and to close out the incident.

SCHOOL VISITOR CHECK-IN PROCEDURE

Controlling access to our campuses by school visitors is the cornerstone of our safety and security program. To ensure accountability of all persons on campus and to maintain a safe and secure environment, the following School Visitor Check-In Procedure has been established. This protocol addresses three (3) categories of campus visitors:

1. General Visitors (Non-SLUSD Employees)
2. SLUSD Employees
3. School Staff Members

Category 1

<u>General Visitors (Non-SLUSD Employees)</u>

General visitors are any persons other than a student, District employee, or staff member assigned to the school. General visitors include, but are not limited to:

- A parent or guardian of a student of the school.
- Members of the public who wish to visit the school and view instructional programs.
- An officer or employee of the District, who is not assigned to the school site which is the subject of the visit.
- A public employee whose employment requires him or her to be on school grounds, or any person who is on school grounds at the request of the school.
- A representative of a school employee organization who is engaged in activities related to the representation of school employees.
- An elected public official.
- Delivery and construction personnel.
- Media representatives.

Campus Supervisors/Security Professionals shall implement the following check-in procedure for General Visitors:

- All visitors must sign in at the Front Desk, obtain a visitors pass, and sign out at the Front Desk at the conclusion of their visit, when school is in session. Note: Personnel who are present on school grounds due to an emergency involving the health, safety and security of the school and its students are not required to register at the front desk.
- Campus Supervisors/Security Professionals will:
    - Ask the visitor for identification. This includes returning alumni.
    - Ask the visitor to state his/her purpose for being on campus.
    - Issue the appropriate visitor pass.
- Following proper visitor check-in procedures, Campus Supervisors/Security Professionals will direct the visitor to the requested location.
- If the visitor will not produce identification, cannot state his/her purpose for being on campus, or it reasonably appears that the visitor is committing an act likely to interfere with the peaceful conduct of the activities of the campus, or has entered the campus for the purpose of committing any such act, Campus Supervisors/Security Professionals shall:
    - Summon assistance from the Principal or designee.
    - Direct the visitor to leave campus and not to return.
    - Escort the visitor off campus.
    - If the visitor will not leave, summon assistance from the SRO.
    - Document the incident in writing.

(Note: The Principal or designee may deny access or direct a visitor to leave if it reasonably appears to the Principal or designee that the person is committing an act likely to interfere with the peaceful conduct of the activities of the campus, or has entered the campus for the purpose of committing any such act (Penal Code Section 626.7). The Principal or designee shall advise the person that if he/she refuses to leave, or returns without following the posted requirements to register at the front desk of the campus, he/she shall be guilty of a misdemeanor. This provision does not apply to students, school officers or employees, or people whose job requires them to be at the school in relation to the functions of the school or its educational purposes. Additionally, a parent previously directed to leave may return to retrieve their child for disciplinary reasons, medical attention, or for a family emergency.)

- Campus Supervisors/Security Professionals who have identified a visitor who entered the campus at another entrance will escort the visitor to the Front Desk so that they can comply with the check-in procedure.

Category 2

SLUSD Employees

SLUSD Employees are persons employed by SLUSD and work at various locations throughout the District.

Campus Supervisors/Security Professionals shall implement the following check-in procedure for SLUSD Employees:

- All SLUSD Employees who have SLUSD identification do not have to sign in. SLUSD Employees shall wear their District identification badge while they are on campus.
- If a SLUSD Employee does not have a District identification badge, he or she will be required to sign in and obtain a visitor pass.

Category 3

School Staff Members

School Staff Members are persons employed by the SLUSD and are assigned to the school. School Staff Members are considered to be employees if they are scheduled or required to be on campus on a regularly defined basis. School Staff Members include, but are not limited to:

- Teachers
- Food and Nutrition Services Employees
- Contracted Service Workers
- Employees whose daily schedules require them to be on campus

These employees shall be issued a school identification badge unless they already have a District identification badge.

Campus Supervisors/Security Professionals shall implement the following check-in procedure for School Staff Members:

- All verified school staff members will not be required to sign in.
- In the event that Campus Supervisors/Security Professionals or other employees that are charged with implementing the School Visitor Check-In Protocol do not recognize a school employee, as (defined above), Campus Supervisors/Security Professionals will:

    - Verify the person's employment at the school. This may involve asking the person to produce SLUSD identification, third party verification, and/or creating a School ID for the person.
    - If verification is not possible at that time, the employee shall be required to sign in and obtain a visitor pass.

SECURITY GOLF CART PROCEDURE

SAFETY

All Campus Supervisors/Security Professionals, when operating the Security Golf Cart, shall do so with safety as a priority. Yielding the right of way to students, staff and vehicles are a necessity. Campus Supervisors/Security Professionals operating the Security Golf Cart should always be aware of their surroundings to ensure safe operation is maintained. At no time will students be allowed to ride in the Security Golf Cart unless there is a health or safety need requiring transport.

When entering blind corners, Campus Supervisors/Security Professionals shall announce their presence prior to entering the blind corner. Campus Supervisors/Security Professionals shall also announce their presence when approaching students and staff. Verbal commands will be used when necessary to convey the presence of a mobile Security Golf Cart operator and to provide direction to students and staff to avoid collision. At no time will the Security Golf Cart be operated on a public street or public thoroughfare.

SPEED

Campus Supervisors/Security Professionals shall adjust their speed of operation based on the campus environment and ever changing campus activity. The Security Golf Cart shall always be operated at a safe speed.

BACKING

Backing (operating in reverse) of the Security Golf Cart shall be kept to a minimum. When possible, park the golf in a position where forward operation is optimized. If backing is necessary, ensure that a visual sweep of the area is conducted prior to beginning the backing process.

PARKING

As a general rule, the Security Golf Cart shall not be parked or left standing in a manner that prohibits the movement of students, staff or vehicles from entering or exiting the campus or its facilities. Exception: When directed to do so by school administration, the Security Golf Cart may be used to block an entrance or exit when a safety or security need exists.

When parking or leaving the Security Golf Cart in a standing position for an extended period, the ignition key will be turned to the off position. This will maximize battery life of the Security Golf Cart. When Campus Supervisors/Security Professionals leave the Security Golf Cart, the ignition will be turned to the off position and the keys will be removed. At no time during periods of operational use will the keys be left in the ignition. The last staff member using the Security Golf Cart will be responsible for returning it to the designated storage location and ensuring that it is properly secured.

CHARGING

When charging the Security Golf Cart, Campus Supervisors/Security Professionals will ensure the following:

- The ignition key is in the off position prior to charging
- The charging cable is properly affixed to the Security Golf Cart
- The charging unit is properly affixed to the wall plug

USING DISTRICT PROPERTY AND EQUIPMENT

Campus Supervisors/Security Professionals are responsible for the proper care of all District property and equipment assigned to them. District property or equipment shall only be utilized for its intended purpose and in accordance with established procedures. Campus Supervisors/Security Professionals shall inspect District property or equipment for any damage, defects or hazardous conditions, prior to its use and upon return.

Damaged, defective or hazardous District property or equipment shall be reported immediately to a supervisor in writing. Supervisors shall forward the report to the Office of the Superintendent via the chain of command with a recommendation as to responsibility, negligence, or justification for the

damage on the part of the employee. Campus Supervisors/Security Professionals found negligent in the care and control of District property or equipment may be subject to disciplinary action as well as reimbursement charges for repair/replacement of the damaged property or equipment.

INCIDENT PROCEDURES

As a Campus Supervisor/Security Professional, you will be faced with handling a myriad of incidents that occur involving students of the San Leandro Unified School District. It is important that when incidents do occur, Campus Supervisors/Security Professionals follow procedures to ensure safety and security is maintained. Because every incident is unique, the need to modify incident procedures may arise from time to time in order to achieve a desired outcome. Only the Principal or designee is allowed to temporarily modify incident procedures. The following procedures have been developed as guidelines to assist Campus Supervisors/Security Professionals in carrying out their duties and responsibilities:

DRUG/ALCOHOL INCIDENT

If a student is suspected of being under the influence or is suspected of being in possession of drugs or alcohol, Campus Supervisors/Security Professionals shall:

- Identify the student by actions and appearance.
- Make contact to determine identity.
- Make a determination of suspicion.
- Factors may include but are not limited to:

    - Observed to be in possession.
    - Smell of drugs or alcohol.
    - Slurred, incoherent speech.
    - Difficulty in maintaining balance, in walking, or in manual dexterity.
    - Bloodshot eyes.

- If reasonable suspicion exists that a student is under the influence or in possession of alcohol or drugs, escort the student to the office. If a transfer of drugs or alcohol from one student to another is witnessed, detain the student(s) and escort them to the office. Notify the Principal or designee immediately of any refusal to cooperate.
- Avoid opportunities for the student to dispose of the contraband or to flee. Notify an administrator immediately by radio or phone upon coming into contact with contraband or evidence.
- Conduct a search for contraband, when directed by the Principal or designee, in accordance with District policy. See Search and Seizure Section.
- Secure the contraband in accordance with District policy. See Evidence Section.
- Document the incident in writing.

FIGHTS/BULLYING

Fights between students (assaults/batteries) are disruptive and dangerous to participants, as well as spectators. Bullying will not be tolerated at any time since it has a negative impact on student welfare, safety, security and the learning environment.

Preventing a physical confrontation before it starts is preferable to stopping a fight once it begins. For this reason, Campus Supervisors/Security Professionals and all staff members must be alert at all times for signs that a confrontation may be about to occur. Signs to be alert for include:

- Verbal taunts, threats, exchanges between students.
- Looks or gestures meant to taunt and instigate.
- Overheard comments to friends and associates.
- Information from staff and students about a possible fight.
- Movement and assembly of on-lookers.

If any of these signs are present, Campus Supervisors/Security Professionals shall:

- Take appropriate steps to de-escalate.
- Promptly report signs of potential confrontation or incidents of bullying to the Principal or designee.
- Document observations in writing.

In the event of a fight on campus, Campus Supervisors/Security Professionals shall:

- Assess the situation and summon assistance from other Campus Supervisors/Security Professionals, the Principal, and other school staff.
- Be alert for weapons.
- Take steps to remove audience or to limit audience participation.
- Give the combatants verbal commands to stop fighting.

If the fight continues and intervention is necessary, Campus Supervisors/Security Professionals shall:

- Do not intervene without assistance unless you feel you can do so safely.
- Separate participants in accordance with the Use of Force Policy.
- Detain participants and escort them to the office for disciplinary action.

INJURED PERSON/ACCIDENTS

In the event of an injured person/accident, Campus Supervisors/Security Professionals shall:

- Assess the situation.
- Identify the level and nature of injuries.
- Notify the office or site administration by radio or phone about the incident.
- If the injuries are serious, call 911 for assistance.
- If the injuries are minor and the School Nurse is available, request their assistance.
- Render First Aid as appropriate.
- If the student can be transported, request permission to use the golf cart to transport the student to the office.
- Identify any hazards involved.
- Take steps to mitigate hazards from causing additional accidents/injuries, as necessary.

- Maintain control of the situation.
- Establish effective crowd control.
- Maintain communication with assistance, as necessary.
- Document the incident in writing.

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY/SCHOOL EVENTS

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. If a student is suspected of possessing or using tobacco products Campus Supervisors/Security Professionals shall:

- Identify the student by actions and appearance.
- Make contact to determine identity.
- Make a determination of suspicion.
- Factors may include but are not limited to:

    - Observed to be in possession and/or actively smoking.
    - Smell of cigarette smoke.
    - Observed cloud of smoke/vapor.

- If reasonable suspicion exists that a student is in possession or using tobacco products, escort the student to the office. If a transfer of tobacco products from one student to another is witnessed, detain the student(s) and escort them to the office. Notify the Principal or designee immediately of any refusal to cooperate.
- Avoid opportunities for the student to dispose of the contraband or to flee. Notify an administrator immediately by radio or phone upon coming into contact with tobacco products or contraband (e-cigarettes, vape pens, etc.)
- Conduct a search for tobacco products/contraband, when directed by the Principal or designee, in accordance with District policy. See Search and Seizure Section.
- Secure the tobacco products/contraband in accordance with District policy. See Evidence Section.
- Document the incident in writing.

WEAPONS ON SCHOOL GROUNDS/SCHOOL EVENTS

Weapons pose a serious risk to students and staff and are therefore prohibited on school grounds and/or school events by law and District policy. It is the duty and responsibility of Campus Supervisors/Security Professionals to maintain situational awareness at all times when it comes to weapons on school grounds and/or school events. The expectation of Campus Supervisors/ Security Professionals is to assist the District in keeping school campuses and school events weapon free.

In the event of a suspected weapon on campus or at a school event, Campus Supervisors/Security Professionals shall:

- Notify the Principal or designee immediately.

- Conduct a thorough search of the area.
- Take safe possession of the weapon until it can be safely secured or delivered to appropriate law enforcement personnel (SRO). See Evidence procedure.
- Assist in identifying and interviewing witnesses.
- Document the incident in writing.

If a student is suspected of being in possession of a weapon while on campus or at a school event, Campus Supervisors/Security Professionals shall:

- Locate the student(s).
- Notify the Principal or designee immediately.
- Isolate the student(s) from uninvolved persons.
- Conduct a search of the student(s) or personal belongings, as directed by the Principal or designee in accordance with Search and Seizure procedures.
- Take safe possession of the weapon until it can be safely secured or delivered to appropriate law enforcement personnel (SRO). See Evidence procedure.
- Assist in identifying and interviewing witnesses.
- Document the incident in writing.

If a weapon is suspected to be in a vehicle belonging to a student on school grounds or at a school event, Campus Supervisors/Security Professionals shall:

- Locate the student(s) vehicle.
- Notify the Principal or designee immediately.
- Stand-by the vehicle until the student owner/driver is located.
- Conduct a search of the student(s) vehicle, as directed by the Principal or designee in accordance with Search and Seizure procedures.
- Take safe possession of the weapon until it can be safely secured or delivered to appropriate law enforcement personnel (SRO). See Evidence procedure.
- Assist in identifying and interviewing witnesses.
- Document the incident in writing.

If a weapon is suspected to be on the person or in the vehicle of a non-student, Campus Supervisors/Security Professionals shall:

- Locate the person(s).
- Notify the Principal or designee immediately.
- Notify the SRO immediately.
- Isolate the person(s) from uninvolved persons.
- If in a vehicle, stand-by the vehicle until the owner/driver is located or the SRO arrives on scene.
- Turn the incident over to the SRO.
- Lend assistance to the SRO as necessary.
- Document the incident in writing.

SAN LEANDRO UNIFIED SCHOOL DISTRICT BOARD POLICIES

The following San Leandro Unified School District Board Policies have been included in this manual to provide Campus Supervisors/Security Professionals with direction as they carry out their duties and responsibilities. These Board Policies act as a ready reference tool and cover not only expectations on individual behavior but also guidelines on handling specific situations on campus. A complete listing of all Board Policies and Administrative Policies are located on the San Leandro Unified School District website at https://www.sanleandro.k12.ca.us/. All policies can be found under the heading Board of Education and tab Board Policies.

BOARD POLICIES

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Sexual Harassment

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

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to staff

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

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

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

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

Bullying

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 student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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

Bullying Prevention

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

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

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

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

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

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

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

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

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

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

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

Hate Motivated Behavior

The Board of Trustees affirms the right of all students, staff, and parents/legal guardians to be free from hate crimes, or any hate-inspired activity which degrades an individual including, but not limited to, race or ethnicity, color, religion, age, culture, heritage, ancestry, national origin, nationality, gender, gender identity, gender expression, perceived sex, sexual orientation, genetic information, mental or physical disability.

Such acts may cause injury to victims and will not be tolerated in an educational setting. The Board encourages the Superintendent and staff to develop programs which enhance self-esteem, raise awareness and sensitivity, and foster respect and understanding for all individuals and their unique qualities.

The Board recognizes that such hate-inspired threats, physical assaults or damage to property jeopardize the safety and well-being of students and staff. The Board authorizes the staff to discipline students involved in such acts including suspension or recommendation for expulsion as permitted in Board Policy 5144.1. Nothing in this policy shall be interpreted to prevent students from expressing their views.

Gender identity is defined as a person's identity, expression, or physical characteristics regardless of whether those characteristics are traditionally associated with one's assigned biological sex at birth. Gender identity refers to the gender the individual experiences.

Gender expression refers to the ways in which people externally communicate their gender identity to others through behavior, clothing, hairstyle, voice and other forms of presentation.

Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history).

Search and Seizure

The Board of Trustees is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare

of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the

danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board

also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.

Use of Contraband Detection Dogs

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

48900-48927 Suspension and expulsion

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor

CALIFORNIA CONSTITUTION

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

Weapons and Dangerous Instruments

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, 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.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

Advance Permission for Possession of a Weapon for Educational Purposes

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school

days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when he/she determines that it is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Switchblade knife

16100-17350 Definitions

22810-23025 Tear gas weapon (pepper spray)

25200-25225 Firearms, access to children

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Disruptions

The Board of Trustees is committed to providing a safe and orderly environment for students, staff, and others on district property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district facility, threatens the health or safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting, misdemeanor

32211 Threatened disruption or interference with classes; misdemeanor

35160 Authority of governing boards

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

48902 Notification of law enforcement authorities

51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property

415.5 Disturbance of peace of school

626-626.11 Schools, crimes, especially:

626.7 Failure to leave campus or facility; wrongful return; penalties; notice; exceptions

626.8 Disruptive presence at schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

626.85 Misdemeanor for specified drug offender presence on school grounds

626.9 Gun Free School Zone Act

627-627.10 Access to school premises

653b Loitering about schools or public places

12556 Imitation firearms

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

7151 Gun-Free Schools Act

Firearms on School Grounds

Cautionary Notice: SB 707 (Ch. 766, Statutes of 2015) amended Penal Code 626.9 and 30310 to provide that a person with a concealed weapons license must obtain written permission of the Superintendent or designee in order to possess a firearm and/or ammunition on school grounds. In view of the public interest and safety issues involved, CSBA strongly recommends that the Governing Board adopt a policy either prohibiting or permitting such possession and, if such possession is allowed, establishing conditions and criteria for granting permission to individuals. Because the law now requires an affirmative action on the part of the district to allow or disallow concealed weapons permit holders to possess a firearm and/or ammunition on school grounds, it is possible that district liability could be increased. Thus, in adopting a policy, CSBA recommends that the Board consult with the district's legal counsel and insurance provider and with local law enforcement in order to carefully tailor the following sample policy to reflect the district's local circumstances.

The Board of Trustees is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

Any person specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots.

The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

Legal Reference:

EDUCATION CODE

32281 Comprehensive safety plan

35160 Powers and duties of the board

35161 Powers and duties of the board; authority to delegate

38001.5 District security officers; requirements if carry firearm

PENAL CODE

626.9 Gun Free School Zone Act

830.32 District police department; district decision to authorize carrying of firearm

16150 Definition of ammunition

16520 Definition of firearm

26150-26225 Concealed weapons permit

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 18

921 Definitions, firearms and ammunition

922 Firearms, unlawful acts

923 Firearm licensing

UNITED STATES CODE, TITLE 20

7151 Gun-Free Schools Act; student expulsions for possession of firearm

Visitors

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. For classroom visitations, all visitors must make arrangements with the classroom teacher 24 hours in advance of the desired visitation or by prior arrangement with the classroom teacher. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. Visitors include any person entering school premises except current students of the school, or staff members of the district.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with applicable law, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/legal guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes; misdemeanor

32212 Classroom interruptions

35160 Authority of governing boards

35292 Visits to schools (board members)

49091.10 Parental right to inspect instructional materials and observe school activities

51101 Parent Rights Act of 2002

51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

1070 Refusal to disclose news source

LABOR CODE

230.8 Discharge or discrimination for taking time off to participate in child's educational activities

PENAL CODE

290 Sex offenders

626-626.10 Schools

626.81 Misdemeanor for registered sex offender to come onto school grounds

627-627.10 Access to school premises, especially:

627.1 Definitions

627.2 Necessity of registration by outsider

627.7 Misdemeanors; punishment

Employee Security

The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with necessary assistance and support when emergency situations occur.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

CIVIL CODE

51.7 Freedom from violence or intimidation

CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, including:

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

12403.7 Weapons approved for self defense

WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

Student Disturbances

The Board of Trustees desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at

school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

Legal Reference:

EDUCATION CODE

32210 Willful disturbance of public school or meeting

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

38000-38005 Security patrols

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

48900 Grounds for suspension or expulsion

48907 Student exercise of free expression

51512 Prohibited use of electronic listening or recording device

PENAL CODE

243.5 Assault or battery on school property

403-420 Crimes against the public peace, especially:

415 Fighting; noise; offensive words

415.5 Disturbance of peace of school

416 Assembly to disturb peace; refusal to disperse

626-626.10 Crimes on school grounds

627-627.7 Access to school premises

653b Loitering about schools or public places

Sex Offender Notification

In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the Board of Trustees believes it is important that the district respond appropriately when a law enforcement agency notifies the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

To protect the district and its employees from liability, employees shall disseminate sex offender information in good faith, and only in the manner and to the extent authorized by the law enforcement agency.

The Superintendent or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's Internet website.

Role of District Security Department

In accordance with law, Board policy and administrative regulation, the district security department may disseminate information about registered sex offenders to the school community. The district security department shall consult with local law enforcement and the Superintendent or designee prior to any such dissemination.

The district police/security department shall maintain records of the means and dates of dissemination for five years. (Penal Code 290.45)

Legal Reference:

EDUCATION CODE

32211 Threatened disruption or interference with classes; offense

35160 Authority of boards

35160.1 Board authority of school districts

PENAL CODE

290 Registration of sex offenders

290.4 Sex offender registration; compilation of information

290.45 Release of sex offender information

290.46 Making information about certain sex offenders available via the Internet

290.9 Addresses of persons who violate duty to register

290.95 Disclosure by person required to register as sex offender

626.8 Disruptive entry or entry of sex offender upon school grounds

830.32 School district and community college police

3003 Parole, geographic placement

UNITED STATES CODE, TITLE 42

14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender

Registration Program Act

Bomb Threats

To maintain a safe and secure environment for district students and staff, the Superintendent or designee may ensure that the district's emergency and disaster preparedness plan and/or each school's comprehensive safety plan includes procedures for dealing with bomb threats. He/she also may provide training regarding the procedures to site administrators, safety personnel, and staff members who customarily handle mail, telephone calls, or email.

Receiving Threats

Any staff member receiving a telephoned bomb threat may try to keep the caller on the line in order to gather information about the location and timing of the bomb and the person(s) responsible. To the extent possible, the staff member should also take note of the caller's gender, age, any distinctive features of voice or speech, and any background noises such as music, traffic, machinery, or voices.

If the bomb threat is received through the mail system or in writing, the staff member who receives it should handle the letter, note, or package as minimally as possible. If the threat is received through electronic means, such as email or text messaging, the staff member should not delete the message.

Response Procedure

The following procedure may be followed when a bomb threat is received:

1. Any employee who receives a bomb threat may immediately call 911 and also report the threat to the Superintendent or designee. If the threat is in writing, the employee shall place the message in an envelope and take note of where and by whom it was found.

2. Any student or employee who sees a suspicious package may promptly notify the Superintendent or designee.

3. The Superintendent or designee may immediately use fire drill signals and initiate standard evacuation procedures as specified in the emergency plan.

4. The Superintendent or designee may turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff may conduct the bomb search. No school staff may search for or handle any explosive or incendiary device.

No one shall reenter the threatened building(s) until the Superintendent or designee declares that reentry is safe based on law enforcement and/or fire department clearance.

To the extent possible, the Superintendent or designee may maintain communications with staff, parents/guardians, the Board of Trustees, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee may provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat may be subject to disciplinary procedures and/or criminal prosecution.

Legal Reference:

EDUCATION CODE

44810 Willful interference with classroom conduct

48900 Grounds for suspension or expulsion

51202 Instruction in personal and public health and safety

PENAL CODE

17 Felony, misdemeanor, classification of offenses

148.1 False report of explosive or facsimile bomb

245 Assault with deadly weapon or force likely to produce great bodily injury; punishment

Gangs

The Board of Trustees desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Legal Reference:

EDUCATION CODE

32282 School safety plans

35183 Gang-related apparel

48907 Student exercise of free expression

51264 Educational in service training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention inservice training

51266-51266.5 Model gang and substance abuse prevention curriculum

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7184 Safe and Drug-Free Schools and Communities Act

Vandalism and Graffiti

The Board of Trustees desires to enhance student learning by striving to provide an environment where students and staff can feel safe and secure and can take pride in their school. To that end, the Superintendent or designee shall develop strategies for preventing graffiti and vandalism on school grounds, including collaborating with local law enforcement and city and county officials, as appropriate, to help develop a coordinated response to graffiti and vandalism in the community.

Students and staff are encouraged to report any graffiti or vandalism to the principal or designee for investigation. The principal or designee shall determine whether the incident necessitates an

investigation pursuant to the district's sexual harassment, hate-motivated behavior, or nondiscrimination grievance procedure.

As appropriate, the principal or designee may contact local law enforcement in instances when the graffiti is repetitive, identifies particular targets or groups, identifies the perpetrator, and/or contains incitements to violence, threats, or intimidation. Photographs or other evidence of the vandalism or graffiti shall be preserved as necessary for investigation by the district or law enforcement and as evidence in any district disciplinary proceedings.

The principal or designee shall ensure that graffiti on school grounds is removed and covered as soon as possible, and if practicable before the beginning of the school day.

A student who commits an act of vandalism or graffiti on school grounds shall be subject to disciplinary action, including, but not limited to, suspension or expulsion in accordance with Board policy and administrative regulation. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion

48904 Willful misconduct, limit of liability of parent or guardian

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury

CIVIL CODE

51.7 Right to be free from violence

52.1 Discrimination liability

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information

PENAL CODE

594.1 Aerosol containers of paint

594.2 Intent to commit vandalism or graffiti

594.6 Vandalism or graffiti, community service

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Student responsible for care of property

Alcohol and Other Drugs

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Superintendent or designee shall develop comprehensive programs and activities to foster safe, healthy, and drug-free environments that support academic achievement.

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians. The Superintendent or designee may collaborate with the county office of education, community-based organizations, health providers, law enforcement agencies, local child welfare agencies, postsecondary institutions, businesses, and other public and private entities in program planning, implementation, and evaluation.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes

2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral

3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals

4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral, and Student Assistance Programs

The Superintendent or designee shall inform school staff, students, and parents/guardians about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral, and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

Students shall not possess, use, or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities.

The Superintendent or designee shall clearly communicate to all students, staff, and parents/guardians the district's policies, regulations, and school rules related to the use of alcohol and other drugs.

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

Program Evaluation

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of district programs in reducing drug and alcohol use. The Superintendent or designee shall periodically report to the Board on the effectiveness of district activities in achieving identified objectives and outcomes. (20 USC 7116)

Legal Reference:

EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student

44645 In-service training anabolic steroids

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

48915 Expulsion; particular circumstances

49602 Confidentiality of pupil information

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260-51269 Drug education

60041 Instructional materials

60110-60115 Instructional materials on alcohol and drug education

BUSINESS AND PROFESSIONS CODE

25608 Alcohol on school property; use in connection with instruction

HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana

11053-11058 Standards and schedules

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

11999-11999.3 Alcohol and drug program funding; no unlawful use

124175-124200 Adolescent family life program

PENAL CODE

13860-13864 Suppression of drug abuse in schools

VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors

828.1 Disclosure of criminal records; protection of vulnerable staff & students

UNITED STATES CODE, TITLE 20

Tobacco

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

The Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah

3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's

policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

Intervention/Cessation Services

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.

Program Planning

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

The Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Legal Reference:

EDUCATION CODE

8900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

Identification and Reporting of Missing Children

Notices of Missing Children

Every school shall post in an appropriate area the monthly poster on missing children provided by the Department of Justice (DOJ). For elementary schools, the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

Whenever a new student enrolls or transfers into an elementary school in the district, the principal or designee is encouraged to review the missing person bulletins provided by the DOJ to determine if the student resembles a child listed as missing. (Education Code 49068.5)

School staff are also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

If a law enforcement agency notifies the district that a child enrolled in the district has been reported missing, the principal or designee of the school in which the child is enrolled shall place a notice on the front of the child's school record indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement agency that informed the school of the missing child's status. (Education Code 49068.6)

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

Fingerprinting Program

The district may offer a voluntary fingerprinting program for all entering kindergarten students and for all students newly enrolled in the district. The district may contract with any

public or private agency, including any appropriate civic or community organization, and/or may seek to obtain private funding and volunteer assistance to perform the fingerprinting. (Education Code 32390; 5 CCR 640)

Students shall not be fingerprinted without parent/guardian consent. At the time of students' enrollment in the district, the Superintendent or designee shall notify the parents/guardians of the availability of the voluntary fingerprinting program and ask them to declare, in writing, whether or not they want their child to participate. At the same time, the Superintendent or designee shall notify parents/guardians in writing that they may reverse their declaration on fingerprinting in writing at any time. (Education Code 32390)

Parents/guardians of students who consent to the fingerprinting shall be charged a fee calculated to reimburse the district only for actual costs associated with the program. (Education Code 32390)

Fingerprint services shall be provided in accordance with the standards specified in 5 CCR 641.

Any report or document containing a student's fingerprints shall be given to the parents/guardians. It may be given with the child's report card or any other document routinely mailed to parents/guardians, or may be given in person at any parent-teacher conference. No report or document containing a student's fingerprints shall be kept by the district or given to any other private or public entity. (Education Code 32390)

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

PENAL CODE

14200-14213 Violent crime information center

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Questioning and Apprehension by Law Enforcement

The Board of Trustees believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.17 Peace officers

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

Emergencies and Disaster Preparedness Plan

The Board of Trustees recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

The Superintendent or designee may also develop and maintain emergency plans for each school site.

In developing the district and school emergency plans, the Superintendent or designee may collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee may use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

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 they deem necessary to meet the community's needs. (Education Code 32282)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Legal Reference:

EDUCATION CODE

32001 Fire alarms and drills

32040 Duty to equip school with first aid kit

32280-32289 School safety plans

32290 Safety devices

39834 Operating overloaded bus

46390-46392 Emergency average daily attendance in case of disaster

49505 Natural disaster; meals for homeless students; reimbursement

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized emergency management system

CODE OF REGULATIONS, TITLE 5

550 Fire drills

560 Civil defense and disaster preparedness plans

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized emergency management system

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Earthquake Emergency Procedure System

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff

2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake

4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.

2. In laboratories, burners should be extinguished, if possible, before taking cover.

3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.

4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.

5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.

2. Staff shall have students perform the drop procedure.

3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.

2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.

3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.

4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.

5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.

6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.

7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System

CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

Universal Precautions

In order to protect employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Child Abuse Prevention and Reporting

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

1. A physical injury or death inflicted by other than accidental means on a child by another person

2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1

3. Neglect of a child as defined in Penal Code 11165.2

4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3

5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)

2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

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

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

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

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

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on

his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

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

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

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

Responsibility for Reporting

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

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

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

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

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Child Preventive Services

24085 Amador Street

Hayward, CA 94544

(510) 259-1800

San Leandro Police

901 E. 14th Street

San Leandro, CA 94577

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

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

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

a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

b. The child's name and address, present location, and, where applicable, school, grade, and class

c. The names, addresses, and telephone numbers of the child's parents/guardians

d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

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

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

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

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

In addition, at least once every three years, school personnel may receive training in the prevention of child abuse, including sexual abuse, on school grounds, by school personnel, or in school-sponsored programs. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

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

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

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

3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students