

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2020-2021 School Year

**School:** Winifred Pifer Elementary School's  
**CDS Code:** 40754576043160  
**District:** Paso Robles Joint Unified School District  
**Address:** 1350 Creston Rd.  
Paso Robles, CA 93446  
**Date of Adoption:** December 16, 2020

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Committee (or School Safety Planning Committee) as well as to the district's governing board or county office of education. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

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### Prepared and Approved by:

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Diana Macken	School Site Council		2-3-2021

Name	Title	Signature	Date
Stephenie Walker	District Safety Committee Rep.		2-3-2021
Chris Arend	PRJUSD Board of Trustee, President		
Tony Ruiz	School Resource Officer		2/17/2021
Dustin Virgil	School Resource Officer		2/17/2021

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## General School Information

### School Profile

Winifred Pifer Elementary School is located in the central region of Paso Robles and serves students in grades preschool through five following a traditional calendar. At the beginning of the 2020-2021 school year, 427 students were enrolled, including 18% in special education, 30.53% qualifying for English Language Learner support, and 54% qualifying for free or reduced price lunch.

### School Mission

Winifred Pifer Elementary School's mission is to promote a well-balanced curriculum that motivates student learning through challenging instructional strategies with high student expectations. We provide a stimulating and nurturing environment where creativity, diversity, and individuality are celebrated and where students become lifelong learners who are confident, competent, and contributing members of society.

### PBIS Mantra

Winifred Pifer is a community that fosters a safe and enriching environment to promote learning. Together, we are respectful, responsible, and committed to doing our best.

Our "Positive Paws"

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Ready
5. Be Your Best

### Description of Facilities

There are five designated points of entry to the campus. During school hours, all entrance gates are locked except one main gate which leads visitors to the main office. Staff monitors the front entrance during the school day.

Campus Description		Auxiliary Building	Qty.
Year Built	1995	Number of Portable Storage Rooms	3
Acreage	14.5	Multipurpose Room	1
Square Footage	631,620	Administration Building	1
Number Restrooms (in sets)	3	Library	1
Number of Permanent Classrooms	21	Work Room/Lounge Facility	1
Number of Pull-out Rooms	4	Computer Lab	1
Number of Portable Classrooms	9	Playgrounds	3

### Personal Characteristic of Student and Staff

Student Demographics			
Ethnicity	%	Ethnicity	%
American Indian or Alaskan Native	0.2	Hispanic or Latino	65.3
Asian	1.6	African American	1.1
Pacific Islander	0.5	Caucasian	26.4
Filipino	0	Two or More Races/No Response	4.9

Certified Staff Demographics			
Ethnicity	%	Ethnicity	%
American Indian or Alaskan Native	0	Hispanic or Latino	5
Asian	0	African American	0
Pacific Islander	0	Caucasian	95
Filipino	0	Two or More Races/No Response	0

Classified Staff Demographics			
Ethnicity	%	Ethnicity	%
American Indian or Alaskan Native	0	Hispanic or Latino	35
Asian	0	African American	0
Pacific Islander	0	Caucasian	61
Filipino	0	Two or More Races/No Response	3

#### School Site Council

Education Code Section 35294.2(e) requires that the Comprehensive School Safety Plan be reviewed and updated at least annually by the school site council. The School Site Council for Winifred Pifer Elementary School's during the 2020-21 school year was comprised of the following individuals.

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Megen Guffey	X				
Diana Macken		X			
Carmen Caruana		X			
Cynthia Steaffens		X			
Iris Gonzalez				X	
Natalie Stimson				X	
Andrea Payne				X	
Sarah Carbajal				X	
<b>Numbers of members of each category:</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>	

### Safe School Planning Committee

The Safe School Planning Committee for Winifred Pifer Elementary School's during the 2020-21 school year as comprised of the following individuals.

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Megen Guffey	X				
Stephenie Walker			X		
<b>Numbers of CSSPMEMBERS of each category:</b>	<b>1</b>		<b>1</b>		



Safety Committee Chair Signature

### Notification and Communications

#### Required Notification of Hearing

The following persons and entities were notified in writing of the public hearing concerning input on this Comprehensive School Safety Plan in accordance with the district's administrative regulations (AR 0450) (EC 35294.2(e)):

- Local mayor

Steven W. Martin, Mayor of Paso Robles, 1000 Spring Street, Paso Robles, CA 93446

- A representative of the local school employee organization

Jeannine Manninger, CSEA Assistant President, 801 Niblick Road, Paso Robles, CA 93446

Jim Lynett, PRPE President, PO Box 7010, Paso Robles, CA 93447

- PTA President

Michelle Howell

- Student Council Advisors

Lisa Tibbetts/Diana Macken

### Notice to Public

The Comprehensive School Safety Plan prepared for the 2020-21 school year was shared with: (EC 35294.2(e) and 35294.8(b))

- Parents on December 16, 2020, at the monthly School Site Council Meeting.
  - All school staff will be provided with the opportunity to review a copy of the safety plan within seven days after it is approved by the School Site Council.
  - Communicated to the following entities:
    - Law Enforcement Agencies (by Facilities Maintenance/Transportation)
    - Local Fire Stations (by Facilities Maintenance/Transportation)

### **Assurances**

The school site council may include the following essential components and/or strategies into this plan (AR 0450):

- Assuring each student a safe physical environment
- Assuring each student a safe, respectful, accepting and emotionally nurturing environment
- Providing each student resiliency skills

Evidence of these assurances is embedded throughout this school safety plan.

## Safe School Reports

### School Crime Status

Winifred Pifer Elementary School does not experience high incidents of crime on campus or during school-related functions. The environment immediately surrounding the campus includes single family homes, apartments, and shopping centers. The crime rate in local neighborhoods is low/moderate.

2019-20 Summary Data	
Total Suspension	31
Total Expulsion	0

### Safe School Assessment Resource

The following resources were analyzed to develop an understanding of current conditions of school safety and standard practices to develop a comprehensive plan of action and procedures to ensure students, staff, and visitors are provided a safe and secure environment.

- Attendance
- California Healthy Kids Survey
- CPS Reports
- Reportable Crime Reports
- Suspension/Expulsion Data
- School Needs Assessment
- Office Referrals
- Police Reports
- School Improvement Plan
- Surveys
- Board Policies

### Evaluation of 2019-20 Action Plans/Goals

An evaluation of the school's progress in fulfilling Action Plans/Goals outlined in the 2019-20 Comprehensive School Safety Plan was performed by:

- School Site Council
- School Safety Committee

Component #1 – People and Programs	
Were the objectives met? Why?	<p>Objective was met. School will implement more avenues in addition to what has traditionally been planned for parent/guardian communication and provided more events or opportunities to increase parent involvement at the school.</p> <p>Provided translators at PTA meetings. Increase use of Blackboard Messenger (email, text, and auto-dialer). Newsletters posted on school web page. Provided Bully Prevention Training to all staff and education to all students Increase number of parents using the parent portal Increase student performances and athletic events at the school through VAPA and after school athletic program Increase number of volunteers who were fingerprinted in order</p>

	to go on field trips and to volunteer in the classroom Increase parent attendance at PTA and ELAC meetings meetings
Identify deficiencies in meeting objectives.	End of year parent involvement events were canceled due to the COVID-19 school closure.
Explain how the objectives/action plans can be strengthened	Parent Survey to evaluate how parents would like to be more involved.
<b>Component #2 - Places</b>	
Were the objectives met? Why?	Objective was met: Provide students with additional instruction on personal safety. Provide training on safety procedures to increase each child's preparedness during a planned drill or actual emergency.  Scheduled regularly planned drills. Provided instruction and practice for each type of drill. Provided instruction in bully prevention. Lock Blocks in use School Gates locked during the school day Raptor system in use for visitor sign-in Increased student safety on the playground by explicitly teaching the all playground rules on a regular basis
Identify deficiencies in meeting objectives.	Emergency drills were postponed during the COVID-19 school closure.
Explain how the objectives/action plans can be strengthened	Continue to teach students about personal safety and practice emergency procedures during planned drills.

## 2020-21 Safe School Needs Assessment

What are Needs for School, Staff, and Students?			
<b>Assure a Safe Physical Environment:</b>			
	Improve safety of school grounds		Improve ingress/egress routes
	Improve safety of buildings/classrooms		Improve safety of field/equipment
	Improve internal security	X	Prepare students and staff for crisis emergencies
	Improve exterior and/or perimeter security		Prevent and reduce vandalism and graffiti
X	Improve dropping off/picking up students		Prevent weapons on campus
	Other:		
<b>Provide each Student with Resiliency Skills (Expectations, Caring and Participation) by enhancing:</b>			
	Community Service Opportunities	X	Problem solving skills
X	Parent involvement		Autonomy (sense of self/identity)
	Alternatives to violence		Sense of purpose and future
	Good Communication skills		Participation in academic activities
	Character/value education		High Academic Self-Expectations
X	Social competence		Other:
<b>Assure a Safe, Respectful Accepting, and Emotionally Nurturing Environment by promoting:</b>			
	Positive structure in classroom	X	Prevention and intervention strategies
	Fair, consistent discipline and consequences		Anti-bullying/hazing
	Acceptance of diversity	X	Ongoing staff development
	Drug-Free school		Attendance enhancement
	Character/values education		Gang suppression
X	Parent Involvement		Effective teacher/student relationships
	Nurture positive self-esteem		Suicide prevention/response plans
	High behavior expectations		Extra-curricular activities
X	Conflict resolution skills		Student recognition
	Anger Management		Supervision of students across all settings
	Personal and social responsibility		Student support
	Collaboration among agencies, law enforcement and judicial system		
X	Participation in and collaboration of parents/students/community		



## Conclusions of Safe Schools Assessment

### Areas of Pride and Strength: (Component 1&2)

Friendly and positive staff and minimal discipline issues at the school.

### Areas to Change: (Component 1&2)

Continue to refine and improve school safety procedures, and Increase parent involvement.

### Analysis of how the data, needs, and perceptions about the school's safety determined the goals: (EC 35294.2(a)(1))

Through the needs assessment and input from parents and staff, the safety committee was able to determine areas that need to be strengthened. Overall, the committee felt that based on attendance at school functions such as Back-to School Night, Title I, PTA, and ELAC meetings parent involvement is an area that needs to continue to be increased to support both student learning and student safety.

### Generalized statement of goals for 2019-20 (EC 35294.2(a)(2)(H))

1. Increase parent involvement.
2. Increase students' preparedness for emergencies through practice drills and improve social-emotional skills through PBIS system.
3. Increase school grounds safety through the locking of all gates during the school day.

## 2020-21 Safe School Action Plans

Component 1: People and Programs – Create a Caring and Connected School Climate		
Goal #1	During the 2020-2021 school year provide opportunities for parent involvement as measured by parent participation at school functions, meetings, and parent trainings.	
Objective #1	<p>Provide a variety of opportunities to involve parents and family members in the school.</p> <p><b>Related Activities:</b></p> <ul style="list-style-type: none"><li>* Provide interpreters at all school functions – including PTA meetings.</li><li>* Increase the use of the auto-dialer, email, and text components of the Blackboard system.</li><li>* Increase the number of parents using the Aeries parent portal.</li><li>* Post weekly newsletters via email and on the school web page.</li><li>* Phase in ParentSquare as new parent communication platform directly linked to Aeries.</li><li>* Develop Google Classroom sites with parent access and work completion notification.</li><li>* Implement use of Class Dojo or SeeSaw on an individual class basis</li><li>* Work with the PTA to increase parent involvement events including but not limited to the Fall Festival, Veterans Day Assembly, Lunch with your Panther (4 events), Panther Fun Run, Family Painting Night, and Family Dance.</li><li>* Invite parents to attend student events such as after school</li></ul>	<p><b>Person(s) Responsible</b></p> <p>Principal Guidance Specialist Certificated and Classified Staff PBIS Leadership Team PTA Board ASES Staff</p>

	<p>athletic competitions, VAPA demonstrations and performances, classroom performances, and recognition assemblies.</p> <ul style="list-style-type: none"> <li>* Continue to support All Pro Dads/Family First Club</li> <li>* Increase the number of volunteers who are fingerprinted in order to work in the classrooms or go on field trips.</li> <li>* Increase parent attendance at PTA, ELAC, and Title 1 meetings.</li> <li>* Participation in community events including the Pioneer Day Parade, National Walk to School Day, Golden Oak Honey Festival, and Ride Your Bike to School Day</li> <li>* Increase parent involvement with ASES</li> <li>* Provide parent education opportunities including Parent Involvement for Quality Education (PIQE)</li> </ul>	
	<p><b>Resources needed:</b>  PTA funding  PBIS Funding  Title I Parent Involvement funding  District support for fingerprinting</p>	<p><b>Timeline for Implementation</b>  June 2021</p>
	<p><b>Personnel</b>  Principal  Guidance Specialist  Certificated and Classified Staff  After School Coaches  VAPA Support Staff  ASES Staff  PTA Board  District ELD Coordinator - PIQE</p>	
	<p><b>Training</b>  Attend parent involvement training opportunities offered through the district, county or local PTA.</p>	
	<p><b>Administration:</b>  Ongoing</p> <p><b>Evaluation:</b>  Parent sign-in sheets at school functions and documentation of parent involvement opportunities provided by the school during the school year.</p>	
<b>Goal #2</b>	<p>During the 2020-2021 increase the opportunity for student involvement in school activities outside of the classroom as measured by the number of students who participate in activities or events.</p>	
<b>Objective #1</b>	<p>Provide a variety of opportunities for student involvement outside of the classrooms.</p> <p><b>Related Activities:</b></p> <ul style="list-style-type: none"> <li>* Weekly PBIS positive behavior recognition</li> <li>* Panther Buddies</li> <li>* Chess Club</li> </ul>	<p><b>Person(s) Responsible</b>  Principal  Guidance Specialist  Site Athletic Coordinator  PTA President  ASES Staff</p>

	<ul style="list-style-type: none"> <li>* ASES Program</li> <li>* Student Council (grades 3 - 5)</li> <li>* Welcome Back to School "There's No Place Like School"</li> <li>* Pumpkin Fun Run</li> <li>* Participation in the Pioneer Day Parade</li> <li>* International Walk to School Day</li> <li>* Ride Your Bike to School Day</li> <li>* Battle of the Books (grades 3-5)</li> <li>* After School Athletics (grades 3-5)</li> </ul>	
	<b>Resources needed:</b> Title I Funding Funding for athletics program PTA Funding ASB Funding	<b>Timeline for Implementation</b> June 2021
	<b>Personnel</b> Principal Guidance Specialist Intervention Specialist Chess Club coach After school sports' coaches	
	<b>Training</b> District or Site-based training as needed	
	<b>Administration:</b> Ongoing	
	<b>Evaluation:</b> Documentation of student participation in various sports, clubs, or events and record of PBIS recognition Calendar of events and activities	
<b>Goal #3</b>	During the 2020- 2021 increase the school community connections as measured by participation in community activities and events.	
<b>Objective #1</b>	Schedule community events and activities  <b>Related Activities:</b> <ul style="list-style-type: none"> <li>* Weekly visits to the school library with Reading with Rover</li> <li>* Annual Veterans Day Assembly</li> <li>* High School weekly volunteers</li> <li>* Lewis Middle School Leadership visits the 1st grade</li> <li>* Participation in Community events: Pioneer Day Parade and Golden Oak Honey Festival</li> <li>* California State Park Association support for field trips</li> <li>* Cold Canyon Landfill</li> <li>* Daughters of American Revolution</li> <li>* Loaves and Fishes Food Drive</li> </ul>	<b>Person(s) Responsible</b> Principal PTA President Guidance Specialist

	<b>Resources needed:</b> none	<b>Timeline for Implementation</b> Ongoing during the 2020-2021 school year
	<b>Personnel</b> Principal Classroom teachers PTA President	
	<b>Training</b> N/A	
	<b>Administration:</b> ongoing	
	<b>Evaluation:</b> Documentation of community groups and or agencies that the school connects with during the school year	

**Component 2: Places – Create a Physical Environment That Communicates Respect for Learning and for Individuals.**

<b>Goal #1</b>	During the 2019-20 school year increase student safety awareness as measured by California Healthy Kids Survey.	
<b>Objective #1</b>	<p>Increase student awareness and knowledge of how to respond to various types of emergencies</p> <p><b>Related Activities:</b></p> <ul style="list-style-type: none"> <li>* Schedule planned and unplanned drills for the school year</li> <li>* Explicitly teach expected student behaviors and responses to various types of emergencies</li> <li>* Various classroom presentation including fire safety and prevention, bike safety, personal safety, and how to use 911.</li> </ul> <p><b>Resources needed:</b></p> <p>PTA funding for assemblies PBIS funding</p> <p><b>Personnel</b></p> <p>Presenters for special assemblies PBIS Team District Safety Officer</p> <p><b>Training</b></p> <p>As needed</p> <p><b>Administration:</b></p> <p>Ongoing</p> <p><b>Evaluation:</b></p> <p>California Healthy Kids Survey Student responses during drills Documentation of classroom presentations</p>	<p><b>Person(s) Responsible</b></p> <p>Principal Guidance Specialist School Staff PBIS Leadership Team District Safety Coordinator</p>
		<p><b>Timeline for Implementation</b></p> <p>June 2020</p>
<b>Goal #2</b>	During the 2019-20 school year, increase school security as evidenced by implementation of security measures.	
<b>Objective #1</b>	<p>Increase school safety and security</p> <p><b>Related Activities:</b></p> <ul style="list-style-type: none"> <li>* Lock all gates during the school day</li> <li>* Use Lock Blocks on all classroom doors</li> <li>* Use of Raptor system for visitor and parent sign-in</li> </ul>	<p><b>Person(s) Responsible</b></p> <p>Principal Guidance Specialist Office Staff Director of Student Services Director of Maintenance and Operations PRJUSD School Resource Officer</p>

	<ul style="list-style-type: none"> <li>* Install new signs and label curbs for short term parking in north lot for student drop-off and pick-up</li> <li>* Provide ALICE training for staff</li> <li>* Background checks and fingerprinting review for parent and community volunteers</li> </ul>	
	<b>Resources needed:</b> General Fund for security installations	<b>Timeline for Implementation</b> June 2020
	<b>Personnel</b> Principal Guidance Specialist School Safety Officer	
	<b>Training</b> ALICE training for new staff members and refresher course for all	
	<b>Administration:</b> ongoing  <b>Evaluation:</b> Documentation of the of the implementation of the security systems	
<b>Goal #3</b>	By the end of the 2019-2020 school year, Winifred Pifer student will actively participate in the schoolwide PBIS as evidenced by 85% of the students in grades K - 5 earning all 5 Panther Tags	
<b>Objective #1</b>	Enhance all tiered supports of PBIS.  <b>Related Activities:</b> <ul style="list-style-type: none"> <li>* Implement Multiple Tier Support System (MTSS) to meet the academic and behavioral needs of all students and to identify those needing additional Tier II-III support.</li> <li>* Review PBIS Discipline and Intervention Dashboard monthly at staff meetings to make Tier I improvements and adjustments.</li> <li>* Bully prevention awareness education for grades 3-5 (Second Step)</li> <li>* Teach Second Step in grades K-5</li> <li>* Train staff and implement Restorative Justice practices on campus</li> <li>* Offer Panther Academy to provide Tier II behavior interventions</li> <li>* Provide counseling for identified students</li> <li>* Plan monthly PBIS motivational activities and celebrations</li> <li>* Teach the schoolwide expectations at the beginning of the year and reteach as needed</li> <li>* Implement Panther Tag system for students who demonstrate they understand and model the school expectations</li> <li>* Establish a PBIS Planning Team</li> </ul>	<b>Person(s) Responsible</b> Principal Guidance Specialist PBIS TEAM Classroom Teachers

	<b>Resources needed:</b>	
	<b>Personnel</b> School Psychologist Intervention Specialist Guidance Specialist Principal Classroom Teachers PBIS Planning Team	<b>Timeline for Implementation</b> June 2020
	<b>Training</b> Second Step training for classroom teachers Restorative Justice training for all staff MTSS training	
	<b>Administration:</b> ongoing	
	<b>Evaluation:</b> Analysis of discipline referral data, number of students earning all five dog tags, number of participants in Panther Academy	

## **School Safety Practices, Policies, and Procedures**

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

(Penal Codes 11164-11174.3 and Child Abuse & Neglect Reporting Act) Paso Robles Joint USD Board Policy 5141.4

As stated in the Board Policy, "District employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with law, Board policy, and administrative regulation. Employees shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect." District employees are mandated reporters.

Paso Robles Joint USD Administrative Regulation 5141.4 (b)

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; administrators and employees of a licensed 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)

#### **Reporting Procedures**

- Complete Child Abuse reporting form.
- Call Paso Robles Police Department (805) 237-6464; Sheriff's Department (805) 781-4550; or Child Protective Services (805) 781-5437 to verbally report incident.
- Forward completed Child Abuse Report form within 36 hours.
- Do not pass on the responsibility to report. However, you can/should consult with your supervisor.
- If you have a reasonable suspicion, you then have a duty to check (reasonable suspicion creates a duty).
- If in doubt, file.
- The burden of proof is not with you. Children and Family Services will do the investigation.
- School staff is not liable for defamation if done in the course and scope of your employment.

### **(B) Notification of Dangerous Pupils to Teachers**

(Pursuant to Education Code 49079)

The district shall inform the principal/teachers annually of students who were engaged in, or reasonably suspected to have engaged in, for the previous three school years, any of the acts described in:

- Education Code 48900 subdivision [except subdivision (h)]
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat)

The principal/teacher shall keep this information in confidence and must not further disseminate. Paso Robles Joint Unified School District Board Policy 4158, 4258, 4358

The Governing Board 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.

### **(C) District Rules and Procedures on School Discipline**

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health. Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. The district has developed a Discipline Matrix to be used by all of our schools.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies. The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

### **(D) Winifred Pifer Elementary School's – Disciplinary Procedures**

Overall, Winifred Pifer Elementary students are very well-behaved and responsible children. We attribute this to our school's high expectation and consistency on the part of the staff combined with the support and cooperation from home. Because of this, we have few serious discipline problems. The negative part of any discipline plan is developed for the few who have problems in the school environment. The majority of our students never experience the negative consequences, only the positive recognition that we seek to give.

We believe students can make appropriate choices for their behavior if provided the rules, guidance, and support. We are in the second year of implementing PBIS (Positive Behavior Supports and Interventions (PBIS). PBIS is an organizing framework for our school to consistently prevent problematic behaviors, to teach pro-social skills, and to reinforce new skills. The framework includes a set of clear practices that are embedded in a three-tiered support system for students. The PBIS framework guides the school in meeting the needs of students through a continuum of interventions and supports prevent to disruptive behaviors, teach and acknowledge pro-social behaviors.

When a child is having difficulty following the school's rules and expectations office referrals are made and the parent is contacted either with a discipline slip or by phone.

If your child receives an office referral, he/she will be responsible for getting the slip signed by an adult family member and returning it to school the next day. If not signed and returned, a phone call home will be made.

The teacher, the principal or guidance specialist decide the type of consequences a student receives if he or she breaks school rules and receives an office referral. Consequences may include: verbal correction, assignment to a specific duty as a consequence, exclusion from certain privileges, suspension from recess/ a time out, writing a reflection or an apology note. If a student is involved in a serious problem, suspension is possible.

Please contact the school at 769-1300 if you have questions.

### **(E) Bully Prevention**

#### **District Policy**

Every student is entitled to a safe school environment free from bullying. The District's Policy on Bullying (Administrative Regulation 5131.2) can be accessed on the District's website at [www.pasoschools.org](http://www.pasoschools.org). Copies of the policy are also available at the school office.

- The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.55 and Education Code §220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code §48900 (r).
- Students who violate the District's policies on bullying may be subject to admonishment, participation in a guided reflection process designed to teach alternative behavior, temporary removal from the classroom, loss of privileges, classroom or administrative detention, referral, in-school suspension during the school week or the weekend, for students, out-of-school suspension, legal action, and/or expulsion or termination.
- School personnel must immediately intervene if they witness or become aware of bullying, provided it is safe to do so.
- Acts of bullying should be brought to the attention of the principal or the principal's designee.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.
- An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible.
- The complainants are protected from retaliation and the identity of a complainant alleging bullying remains confidential to the extent reasonably possible.
- Any bullying complaint not satisfactorily resolved, may be filed as a formal complaint to the District's Complaint Officer at (805) 769-1000 extension 30117.

#### **Winifred Pifer Elementary School's**

Positive Behavior Interventions & Support (PBIS) : A primary goal of Paso Schools is that all students have access to the most effective instructional and behavioral best practices and interventions. Research indicates that by using proactive and preventative approaches to address the underlying cause of behavior, student engagement and achievement have positive correlation. Positive Behavior Interventions & Supports (PBIS) is a decision making framework that guides selection, integration, and implementation of evidence-based practices for improving important academic and behavior outcomes for all students. PBIS is a preventative approach to working with all students and offers supportive interventions for those students demonstrating behavior difficulties. The framework follows a tiered model to provide specified levels of intervention based upon the collection and analysis of data. Each school has a PBIS team composed of multi-disciplinary members who receive specialized training under the guidance of the District PBIS Coordinator. All schools will have a key set of behavioral expectations, reinforcement and opportunities to teach behavior in the same way that we teach academics.

Second Step Bullying Prevention – designed to improve peer relations and make schools safer, more positive places for students to learn and develop. Program Goals are focused on reducing existing bullying problems among students, preventing the development of new bullying problems, and achieving better peer relations at school. Statistics show how successful implementation of the Second Step Bullying Prevention Program can reduce school bullying. Outcomes have included:

- Fifty percent or more reductions in student reports of being bullied and bullying others. Peer and teacher ratings of bullying problems have yielded similar results.
- Significant reductions in student reports of general antisocial behavior such as school bullying, vandalism, school violence, fighting, theft, and truancy.
- Significant improvements in the classroom social climate as reflected in students' reports of improved order and discipline, more positive social relationships, and more positive attitudes toward schoolwork and school.
- Greater support for students who are bullied and stronger, more effective interventions for students who bully.

## **Winifred Pifer Bullying Prevention**

### **Definition of BULLYING**

A student is being bullied when he/she is exposed one time or repeatedly over time to negative actions on the part of one or more students.

### **SCHOOL RULES AGAINST BULLYING**

- We will NOT bully others.
- We will help students who are bullied.
- We will include students who are left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

### **Bullying can lead to expulsion and removal from Paso Robles Joint Unified School District**



If it looks mean, if it sounds mean,

INTERVENE... (or get an adult to intervene...)

### **HOW TO REPORT BULLYING**

- Tell an adult at school and an adult at home.
- Call the school at 769-1300.
- E-mail the school principal.
- Fill out an incident report.
- Complete the confidential contact form on the district website at [www.pasoschools.org/studentservices](http://www.pasoschools.org/studentservices) or the We-Tip Hotline at <http://tips.wetip.com>.
- Call the We-Tip Hotline at 1-855-86 BULLY.



The Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

## **(G) Safe Ingress/Egress Procedures**

### Supervision of Students

School administration and school staff place a high priority on providing adequate adult supervision on campus before, during, and after school. As students arrive on campus and at the end of the school day the principal, assistant principal/guidance specialist, campus assistants and other staff members are strategically assigned to designated areas. During nutrition and lunch, the principal, assistant principal/ guidance specialist and several yard duty/campus assistance supervise student activity. Campus supervision schedules/yard duty schedules are updated monthly to ensure a safe and orderly campus at all times.

### Visitors

Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and then return to the school office upon departure.

### Text System - On-Line Aeries Parent Portal

Paso Robles Schools offers parents the opportunity to receive emergency information through text messages via the on-line Aeries Parent Portal for Student Information. To create a Parent Portal Account, go to the Paso Robles Joint Unified School District website ([www.pasoschools.org](http://www.pasoschools.org)) and select the Aeries Parent Portal for Student Information link in the Parents menu. (To create the account, you will need student information which is available from your child's school).

## **(H) Discrimination and Harassment Policies**

### Nondiscrimination in District

District programs, activities and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The District takes steps to assure that the lack of English will not be a barrier to admission and participation in district programs. (Title VI Civil Right Act of 1964 and Title IX Educ. Amendment Act of 1972)

### Student Harassment Policy

Includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 231.5; 5 CCR 4916)

- Submission to the conduct is explicitly or implicitly made as term or condition of a student's academic status or progress
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class

- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion

Notification regarding Paso Robles Joint Unified S.D.'s policy will:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year
- Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session
- Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct
- Be included in the student handbook
- Be provided to employees and employee organizations

**Complaint Process** - If you feel you are a victim of harassment at school or a school related activity, immediately report the harassment to the Coordinator/Principal at your school. Harassment complaints may also be made to the Paso Robles Joint Unified S.D., Human Resources Office at 805-769-1000 extension 30117. If you report harassment you will be protected from retaliation.

Investigation of Complaints at School shall be promptly investigated by the principal or designee. Enforcement of the policy may include the following actions:

- Removing vulgar or offending graffiti.
- Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond.
- Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment.
- Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community.
- Taking appropriate disciplinary action. In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

#### Disciplinary Measures

A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. (Board Policy 5145.7 & E.C. 48989)

### **(I) Suspension and Expulsion Policies**

(Pursuant to Education Code §48900 and Paso Robles Joint Unified School District Board Policy 5144.1)

The PRJUSD Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

#### Student Due Process

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

#### Alternative to Suspensions/Options

All schools within the Paso Robles Joint Unified School District may establish a progressive discipline policy which may include, youth services, conflict resolution/peer mediation, service learning/community service classes, guidance/counseling services, student success teams, SARB/SART (School Attendance and Review Board/Team), etc.

#### Required Parental Attendance

A parent/guardian (must be living with the student) may be required to attend the class that the student was suspended from, if violation of Education Code 48900(i) or (k), on the day in which the student was scheduled to return to class or within a reasonable amount of time. The principal will send written notice to the parent/guardian stating that their attendance is required for a portion of the day. (Education Code 48900.1)

#### Definitions

Suspension shall be imposed only when other means of correction fail to bring about proper conduct, except where suspension for a first offense is warranted in accordance with law. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

#### Notification to Law Enforcement

Education Code 48902 - Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any acts of student assaults (Penal Code 245).

School officials shall notify law enforcement within 1 school day after suspension of the following student violations (Penal Codes 626.9 and 626.10):

- Education Code 48900(c) Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- Education Code 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage or intoxicant.

#### Parent Notification of Regulations

Students and parents/guardians will receive an "Annual Notice" of all rules and regulations related to discipline, suspension and expulsion. (Education Codes 35291.5, 48900.1 and 48980) Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## **(J) Positive Behavioral Interventions and Supports (PBIS)**

**Coach:** Stephenie Walker

### **Behavioral Statement:**

Winifred Pifer is a community that fosters a safe and enriching environment to promote learning. Together, we are respectful, responsible, and committed to being our BEST!

### **Behavioral Expectations:**

Be Safe  
Be Responsible  
Be Respectful  
Be Ready  
Be your BEST!

Show me your Panther Paw!

## **(K) Schoolwide Dress Code Prohibiting Gang Related Apparel**

Education Code 35294.2 (f)

Gang-related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Paso Robles Joint Unified S.D. Board Policy 5132

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

Paso Robles Joint Unified S.D. Administrative Regulation 5132 (b)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Paso Robles Joint Unified S.D. Administrative Regulation 5136

In order to discourage the influence of gangs, school staff shall take the following measures:

- Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
- Staff members shall be provided with the names of known gang members.
- Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
- Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
- Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities.
- Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging



## Sample Communications Forms and Postings

### Employee Safety Poster

#### Employee Safety Poster

##### A. Employee Safety Poster

Paso Robles Joint Unified School District  
800 Niblick Road, P.O. Box 7010, Paso  
Robles, CA 93446 (805) 769-1000

**POST ON  
SAFE WALL**

##### REASONABLE PRECAUTIONS

1. Use a **BUDDY SYSTEM** if you arrive at work in the dark
2. **PARK YOUR CAR** in an area close to the entrance even if you have to move later. Keep your car locked, get your materials together and your office/classroom key out as you prepare to exit.
3. **BE AWARE** of your surroundings and circumstances ("street smarts") upon entry to your work site and lock the door immediately.
4. **HAVE A CELL PHONE HANDY** and dial 911 if you need help.
5. **REPORT CONCERNS, ASK QUESTIONS, AND MAKE SUGGESTIONS** to your supervisor or site administrator.

##### INTRUDER/NON STUDENTS DISRUPTING THE SCHOOL

1. **DON'T CONFRONT.** Either ask the intruder/non student to leave, hand he/she the notice below, or inform intruder/non student that police are on their way.
2. **BE A GOOD WITNESS.** Note the kind of activity and description of eyes, height, clothes, and mode of transportation, etc.
3. **INFORM** site supervisor/administrator
4. **IF PERSON/PEOPLE CONSTITUTE/S AN EMERGENCY, CALL 911**

##### DEALING WITH OUT OF CONTROL BEHAVIOR

1. **GET** assistance.
2. **IDENTIFY YOURSELF** and say "STOP".
3. **REMOVE** the audience
4. **AVOID** stepping between combatants or into the "LINE OF FIRE"
5. **ALWAYS** try verbal intervention first
6. Use a **DISTRACTION**
7. **GIVE** the person time to blow off steam, ensuring their safety and the safety of others

##### ASSAULT ON SCHOOL EMPLOYEES

Follow procedures listed below if attacked, assaulted or physically threatened by a student, parent, community member, campus intruder, or another school employee.

1. **INFORM** site supervisor/administrator
2. **NOTIFY** law enforcement (if not an emergency, notify SRO)
3. **COMPLETE** "Assaults on School Employees" form



## Prevent Flu in Schools How to Protect Students and Teachers

### Follow these simple steps:

- Encourage teachers and staff to wash their hands using soap and water before eating and after using the toilet. If soap and water are not available, use an alcohol-based hand rub. Keep alcohol-based rub out of reach of children.
- Encourage students to wash their hands before eating and after using the toilet.
- Teach students to wash their hands for 15 to 20 seconds, long enough to sing "Happy Birthday" twice.
- Ensure that sink locations and restrooms are stocked with soap and paper towels or working hand dryer.
- Encourage students, staff and teachers to use paper towel to open restroom doors after washing their hands. Place a garbage can inside each restroom close to the entrance to facilitate ease of paper towel disposal.
- Clean frequently touched surfaces and shared items daily using an Environmental Protection Agency (EPA)-registered disinfectant labeled for activity against bacteria and viruses, an EPA-registered hospital disinfectant, or EPA-registered chlorine bleach/hypochlorite solution. Follow instruction labels for use. Keep disinfectants out of reach of children.
- Encourage parents of sick students to keep their children home to prevent the spread of disease at school.
- Encourage sick staff and teachers to stay home. Establish non-punitive sick leave policies during a pandemic.
- Encourage staff and teachers to cover their coughs and sneezes using tissue or shirt sleeves, not their hands.
- Teach students to cover their coughs and sneezes and have teachers encourage this behavior in classrooms.
- Educate parents about respiratory etiquette and hand washing at home and their importance in disease prevention. Encourage parents to model the desired behavior for their children.

### Educational resources are available online:

- "Scrub Club is an educational website offered by the National Science Foundation (NSF) that teaches children about hygiene practices: [www.scrubclub.org](http://www.scrubclub.org).
- It's a Snap" offers free educational materials on how to make hand washing an integral part of the school day: [www.itsasnap.org/index.asp](http://www.itsasnap.org/index.asp).
- "Germ Stopper", hand washing and respiratory etiquette materials in several different languages developed by the CDC: [www.cdc.gov/flu/protect/stopgerms.htm](http://www.cdc.gov/flu/protect/stopgerms.htm).
- "Glo Germ", a tool to demonstrate hand washing, surface cleaning, hygiene, and containment techniques: [www.glogerm.com](http://www.glogerm.com).

<p><b>Healthy Habits</b></p> <p>Cleaning and disinfecting common equipments and surfaces, as well as reminding students and teachers to practice good personal hygiene, will go a long way in reducing the spread of disease at school.</p> <ol style="list-style-type: none"> <li>1. Disinfect and clean frequently touched surfaces, shared toys and art supplies etc., at least once a day.</li> <li>2. Stock up on hand sanitizers and hand soap.</li> <li>3. Encourage students and teachers to wash their hands frequently.</li> <li>4. Encourage students and teachers to stay home if they are not feeling well.</li> <li>5. Encourage students and teachers to cover their coughs and sneezes with tissue or shirt sleeves and not use their hands.</li> <li>6. Post Cover Your Cough posters (available for free through WC DHHS).</li> </ol>	<p><b>Recommended pandemic supplies for schools</b></p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable surgical face masks</li> <li>• Small First Aid Kit for every classroom</li> <li>• Tissues</li> <li>• Bathroom supplies</li> <li>• Cleaning supplies (paper towel, bleach and other disinfectants)</li> <li>• Portable radio, batteries, or other communication system</li> </ul>  	<p><b>Helpful Websites</b></p> <p>US federal government website: <a href="http://www.flu.gov/">www.flu.gov/</a></p> <p>US Department of Health and Human Services Pandemic Preparedness Plan: <a href="http://www.flu.gov/planning-preparedness/business/index.html#">http://www.flu.gov/planning-preparedness/business/index.html#</a></p> <p>World Health Organization (WHO): <a href="http://www.who.int/influenza/en/">http://www.who.int/influenza/en/</a></p> <p>CDC – Stopping the Germ at Home, Work and School: <a href="http://www.cdc.gov/flu/protect/stopgerms.htm">www.cdc.gov/flu/protect/stopgerms.htm</a></p> <p>National Science Foundation (NSF) Scrub Club Website: <a href="http://www.scrubclub.org">www.scrubclub.org</a></p> <p>Glo Germ, Hand washing tool: <a href="http://www.glogerm.com/">www.glogerm.com/</a></p> <p>School Network for Absenteeism Prevention, It's A Snap website: <a href="http://www.itsasnap.org/snap/index.asp">www.itsasnap.org/snap/index.asp</a></p>
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**Emergency Response Plan**

# **Classroom Emergency Response Guide**



**Paso Robles Joint Unified School District**  
800 Niblick Road  
P.O. Box 7010  
Paso Robles, CA 93447-7010  
(805) 769-1000 • [www.pasoschools.org](http://www.pasoschools.org)

**Paso Robles Joint Unified School District**  
800 Niblick Rd • P.O. Box 7010  
Paso Robles, CA 93447-7010  
805.769-1000

Emergency Response Brochure  
Revised 08/2018



**Precautionary Lock-Down Procedures**  
**"Shelter In Place"**

(No immediate threat to students and staff)

1. Verbal signal given: **"PRECAUTIONARY LOCKDOWN-SHELTER IN PLACE, PRECAUTIONARY LOCKDOWN-SHELTER IN PLACE, PRECAUTIONARY LOCKDOWN-SHELTER IN PLACE."**
2. Students and staff to go to rooms that can be secured/locked.
3. Teachers step into hallway or outside and call, **"PRECAUTIONARY LOCKDOWN-SHELTER IN PLACE"** and get all students/staff inside room.
4. Doors are locked. Do not open doors until **"ALL CLEAR"** is given.
5. Conduct class.
6. Do not leave classroom if fire alarm sounds *unless* you see fire or smoke.
7. Do not use phone or cell phones except to report an emergency. At the beginning of the event, students may contact parent/guardian at the direction of staff. Staff should assist students with a standard message, i.e. "We are in a precautionary lockdown-shelter in place. We are safe but for our safety and law enforcement, communication will be limited. I will call or text when I can. The school will also be communicating with you."
8. During a Precautionary Lockdown/Shelter in Place, students may not move about campus unescorted.
9. Wait for further instructions from Safety Staff or law enforcement.
10. Verbal **"ALL CLEAR"** and long extended bell signal will end lockdown.

**Lockdown Procedures**  
**Remember ALICE (If you decide to lockdown)**

1. Lock all doors to your room.
2. Barricade and fortify the door.
3. Be quiet, stay low, and be prepared with next option.
4. If entry is made, counter (ALICE), with noise, objects, or physical counter, and evacuate.
5. Wait for further instructions from Safety Staff or Law Enforcement.
6. Verbal **"ALL CLEAR"** and long extended bell signal will end incident.

**PRECAUTIONARY LOCKDOWN (SHELTER IN PLACE) – LOCKDOWN (REMEMBER ALICE)**



## **Nuclear Power / Chemical Accident**

The Principal/Designee will notify staff that an unusual event has occurred.  
Teachers will determine the number of students in the room and report any missing students. PE classes will enter the gymnasium or locker rooms.  
Teachers will standby for an all clear, shelter in place, or evacuation order.

A. If advised to **SHELTER IN PLACE**:

1. Close all doors and windows and ensure all ventilation systems are turned off.
2. Cover all leaks with plastic or other impermeable material.
3. Keep an accurate count of students and remain calm.
4. If all clear is given before dark, students will be released to walk home or ride their usual buses.
5. If all clear is given after dark, students will remain at school and be released to parent or guardians.
6. Remain on duty until released by principal/superintendent.

B. If advised to **EVACUATE**:

1. Ready students for mobilization.
2. Maintain head count.
3. Accompany students to buses and assist in loading buses.
4. Remain on duty until released by principal/superintendent.

## **Active Shooter**

### **A.L.I.C.E. Program**

(There is an immediate threat to students and staff)

1. Verbal signal given: "**ACTIVE SHOOTER – ALICE, ALICE, ALICE!**"
2. Deploy ALICE response.

<b>A. Alert</b>	Alert is your first notification of danger.
<b>L. Lockdown</b>	Barricade the room. Prepare to EVACUATE or COUNTER if needed.
<b>I. Inform</b>	Communicate the violent intruder's location and direction in real time.
<b>C. Counter</b>	Create Noise, Movement, Distance and Distraction. Counter is NOT fighting.
<b>E. Evacuate</b>	When safe to do so, remove yourself from the danger zone.
3. ALICE program gives you options; any of the ALICE methods may be used depending on the circumstances.
4. More than one ALICE method may be used as the situation changes.
5. Do not leave classroom if fire alarm sounds **unless** you see fire or smoke.
6. Use cell phones to report an emergency or report an intruder's location/activities.
7. Verbal "**ALL CLEAR**" and long extended bell signal will indicate end of threat.

## **EARTHQUAKE – ACTIVE SHOOTER**





## **Earthquake**

### **(Inside Classroom Procedures)**

1. Teacher will initiate **DROP, COVER, & HOLD**. All students will drop under their desks with back to windows, cover eyes, and hold on to something.
2. The Principal/Designee will initiate action to **LEAVE THE BUILDING** after the tremor has stopped. Gather at the indicated assembly point.
3. Teachers will take roll at assembly point and remain with students until further instructions are received.
4. Students and staff should not re-enter buildings until they have been declared safe by emergency officials.

### ***(Outside Classroom or Walking To/From School Procedures)***

1. **DROP & COVER**. Student/staff, lay flat on the ground and cover eyes.
2. Students should move away from buildings, trees, exposed wires, and stay in the open until the tremor has ceased.

## **Civil Disorder**

### **(Petition or a Strike)**

1. Principal/Designee will initiate precautionary lockdown procedures and determine to assemble or hold pupils within the safety of the classroom.
2. Principal/Designee will call 9-1-1 and notify Superintendent/Designee. Complete an EIR.
3. Staff not assigned to classroom duties will report to the office for assignment of specific duties.
4. Principal/Designee will address the group, informing participants of possible consequences of their actions.
5. Staff will not enter the group or take any action that will provoke violence.
6. Parents and community will be notified by a district designated spokesperson of actions that may be taken or were taken at the time of the emergency.
7. Teachers will escort students away from the disturbances as necessary.

## **Criminal Disturbance**

### **(See Lockdown Procedures)**



## Assembly Point for this Classroom is:

(Write assembly point for this classroom here: See Map)

**Teachers must keep roll sheets with them  
during all emergency procedures.**

### **Explosion**

1. **DROP & COVER**  
(If the explosion compromises the building or threatens the building then **LEAVE BUILDING.**)
2. Staff will sound the school fire alarm
3. Teachers will move to an area of safety and maintain control of students.
4. Staff will provide or obtain first aid, as necessary.
5. Teachers will conduct roll-call (at assembly point) to account for all students.
6. The Principal/Designee will direct further action as required.
7. Students and staff should not re-enter the building until emergency officials have declared the area safe.

### **Bomb Threat**

(Within the school building)

1. Sound the fire alarm (or call office to activate alarm) to implement the action.  
**LEAVE THE BUILDING. DO NOT SHOUT BOMB!**
2. Teachers will maintain control of students while exiting by the safest route. (All backpacks are to be left behind)
3. Teachers will ensure that the classroom is cleared of students, making sure doors and windows are closed.
4. Teachers will conduct roll-call (at assembly point) to account for all students.
5. Staff will instruct students who may be in areas other than their classroom at the time of the emergency to report immediately to the designated assembly point.
6. Under no circumstances should a student re-enter a building during the emergency. Staff should not re-enter buildings until emergency officials declare the area safe.

**FIRE - EXPLOSION – BOMB THREAT**



## **Fire**

(Within the school building)

1. Sound the fire alarm (or call office to activate alarm) to implement the action.  
**LEAVE THE BUILDING. DO NOT SHOUT BOMB!**
2. Teachers will maintain control of students while exiting by the safest route. (All backpacks are to be left behind)
3. Teachers will ensure that the classroom is cleared of students, making sure doors and windows are closed.
4. Teachers will conduct roll-call (at assembly point) to account for all students.
5. Staff will instruct students who may be in areas other than their classroom at the time of the emergency to report immediately to the designated assembly point.
6. Under no circumstances should a student re-enter a building during the emergency. Staff should not re-enter buildings until emergency officials declare the area safe.

## **All School Employees**

The California Government Code (Section 3100) specifies that, after a disaster, public employees can be declared disaster service workers and assigned to such activities as deemed necessary by their supervisors. The term "public employees" applies to all persons employed by the state, county, city, or public district.

### **Special Instructions to Teachers**

1. remain with your class, or report to the school office if you do not have a class.
2. Do not move anyone who is seriously injured unless absolutely necessary. During evacuation procedures, if there are seriously injured persons who cannot be moved, assign one teacher to remain with them only if safe to do so.
3. Take roll frequently. Notify the school office immediately if any student is not with the class group, noting possible whereabouts, such as the library, absent from school, etc.
4. If an injured child is released to anyone other than a parent or guardian, write the child's name on the child in permanent ink. The child may go into shock or become unconscious later and not be able to give a name. If a child is sent to a medical center away from school, identification is even more essential.

### **EMERGENCY PHONE NUMBERS**

<b>EMERGENCY</b>	<b>9 - 911</b>
<b>FIRE / AMBULANCE / POLICE / BOMB SQUAD</b>	<b>9 - 911</b>
Twin Cities Community Hospital, Templeton	9 - 1 - 805 - 434 - 3500
Mental Heal, San Luis Obispo County	9 - 1 - 805 - 781 - 4700
Animal Control, San Luis Obispo County	9 - 1 - 805 - 781 - 4400
Poison Control, California	9 - 1 - 800 - 222 - 1222

### **ASSEMBLY POINT – EMERGENCY PHONE NUMBERS**



## Emergency Contact Datasheet

<b>IC (Incident Commander):</b> Principal, Megan Guffey			
<b>Command Center Location:</b>	Picnic table by play structure	<b>Alternative Location</b>	Front entrance of the school
<b>Release of Students Location:</b>	Blacktop	<b>Alternative Location</b>	Grass Field

### PHONE NUMBERS

Emergency – 911  
 Fire/Paramedic Emergency – 911  
 Paso Robles Emergency Services – (805) 227-7560  
 Paso Robles Police Department – (805) 237-6464  
 County Fire – (805) 543-4242

### PUBLIC UTILITIES

Electricity – 1-800-743-5000 (*Pacific Gas & Electric*)  
 Gas – 1-800-427-2200 (*Southern Ca. Gas Co.*)  
 Water – (805) 237-3866 (*City of Paso Robles*)  
 Sewer – (805) 237-3996 (*City of Paso Robles*)

### Paso Robles Joint USD District Office – (805) 769-1000

Superintendent (Dr. Curt Dubost)..... x 30104

### Emergency Analog Numbers (use in case of network or power outage)

Analog lines to be used are located on the Dual Analog/VOIP Nec Handsets with a Line button  
 District Office – Reception Area ..... (805) 237-3300  
 Superintendent/Lounge..... (805) 237-3301

### American Red Cross

San Luis Obispo (main office) ..... (805) 543-0696

### Hospitals

Twin Cities Community Hospital..... (805) 434-3500  
 Sierra Vista Regional Medical Center ..... (805) 546-7600

### San Luis Obispo County

Environmental Health..... (805) 549-5549  
 Office of Emergency Services ..... (805) 781-5011 [www.slocounty.ca.gov/OES.html](http://www.slocounty.ca.gov/OES.html)  
 Department of Agriculture ..... (805) 781-5910  
 Air Pollution Control District..... (805) 781-5912  
 Ambulance Services ..... (805) 543-2626

### Paso Robles Police Department

Main Desk ..... (805) 237-6463

### Televisions

KSBY True View Channel 6 News  
 KCOY Channel 12 News

### Radio Stations

Paso Robles: KJUG 98.1 FM  
 Paso Robles: KPRL 1230 AM

### Other Phone Numbers

Chemical Waste Emergency Hotline..... (800) 424-9300  
 National Response Center ..... (800) 424-8802  
 Poison Control Center..... (800) 222-1222  
 California Emergency Management Agency ..... (916) 845-8510

### Emergency Web Site Info

Paso Robles Joint Unified School District ..... [www.pasoschools.org](http://www.pasoschools.org) National  
 Weather Service: ..... [www.wrh.noaa.gov](http://www.wrh.noaa.gov)  
 Paso Robles Police Department ..... [www.prcity.com/police](http://www.prcity.com/police)

Walkie Talkie Codes	Staff w/ Walkie Talkie	Position
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Code 911 Emergency	Megen Guffey	Principal
RX462.075 TX 467.075 Ctone	Stephenie Walker	Guidance Specialist
	Lisa Sinclair	Custodian
	Rosanna Morales	Site Secretary

## Emergency Contact Numbers

### Utilities, Responders and Communication Resources

Position/Vendor	Name	Phone	Comments
Superintendent	Dr. Curt Dubost	(805) 458-4531	
Deputy Superintendent	Jennifer Gaviola	(805) 835-8724	
Director of Student Services	Nate Maas	(805) 458-5799	
Principal	Megen Guffey	(805) 748-8864	
Guidance Specialist / Designee	Stephenie Walker	(808) 351-5246	
District Nurse	Ashley Aiello	(805) 286-8750	
Director of Maintenance, Operations, and Transportation	Nelson Payton	(805) 286-7687	
Transportation and Operations Manager	Kelly Stainbrook	(805) 286-5767	
Electric Company	Pacific Gas and Electric	(800) 743-5000	
Gas Company	Southern California Gas Co.	(800) 427-2200	
Sewer Company	City of Paso Robles	(805) 237-3996	
Water Company	City of Paso Robles	(805) 237-3866	
Nearest Hospital	Twin Cities Community Hospital	(805) 434-1221	
Fire Department	Paso Robles Fire Department	(805) 227-7560	
Police Department	Paso Robles Police Department	(805) 237-6464	
Other	CAL FIRE	(805) 543-4242	

## Communication Signals

### PRIMARY SIGNALS

Evacuate: short continuous bells or Fire Siren

Lockdown: announce lockdown, lockdown, lockdown

Duck, Cover, and Hold: teacher signals "Down and out of sight"

All-Clear: one continuous bell (Police Only to signal; if present)

BACK-UP (if bells don't work) Inside

Evacuate/Lockdown/All-Clear: verbal signal via:

- a. telephone paging system
  1. Dial 229 #00 – internal paging
  2. Dial 229 #00 – external paging
  3. Dial 229 #00 – both internal and external paging
- b. telephone
  1. e-mail
  2. Police Only to signal all clear; if present

Outside

Evacuate/Lockdown/All-Clear: verbal signal via:

- bullhorns
- walkie talkies
- cell phones (not reliable in an emergency)
- outside speaker
- police car speaker
- Police Only to signal all-clear; if present

Persons responsible for fields and hallways:

	Location	Name - Location		Location	Name - Location
1)	Field	Meg Guffey / Stephenie Walker - obtain bullhorn from the office (office staff will bring it from the school office)	6)		

Person(s)	Wing/Rooms	Person(s)	Wing/Rooms
Julie Madden, Allison Root	Rooms 601-703,		
Kelsey Guerrero, Carmen Caruana	401-404 & 901-904		
Lisa Tibbetts, Alexis Farrell	Room #'s: 101-110, 801-804		
	Room 316, 206-209, Library, Computer Lab		
	Multipurpose Room, Staff Lounge, Work Room, Office		

## Action "Lockdown"

Types of Crisis: Dangerous Intruder, Drive-by, Riot, Hostage Situation, Death, Immediate Threat to Students and Staff, Kidnapping or Confrontation of Groups of People

1. Signal "**Intruder**" or "**Active Shooter**" - Announce "Active Shooter, ALICE, ALICE, ALICE"; then, rapid, erratic, succession of bells with pauses to announce lockdown over telephone/intercom. Move away from the danger quickly. Help students with disabilities.
2. All present on campus utilize the non-linear, option based, A.L.I.C.E. protocols. A-Alert, L- Lockdown, I- Inform, C-Counter, E -Evacuate.
3. Call 911 (use landline phone). Specify if "Intruder" or "Active Shooter".
4. Principal notifies (or assigns designee to notify) assistant principal/guidance specialists, campus supervisors, support staff, on- campus childcare, immediately completes an EIR (emergency incident report), initiates an emergency incident report to cabinet, and contacts district phone tree by calling ESC switchboard 769-1000. If grounds crew on campus, office or other grounds crew use the following as a "universal signal" for those on crew who are far away or have earplugs: put wrists together and fists clenched.
5. **Set up command center** at the designated location.
6. **Principal contacts Superintendent's Office** to update status as soon as the situation is under control.
7. **If safe**, lock vehicle gates, but not pedestrian gates.
8. **Sign on office door posting either:** "We are in a lockdown for safety, return to your car and leave our school / Estamos en Encierro por seguridad, regrese a su automóvil y salga de nuestra escuela" .....or....."We are practicing a lockdown drill/ Estamos realizando una práctica de Encierro"
9. **Principal activates NIMS Plan** (National Incident Management System), as needed.
10. **If students are in classrooms** (Office staff should lockdown in a safe area of office with computer):
  - a. Lock all doors and windows. Quickly scan hallway for students walking by and announce "lockdown, lockdown, lockdown" as they open the door. Once doors are closed they should remain closed. Barricade the room and prepare to counter or evacuate if necessary.
  - b. Be quiet, stay low, and be prepared with the next option.
  - c. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie or e-mail).
  - d. Log on to e-mail for updates and listen to telephone, intercom and/or walkie-talkie.
  - e. If entry is made into classroom, counter with noise, objects, or physical counter, and evacuate.
  - f. If evacuated, bring roll sheets. Office staff takes emergency cards to evacuation site.
  - g. Verbal "All Clear" and long extended bell signal will end incident.
11. **If students are not in classrooms:**
  - a. Go to the safest and closest area or room. DO NOT try to go to your classroom. Instead enter any available room. Students should follow direction of adults.

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  - b. Continue with steps "a-h" above.
12. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.

13. **All Clear will be signaled by Principal.** Only law enforcement can authorize an all clear. It may be hours later.
14. **Principal debriefs** staff, parents/community (Intouch, etc.) and students.
15. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent):
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Aeries "Contacts" print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

### Action "Shelter in Place." (Precautionary Lockdown)

Types of Crisis: *Police Action in the Area, Suspicious Person in the Area, Wild Animal in the Area, a Hazardous Material Release, or a Nearby Hazard to Students near your Campus.*

No immediate threat to students and staff

1. Verbal signal given: " **SHELTER IN PLACE, SHELTER IN PLACE, SHELTER IN PLACE** "
2. Principal notifies (or assigns designee to notify) assistant principal/guidance specialists, campus supervisors, support staff, on- campus childcare, immediately completes an EIR (emergency incident report), initiates an emergency incident report to cabinet, and contacts district phone tree by calling ESC switchboard 769-1000. If grounds crew on campus, office or other grounds crew use the following as a "universal signal" for those on crew who are far away or have earplugs: put wrists together and fists clenched.
3. Students and staff to go to rooms that can be secured/locked.
4. Teachers step into hallway or outside and call, "**LOCK- DOWN** " and get all students/staff inside room.
5. Doors are locked. Do not open doors until "**ALL CLEAR**" is given.
6. Conduct class.
7. Do not leave classroom if fire alarm sounds *unless* you see fire or smoke.
8. Do not use phone or cell phones except to report an emergency.
9. Wait for further instructions.
10. Verbal "**ALL CLEAR**" and long extended bell signal will end lock down.
11. **EMERGENCY LOCK**

## Action "Leave Building" (Evacuation Procedures)

Types of Crisis: *Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** fire bell. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **Call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)
3. **Principal notifies** (or assigns designee to notify) assistant principal/guidance specialists, campus supervisors, support staff, on-campus childcare, immediately completes an EIR (emergency incident report), initiates an emergency incident report to cabinet, and initiate district phone tree by calling **ESC switchboard 769-1000**.
4. **Principal activates NIMS Plan** (National Incident Management System) as needed.
5. If students are in classrooms:
  - a. Evacuate
  - b. Close and lock the door.
  - c. Teacher takes roll sheets and office staff takes student emergency cards to evacuation area.
  - d. Teacher takes roll and alerts command center of any student not accounted for (telephone, intercom, walkie talkie, runner, or e-mail).
6. If students are not in classrooms:
  - a. Reunite with students in evacuation area.
  - b. Teacher takes roll and alerts command center of any student not accounted for (telephone, walkie-talkie, or runner).
7. **Follow the directions of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
8. **All Clear** will be signaled by Principal.
9. **Principal debriefs** staff, parents/community (Intouch, etc), and students.
10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)."
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Aeries "Contacts" print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

### Action "Student Release"

1. **Warning:** Verbal Communication by the principal or designee. Action "Student Release" will be considered by the principal or designee. Students will be held at school until released to an authorized adult.
2. **Action "Student Release"** consists of:
  - a. Dismissal of all classes.
  - b. Release of students to their parents or guardian or other authorized adult at principal's or designee's judgment.
3. Action "Student Release" may be appropriate for, but not limited to, the following:
  - Flood,
  - Severe wind storm
  - Fire, or
  - Strategic alert

### Action "Direct Transportation"

1. **Warning:** Under certain conditions, Civil Defense officials may attempt to move people from an area of danger to an area of safety. Instructions from the authorities could come to the school via telephone, regular radio broadcast, or on the Emergency Broadcast System. The method of disseminating this warning at the school will, if at all possible, be by telephone message from the district office.
2. Action "Directed Transportation" consists of:
  - a. Transporting students to a safe area.
3. Action "Directed Transportation" is considered appropriate only when directed by a competent Civil Defense authority. It may be appropriate for, but not limited to, movement away from:
  - Flood or tsunami,
  - Fire,
  - Fallout area, or
  - Blast area





**PASO ROBLES**  
JOINT UNIFIED SCHOOL DISTRICT  
THE DISTRICT OF EXCELLENCE

SUPERINTENDENT: CURT DUBOST  
800 NIBLICK ROAD  
PASO ROBLES, CA 93446  
Tel: (805) 769-1000 Fax: (805) 237-3339  
WWW.PASOSCHOOLS.ORG

**Paso Robles Joint Unified School District  
Crisis Response Protocol**

**Step 1:**

- Call 9-1-1 if immediate or potential danger to life or property
- Staff to notify site supervisor
- Site supervisor to notify Director (if unable to reach a specific director, notify the executive secretary).
- Director to notify necessary staff, including Superintendent/Superintendent representative, crisis team
- Completion of an EIR

**Step 2:**

- Crisis team will meet immediately and triage
  - Assign a site lead
  - Develop a Crisis Plan
  - Secondary layer of support, including community resources, will be deployed

<b>Social/Emotional</b>	<b>Safety/Security/Structure</b>
Lead: Director of Special Education Secondary: District Lead Guidance Counselor	Lead: Director of Student Services Secondary: Deputy Superintendent
1. Coordinate with Psychologist 2. Coordinate with Counselors 3. Coordinate with Intervention Specialist 4. Coordinate with District Nurse	1. Contact police/fire as needed 2. Deploy district security staff 3. Contact district facilities director





### Emergency Contact Numbers

**Superintendent**

Curt Dubost (805) 458-4531

**Deputy Superintendent**

Jen Gaviola (805) 835-8724

**Assistant Superintendent,  
Business Services**

Brad Pawlowski (559) 917-8386

**Director of Special Education**

Terry Hollen (805) 635-5995

**Director of Student Services**

Nate Maas (805) 458-5799

**District Resource Officers**

Tony Ruiz (805) 431-5111

Dustin Virgil (805) 635-4597

**Lead Counselor**

Jenn Clayton (805) 441-9492



### Civil Disturbance

*A public or student demonstration or riot on or near school grounds that has the potential to disrupt school activities, cause injury to staff and students, and/or cause property damage.*

1. **Warning:** The principal or designee will signal for a “Lockdown”.
2. **Action:**
  - a. Follow principal’s or designee’s direction for possible “Lockdown”.
  - b. Account for all students and staff.
  - c. Remain in classroom or designated areas until contacted.
  - d. Remain calm and reassuring.

## Flood or Tsunami

*Flooding on a school site may be caused by heavy rain, failure of a dam, or for coastal sites, a tsunami.*

1. **Warning:**
  - a. Method: direct communication with principal or designee.
  - b. How Received: by telephone or notification from civil agency or district administrator.
2. The extent of the flood or tsunami and the estimated time before it arrives will dictate the course of action to be taken. The principal may initiate the following emergency actions:
  - a. Execute **Action "Leave Building"** (fire alarm), or
  - b. Execute **Action "Student Release"**, or
  - c. Execute **Action "Directed Transportation"**, or
  - d. Provide care for students at school.

## Windstorm

*Windstorms can be hazardous when wind speeds cause damage to property or when wind combined with cold weather causes wind chill.*

1. **Warning:** Telephone call from district office or civil agency such as fire or police department
  2. If high winds develop during school hours, the following emergency actions will be accomplished:
    - a. Students and staff should be assembled inside buildings.
    - b. Implement **Action "Drop Procedures"** (take cover signal).
    - c. Close windows and blinds.
    - d. Remain near an inside wall if possible.
    - e. Evacuate classrooms bearing full force of wind.
    - f. Keep tuned to one of the suggested radio stations for latest advisory information. (see **"Radio Stations"**)
    - g. Take roll.
    - h. School office will notify utility companies of an actual or suspected break in the utility service.
    - i. If necessary/possible, school office will contact the fire department, district office and/or district maintenance/operations office.
-

## Hazardous Material Spill

A hazardous material spill may include one or more of the following:

- Natural gas leak,
  - Science lab spill,
  - Chemical release from a nearby facility,
  - A collision or accident involving a tank truck or railroad car, or
  - An unknown powder or substance received in a letter or package.
1. **Warning:** Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, do not try to clean up the spill.
    - a. First priority is students and staff safety, then the environment, and then property.
  2. **Actions:**
    - a. Notify office immediately.
    - b. Office will notify fire/law enforcement agency and district office.
    - c. Determine the need to implement **Action “Leave Building”** (fire alarm).
    - d. Check for adverse medical symptoms (loss of breath, fainting, etc.) and request immediate medical attention.
    - e. **Isolate, identify and get names** of students and staff that could have been exposed or contaminated.
    - f. **Account** all students and staff.
    - g. Principal will direct other action as required.
    - h. Remain in designated area until contacted.
-

## Fire

Fires can occur at school sites due to the following:

- Sources of ignition near flammable and combustible materials,
  - Overloaded electrical circuits,
  - Wildfires spreading onto school sites from neighboring areas, or
  - Lightening.
1. **Warning:** fire alarm
  2. **Action:**

### Fire at School:

- a. Sound the fire alarm. This will automatically implement Action “Leave Building”,
- b. Maintain control of students at the designated area,
- c. Maintain a safe distance from the fire and the firefighting equipment,
- d. Account for all students,
- e. Stay with students, keeping them together.
- f. Wait for an all clear announcement.

### Fire near School

- a. Determine the need to implement **Action “Leave Building”**,
- b. Determine the need to implement **Action “Directed Transportation”**,
- c. Maintain control of students at the designated area,
- d. Maintain a safe distance from the fire and the firefighting equipment,
- e. Account for all students,
- f. Stay with students, keeping them together,
- g. Wait for an all clear announcement.

## Fallen Aircraft

*Aircraft can fall on schools near airports or in flight paths.*

**1. Warning:**

- a. The engine of an aircraft may sputter or explode prior to the aircraft falling.
- b. The aircraft will give no warning before falling.

**2. Action:** if an aircraft falls on a portion of the school, the following will be accomplished:

- a. Staff will evacuate students from buildings as per fire drill to safe area.
- b. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of a jet aircraft, minimum safe distance is 400 yards.)
- c. School office will immediate notify:
  - Fire Department 911
  - Law Enforcement Agency 911
  - District office (805) 769-1000

**3. Action:** if an aircraft falls near the school, the following will be accomplished:

- a. All students and staff will be kept at a safe distance, up wind, allowing for possible explosion. (Note: in case of jet aircraft, minimum safe distance is 400 yards)
- b. School office will immediately notify:
  - Fire Department 911
  - Law Enforcement Agency 911
  - District office (805) 769-1000

## Dangerous Person on Campus

*A dangerous person could be someone with a legitimate purpose on campus (student, staff, or authorized visitor) or an unauthorized person.*

- Trespasser,
  - Thief or vandal,
  - Armed suspect, or
  - Registered sex offender.
1. **Warning:** The principal or designee will signal for a **“Lockdown”**.
  2. **Action.** In the event of a dangerous person on campus, the following actions will be accomplished:
    - a. Direct all visitors to the office for registration,
    - b. Report the person to the office, with his or her description,
    - c. If indoors, implement **Action :Lockdown”**,
    - d. If outdoors, go immediately to the closest safe cover,
    - e. If gun shots are fired, implement A.L.I.C.E. protocols. A-Alert, L- Lockdown, I- Inform, C- Counter, E -Evacuate.
    - f. Account for all students,
    - g. Stay with students, keeping them together,
    - h. Verbal "ALL CLEAR" and long extended bell signal will indicate end of threat



## Medical Emergencies

1. Medical emergencies include the following:
  - a. Heart attack,
  - b. Stopped breathing,
  - c. Severe bleeding,
  - d. Poisoning,
  - e. Diabetic emergencies, or
  - f. Heat Stroke.
2. **Warning:** Medical emergencies usually occur without warning.
3. If a medical emergency occurs during school hours, the following emergency actions will be accomplished:
  - a. Evaluate the scene of the injury or illness. isolate and secure the area.
  - b. Notify the school office.
  - c. Call (Access Code) 9-1-1, as appropriate.
  - d. If indoors, determine the need to implement **Action “Leave Building”** (affected classroom only) so that students are not unnecessarily exposed to trauma or danger.
  - e. Stabilize the victim, and administer first aid.
  - f. Use standard precautions as outlined in the district “Blood-borne Pathogens Exposure Control Plan.”
  - g. Rejoin students as soon as possible.
  - h. Account for all students and remain with them.
  - i. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.

## **Pandemic**

### **Pandemic**

A Pandemic is defined as an "event in which a disease spreads across several countries and affects a large number of people."

There are four elements associated with pandemics: prevention, communication, action and recovery.

Prevention starts with a school culture of health including:

- Encouraging staff and students to stay home when they are sick
- Teaching proper health hygiene (cover cough/hand washing)
- Regular school cleaning and maintenance
- Providing health insurance for employees
- Providing school-based immunization clinics for annual flu vaccine
- Require student immunization compliance for attendance
- Provided state standard health curriculum throughout students' education

Communication

- Connect with county public health officials
- Connect with state public health officials
- Remain aware of local data/trends and state guidance
- Provided community education on nonpharmaceutical interventions

Action

- Screen individuals for symptoms of illness
- Isolate individuals with symptoms of illness
- Monitor local illness data
- Track student and staff illness related absenteeism
- Encourage personal nonpharmaceutical Interventions:
  - staying home when sick
  - cover a cough or sneeze
  - frequent proper hand washing
- Implement community nonpharmaceutical Interventions:
  - limit face to face contact
  - increase space between students
  - modify attendance policies
  - cancel large school events/extracurricular group activities
  - temporarily dismissing schools based on public health guidance
- Implement community nonpharmaceutical Interventions:
  - increase surface cleaning measures
- Implement strategies for continuing education and essential student services (such as meal, health and social services)

Recover

- Discuss and note lessons learned
- Maintain and expand your emergency planning team
- Revisit your risk-assessment and risk-management plan
- Update and practice your emergency operation and communication plan every 12-18 months

## Earthquake Procedures

*Hazards of ground movement in an earthquake include: items falling from shelves, breaking glass, moving furniture, and building damage and/or collapse*

1. **Warning:** Earthquakes usually strike without warning.

The following actions, as time permits, will be accomplished:

### **Inside school building:**

- a. The teacher, or staff member in authority, will implement **Action “Drop, Cover, and Hold”**.
  - b. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
  - c. Implement **Action “Leave Building”** when, in the judgment of the staff member, the earthquake is over and tremors have subsided. Implement **Action “Leave Building”** (fire alarm). Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
  - d. Maintain control of students. **Do not run!**
  - e. Avoid touching electrical wires and metal objects such as chain link fences.
  - f. Render first aid if necessary.
  - g. Take roll and issue student name tags.
  - h. If possible, school office will immediately notify appropriate agencies/offices as per fire drill.
  - i. Do not return to building for any reason until they have been declared safe by authorized official(s).
2. The principal will determine the advisability or necessity of **Action “Student Release”**. Prior approval must be obtained by the superintendent.

### **In school grounds:**

- a. The staff member in authority implements **Action “Drop, Cover, and Hold”**.
- b. The safest place is in the open. Stay there until the earthquake is over.
- c. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.
- d. Do not run!
- e. Follow procedures c) through i) under “Inside school building”.

## Drop, Cover, and Hold Procedures

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. Teacher signals "**Drop, Cover and Hold**". Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Signal "Evacuation"** fire bell, if necessary. Office staff takes emergency cards to evacuation site.
4. **Principal notifies** (or assigns designee to notify) assistant principal/guidance specialists, campus supervisors, support staff, on-campus childcare, immediately completes an EIR (emergency incident report), initiates an emergency incident report to cabinet, and initiate district phone tree by calling **ESC switchboard 769-1000**.
5. **Principal activates NIMS Plan** (National Incident Management System), as needed.

### If students are in classrooms:

- a. Duck under a desk, cover head w/arms and hold leg of furniture. Turn face away from windows.
- b. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).

### If students are not in classrooms:

- a. Move away from buildings, equipment, utility poles, signs, trees, etc.
- b. Reunite with students in evacuation area.
6. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
7. **Follow the direction of law enforcement** and/or other competent authority upon their arrival. Have extra school maps available for law enforcement.
8. **All Clear will be signaled by Principal.** Only law enforcement can authorize an all clear. It may be hours later.
9. **Principal debriefs** staff, parents/community (Intouch, etc), and students.
10. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area (or Gate)" and "Release Students Area (or Gate)".
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or Aeries "Contacts" print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## Bomb Threat of “Suspicious Object/Device” Procedures

1. **If phone call**, attempt to keep the caller on the line and complete form entitled “Bomb Threat Report” (see attached).
2. Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES
3. **Principal notifies** (or assigns a designee to notify) assistant principal/guidance specialists, campus supervisors, support staff, on campus childcare, immediately completes an EIR (emergency incident report), initiates an emergency incident report to cabinet, and initiate district phone tree on a land-line by calling ESC switchboard 769-1000.
4. **Intercom announcement**, “Please do a quick visual 1-minute scan of your classroom or office for anything unusual.” (A professional/law enforcement officer will decide if it is a bomb device or not) OR Written message for staff (see attached sample) to be sent to staff to search for anything unusual.
5. **Follow the direction of law enforcement.** They will search perimeter, public areas, roof, etc. and assist with crowd control. Have extra school maps available for law enforcement.
6. **Principal activates NIMS Plan** (National Incident Management System), as needed.
7. Secure campus perimeter.
8. **Evacuate, if deemed necessary.** Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
9. **Take roll** and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
10. **All clear will be signaled by Principal.** Only law enforcement can authorize an all clear.
11. **Principal debriefs** staff, parents/community (Intouch, etc), and students.
12. **"Student Release Procedures"** (only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate “Request Student Pick-Up Area (or Gate)” and “Release Students Area (or Gate)”.
  - b. Use signs to direct parents how to line up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or Aeries “Contacts” print-out to verify authorized adults who can pick up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

**Bomb Threat Report/Checklist**

# **BOMB THREAT REPORT**

(To be completed by person receiving bomb threat call or notice.)

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

## Questions to ask

1. When is the bomb going to explode? \_\_\_\_\_
  2. Where is the bomb located? \_\_\_\_\_
  3. What does it look like? \_\_\_\_\_
  4. What kind of bomb is it? \_\_\_\_\_
  5. What will cause the bomb to explode? \_\_\_\_\_
  6. Did you place the bomb? \_\_\_\_\_
  7. Why? \_\_\_\_\_
  8. What is your address? Where are you? \_\_\_\_\_
  9. What is your name? \_\_\_\_\_
- Exact wording of threat: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Sex of Caller? ☐ M ☐ F      Mature? ☐ Yes ☐ No      Youthful voice? ☐ Yes ☐ No      Accent? ☐ Yes  
☐ No

### Caller's voice

- |                                  |   |                                   |   |
|----------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Laughing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Nasal   | <input type="checkbox"/> Normal         | <input type="checkbox"/> Crying   | <input type="checkbox"/> Lisp           |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Familiar       | <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred        | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Whisper        |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Slow           | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Soft           |
| <input type="checkbox"/> Deep    | <input type="checkbox"/> Rapid          | <input type="checkbox"/> Clearing |   |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Throat   |   |

Other: \_\_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_

### Background Sounds

- |                                       |                                     |  |  |
|---------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Traffic    | <input type="checkbox"/> Rapid         | <input type="checkbox"/> Factory Noices    |
| <input type="checkbox"/> Music        | <input type="checkbox"/> Static     | <input type="checkbox"/> House Noices  | <input type="checkbox"/> Phone Booth       |
| <input type="checkbox"/> Voices       | <input type="checkbox"/> Local Call | <input type="checkbox"/> Adult Voices  | <input type="checkbox"/> Dishes Banging    |
| <input type="checkbox"/> Animals      | <input type="checkbox"/> PA System  | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Children's Voices |

Person receiving call: \_\_\_\_\_ Reported to: \_\_\_\_\_

### Language Used

- |  |                                     |   |  |
|--|-------------------------------------|---|--|
| <input type="checkbox"/> Educated      | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message Read by Caller | <input type="checkbox"/> Irrational    |
| <input type="checkbox"/> Foul/Swearing |                                     |   | <input type="checkbox"/> Message Taped |

Signature of employee taking the call: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Work phone: \_\_\_\_\_ Date: \_\_\_\_\_

## Bomb Threat Notices for Staff

### **WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: *Do NOT Read to Students***

*As you read this, try not to cause concern on the part of your students.*

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

### **OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE**

If you discover nothing suspicious, destroy this notice and continue with your lessons.

**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY - DO NOT TOUCH IT!**  
**(a professional/law enforcement officer will decide if it is a bomb device or not)**

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If you discover nothing suspicious, destroy this notice and continue with your lessons.

**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY – DO NOT TOUCH IT!**  
**(a professional/law enforcement officer will decide if it is a bomb device or not)**



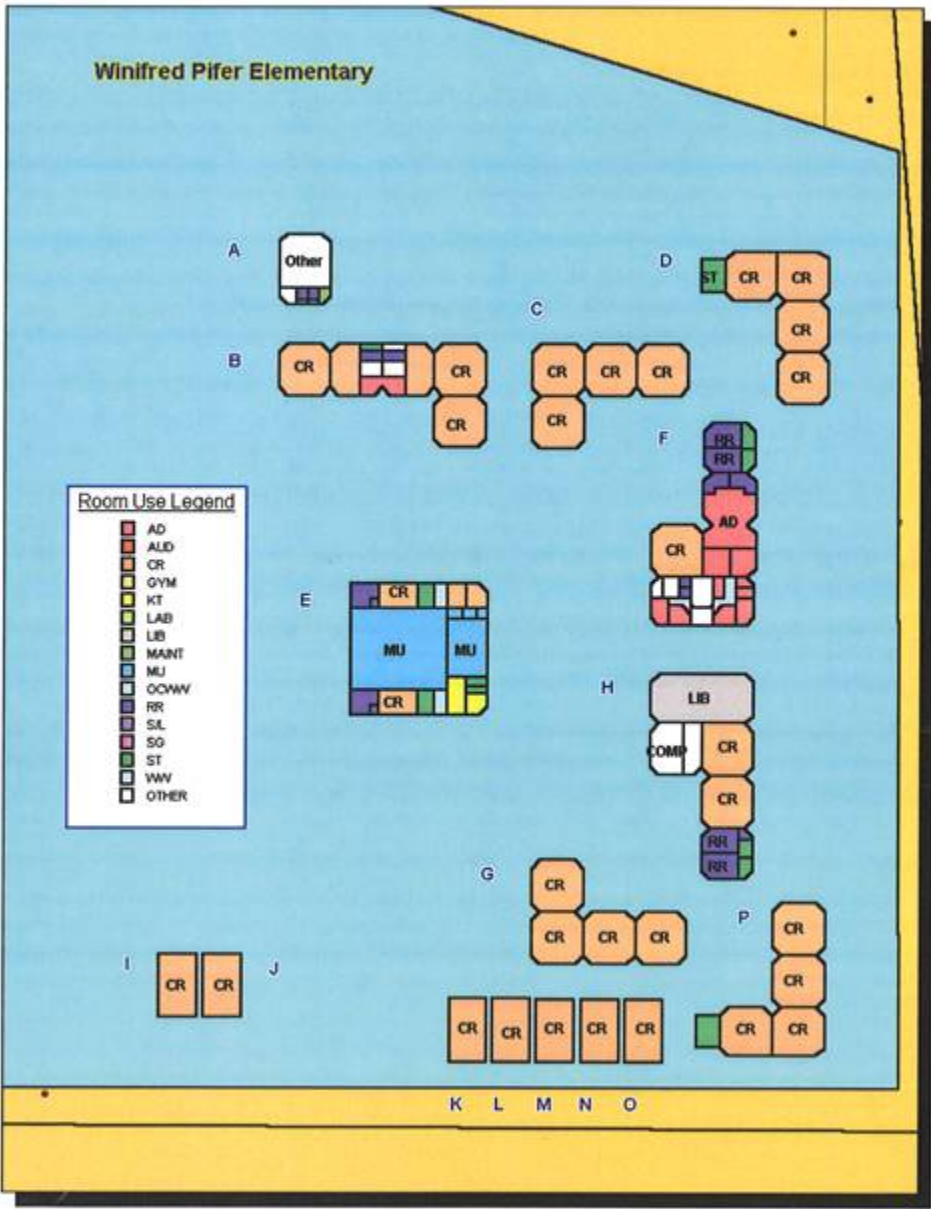
### Staff “Buddy” List

When necessary, a “buddy” or buddy group will take charge of the students of other classes.

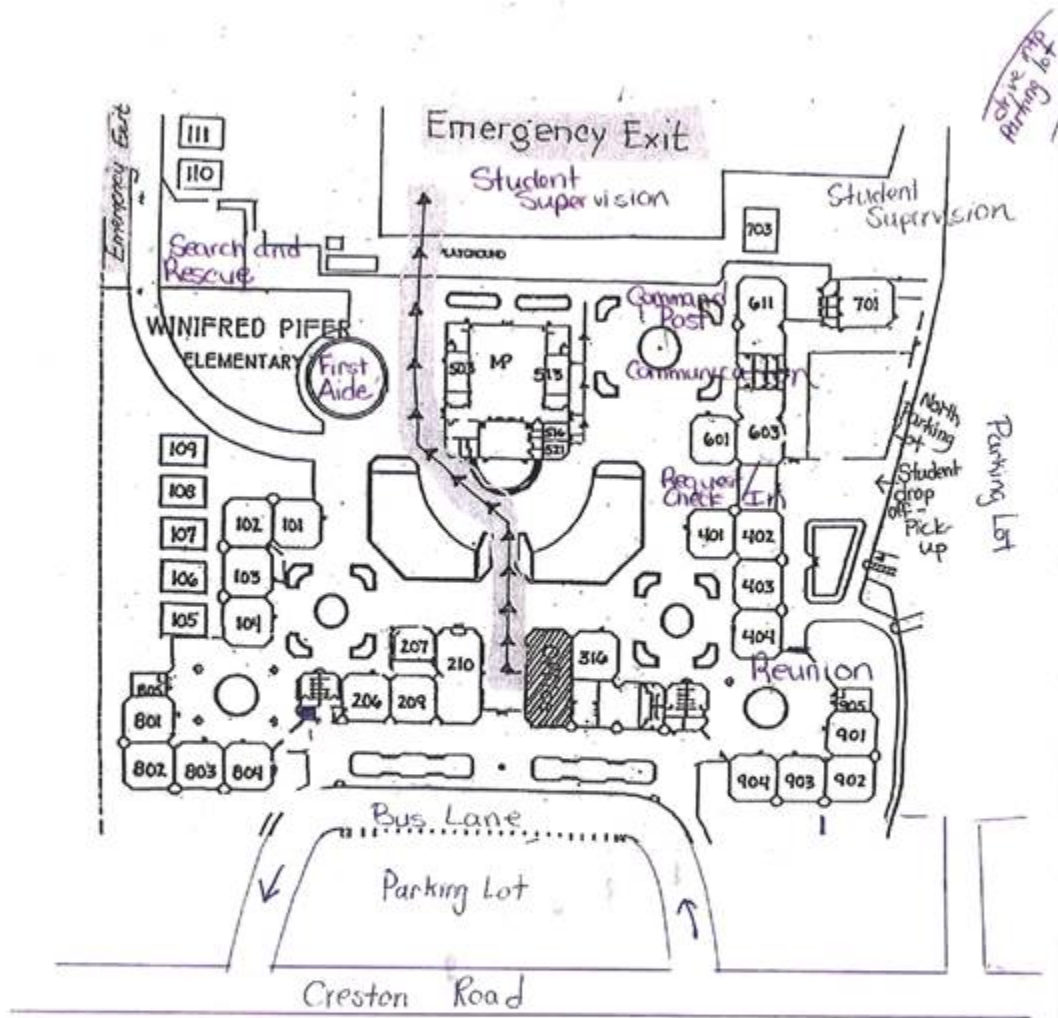
Following the incident and a classroom status check; buddy teachers check with each other to determine: the health of each other, the need to assist with injuries, the need to stay with injured students, etc. Remember: the teacher’s responsibility is to do the greatest good for the greatest number. Students should practice exiting to the evacuation site without the teacher leading them. Teacher should stay back to check the classroom and close the door. (If buddy is not available, give class to another teacher who is remaining on the field and tell Command and Parent Emergency Pick Up who has your class).

Emergency Team	Student Supervision
Julie Madden	Cynthia Steaffens
Allison Root	Stacy Bruce
Carmen Caruana	Melissa Almquist
Kelsey Guerrero	Jill Berry
Alexis Farrell	Sonja Bivin
Lisa Tibbetts	Diana Macken
Laura Eras	Christy Lutz
Katie Mitchell	Elizabeth Bartlett
Rose Patch	Guadalupe Ruiz
Fatima Bea Santoro	Nita Soltes
Alicia Volz	
Karen McCormick	

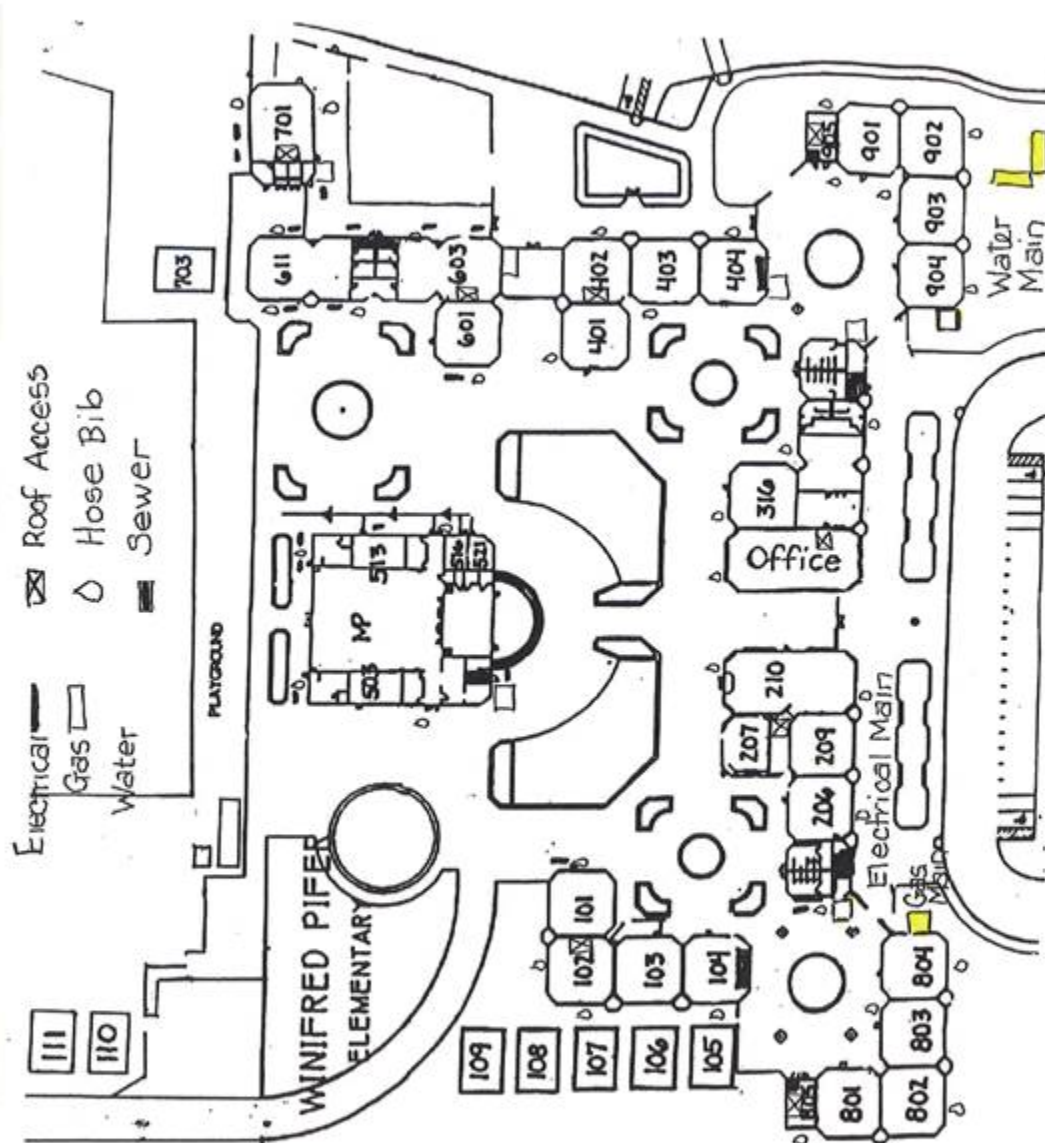
W. School Map

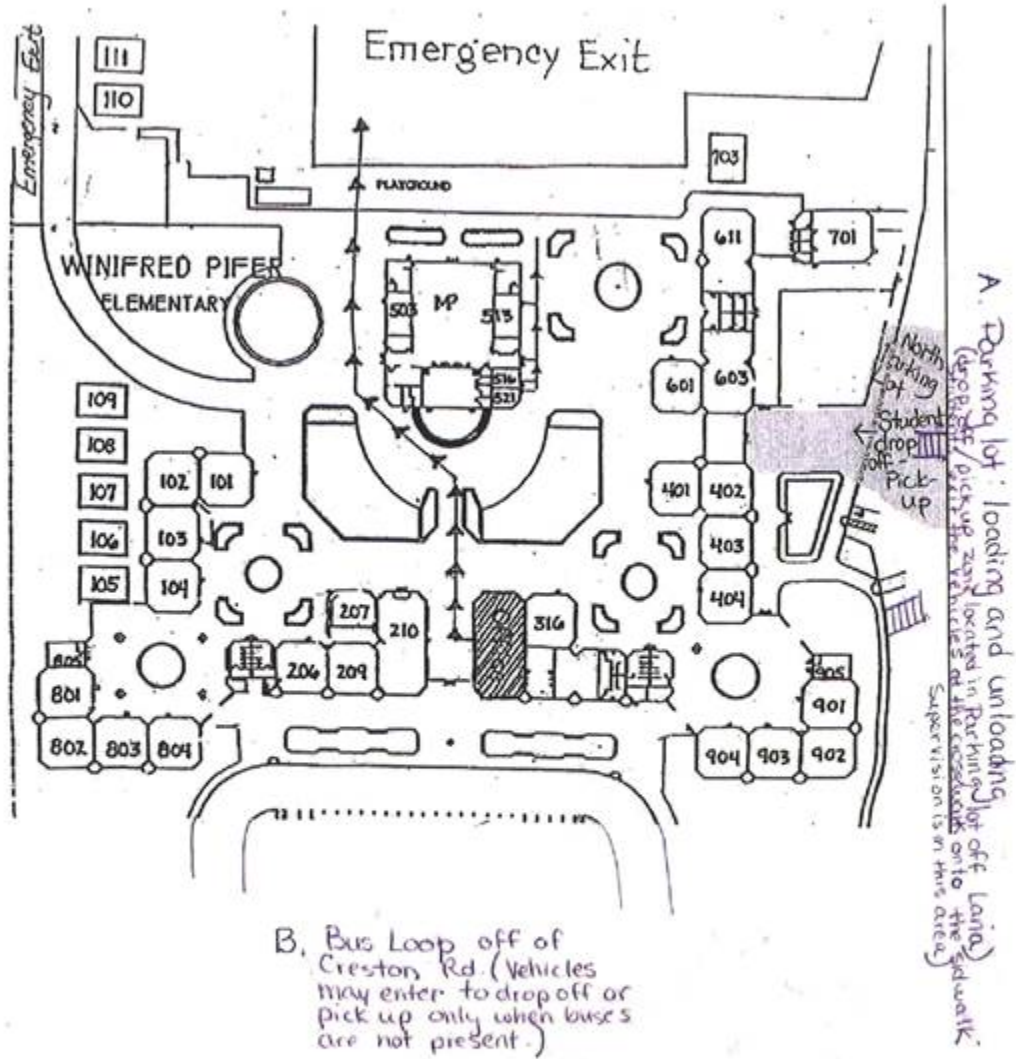


### Y. School Map – Evacuation Routes and Staging Location



# X. School Map – Utilities



**Z. Student Drop Off and Pick Up Traffic Patterns**



[illegible]

Drawn By: Lewis

## NIMS (National Incident Management System Plan)

<b>District Name</b>	Paso Robles Joint Unified School District	<b>Phone</b>	805-769-1000	<b>School Name</b>	Winifred Pifer Elementary School's	<b>Phone</b>	(805 ) 769-1300
<b>Street Address</b>	800 Niblick Road			<b>Street Address</b>	1350 Creston Road		
<b>City Zip Code</b>	Paso Robles Ca. 93446			<b>City Zip Code</b>	Paso Robles, CA 93446		

**Instructions:** Please update annually due by October 1, Submitted to the District Safety Officer.

A copy will be kept on file with the District Safety Officer, Paso Robles Emergency Services and San Luis Obispo County Office of Emergency Services.

### Emergency Phone Numbers

	Name	Phone		Organization	Phone
<b>Superintendent</b>	Curt Dubost	(559) 217-4707	<b>Electric Company</b>	Pacific Gas and Electric	(800) 743-5000
<b>Deputy Superintendent</b>	Jen Gaviola	(559) 213-4629	<b>Gas Company</b>	Southern California Gas Co.	(800) 427-2200
<b>Chief Academic Officer</b>	Nate Maas	(805) 458-5799	<b>Sewer Company</b>	City of Paso Robles	(805) 237-3996
<b>Principal</b>	Megen Guffey	(805) 748-8864	<b>Water Company</b>	City of Paso Robles	(805) 237-3866
<b>Designee</b>	Stephenie Walker	(808) 351-5246	<b>Nearest Hospital</b>	Twin Cities Comm. Hospital	(805) 434-1221
<b>School Nurse</b>	Doris Vermy	(805) 712-3837	<b>Fire Station</b>	Paso Robles Emergency Services 911	(805) 227-7560
<b>Transportation</b>	Kelly Stainbrook	(805) 286-5767	<b>Police Dept.</b>	Paso Robles Police Dept. 911	(805) 237-6464
<b>Facilities-Maintenance</b>	Nelson Payton	(805) 286-7687	<b>Other</b>	County Fire	(805) 543-4242

Evacuation Sites			Shut Offs and Switches			
Designate as a Primary, Secondary, or Alternate Site	Location	# of students/adults To be Evacuated		Location	Contact	Phone
Primary	Blacktop	500	<b>Electric</b>	See attached map	Lisa Sinclair	674-5284
Secondary	Grass Field	500	<b>Gas</b>	In front of school	Lisa Sinclair	674-5284
Walking Evacuation Site	Redeemer Baptist Church	500	<b>Water</b>	In front of school	Lisa Sinclair	674-5284
Sister School/ Reunification Site	Paso Robles HS Main Gym	500	<b>Telephones</b>			

			Any On-site Hazardous Materials			
--	--	--	---------------------------------------	--	--	--

Incident Command Team <i>(responsible for directing and documenting on site emergency activities)</i>			
<b>Incident Commander</b> <i>Directs on site emergency operations</i>	Megen Guffey (805) 748-8864	<b>Agency Liaison Officer</b> <i>Coordinates w/ outside agencies</i>	Nate Maas (805) 458-5799
<b>Backup Incident Commander</b>	Stephenie Walker (808) 351-5246	<b>Backup Agency Liaison Officer</b>	Jennifer Gaviola (559) 213-4629
<b>Public Information Officer</b>	Jennifer Gaviola (559) 213-4629	<b>Safety Officer Ensures emergency activities are conducted safely</b>	Tony Ruiz (805) 431-5111
<b>Backup Public Information Officer</b>	Erin Haley (805) 423-9485	<b>Backup Safety Officer</b>	Dustin Virgil (805) 635-4597

Incident Command Team Meeting Locations <i>(Indicate locations where the Incident Command Team will convene during an emergency-Is there power and phone service?) (NO)</i>	Primary	Secondary
	Office	North hard court/rear tables

Color Key		
Students present in these team areas	Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)	Information in this category represents districts resources to serve their students and to respond in the event of an emergency



<b>District Name</b>	Paso Robles Joint Unified School District	<b>Phone</b>	805-769-1000	<b>School Name</b>	Winifred Pifer Elementary School's	<b>Phone</b>	(805 ) 769-1300
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<b><u>Search &amp; Rescue Team 1</u></b> <i>Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms.</i> Meeting Location (inside): Meeting Location (outside): <b>Blacktop by C Train</b>	<b>Leader</b>	Allison Root (radio)	<b><u>Crisis-Psychological First Aid Team</u></b> <i>Provides psychological counseling for students/staff</i> District ICOE  <b>Meeting Location (inside): School Office</b> <b>Meeting Location (outside): Outdoor Stage</b>	<b>Leader</b>	Adrienne Clansy
	<b>Alternate Leader</b>	Julie Madden		<b>Alternate Leader</b>	Suzanne Balderrama
	<b>Member 1</b>	Erika Rangel		<b>Member 1</b>	Fatima Bea Santoro
	<b>Location of Search</b>	Rooms 601-703, 401- 404, 901-904			
<b><u>Search &amp; Rescue Team 2</u></b> <i>Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms.</i> Meeting Location (inside): Meeting Location (outside): <b>Blacktop by C Train</b>	<b>Leader</b>	Kelsey Guerrero (radio)	<b>Request / Reunion Gate Teams</b> <i>Process request(s) for student pick-up. Reunites parents or guardians at Reunion Gate</i>  <b>Meeting Location (outside): Between Room 601 &amp; 401</b>	<b>Leader</b>	Rosanna Morales (radio)
	<b>Alternate Leader</b>	Carmen Caruana		<b>Alternate Leader</b>	Betsy King
	<b>Member 1</b>	Karen Anderson		<b>Member 1</b>	Christy Jaureguy
	<b>Location of Search</b>	Staff Lounge,/Work Room, Office, Room 316, Library, Computer Lab, 206, 209, 801-804			
<b><u>Search &amp; Rescue Team 3</u></b> <i>Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms.</i> Meeting Location (inside): Meeting Location (outside): <b>Blacktop by C Train</b>	<b>Leader</b>	Lisa Tibbetts (radio)			
	<b>Alternate Leader</b>	Alexis Farrell			
	<b>Member 1</b>	Linda Ravera			
	<b>Location of Search</b>	101-110, Multipurpose Room, 503-521			
<b><u>Search &amp; Rescue Team 2</u></b> <i>Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of</i>					

classrooms. Meeting Location (inside): Meeting Location (outside):					
<u>Security / Utilities Team</u> <i>Ensure security of the school site and short-term repairs</i> <u>• Fire Suppression / HazMat Team</u> <i>Extinguish fires &amp; evaluate chemical spills</i> <u>• Supply / Equipment Team</u> <i>Ensure adequate supplies &amp; equipment are available</i> Meeting Location (inside): Meeting Location (outside): <b>C-Train</b>	Leader	Lisa Sinclair (radio)	<b>Reunion Gate Teams</b> ( <i>encourage a separate reunion gate be staffed if school enrollment exceeds 800</i> )  <b>Meeting Location (outside):</b>		
	Alternate Leader	Robert Dawson			
	Member 1				
	Member 2				
	Member 3				
<u>Assembly Area Team</u> <i>Ensures safe evacuation &amp; accounting of all students/staff</i> Meeting Location (inside): <b>Multi Purpose Room</b> Meeting Location (outside): <b>Blacktop/basketball court near portables B and C</b>	Leader	Katie Mitchell	<u>First Aid / Medical Team</u> <i>Ensure first aid supplies are available &amp; administered</i>  <b>Meeting Location (inside): Meeting Location (outside): Next to operations center_____</b>	Leader	Doris Vermy
	Alternate Leader	Laura Eras		Alternate Leader	Rose Patch
	Member 1	Karen McCormick		Member 1	Alicia Volz
	Member 2			Member 2	
	Member 3			Member 3	
Documentation	Primary		Communication	Primary	
	Alternate			Alternate	
Facilities Manager	PM Name		School Safety Committee Representative	Chair Person	

<b>Color Key</b>		
Students present in these team areas	Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)	Information in this category represents districts resources to serve their students and to respond in the event of an emergency

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<b>Street Address</b>	800 Niblick Road			<b>Street Address</b>	1350 Creston Road		
<b>City Zip Code</b>	Paso Robles Ca. 93446			<b>City Zip Code</b>	Paso Robles, CA 93446		

**Plan for Loss of Utilities** *(Indicate specific plan for establishing alternative water, electricity, natural gas supply, and alternative methods of communication)*

<b>Water:</b> <i>(Plan should include alternative water source for drinking water, fire suppression, food service &amp; toilet)</i>	
Drinking Water	PTA Room 111, 8-30 gallon water heaters, five 55 gallon drinking water drums
Food Service	Kitchen on site. Stock for 1 day
Fire Suppression	Extinguishers in each classroom
Toilet	# of bathrooms: Girls: 2 Boys: 2 Staff: 2 Adult Visitors Male: 1 Adult Visitors Female: 1 Kinder Room 1: Has 1 bathroom, Kinder Room 2: Has 1 bathroom, Transitional Kinder: 1, Room 316 has 1, Room 701 has 1, Room 703 has 2
<b>Electricity:</b> <i>(Plan should provide alternative electrical source for ventilation &amp; emergency lighting)</i>	
Battery Lights	5 Emergency Kits with Flashlights
Generator (hours/days of power; what is powered; and fuel source)	East Side Generator
Natural Gas	Yes
Food Service	Yes
<b>Communication:</b>	
Cell Phone	Megen Guffey, Principal (805) 748-8864; Rosanna Morales, Secretary (805) 674-0271; Stephenie Walker, GS (808) 351-5246
Radio (type+frequency)	Yes – 9 radios – RX 462.075 TX 467.075 C tone

<b>AUTHORIZATION CONTACT NAME</b>	<b>phone</b>	<b>location</b>
<b>(1) Nate Maas</b>	<b>(805)458-5799</b>	<b>District</b>
<b>(2) Kelly Stainbrook</b>	<b>(805) 286-5767</b>	<b>School Support Facility</b>
<b>Facilities- contact name</b>	<b>Nelson Payton</b>	<b>phone 805-286-7687 location Support Services Facility (District)</b>
Gym-Multipurpose Room	Capacity-# of people 406 (212 for dining) # of sq ft 2,604 # of restrooms 2 # of showers 0	
Cafeteria	Capacity-# of people 406 (212 dining) # of sq ft 2604 Type of Food Prep Prepped by PRSD Culinary	

Classrooms	Total # 24
<b>Staff- contact name</b>	<b>Megen Guffey</b> <b>phone (805) 748-8864</b> <b>location Winifred Pifer</b>
School Psychologists	#: 1 Adrienne Horton (707) 472-8199
School Nurse	#: 1 Doris Vermy (805) 863-7767
Certificates for CPR	#: 5
Certificates for EMT or Paramedics	#: 0
Bus Drivers	#: Provided by Transportation
<b>Equipment- contact name</b>	<b>Nelson Payton</b> <b>phone (805) 286-5767</b> <b>location Support Services Facility (District)</b>
Buses, capacity, radios	# of buses: 13 , capacity: 48/84 , radio frequency yes , frequency (dist.): TX 467.075 C tone 243N Rec. 462.075 243N)
Earthmoving equipment	None at site
Other emergency equip	Equipment shed

<b>Color Key</b>		
Students present in these team areas	Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)	Information in this category represents districts resources to serve their students and to respond in the event of an emergency

## Site Emergency Supplies

**Site Name** Winifred Pifer Elementary School's

**Number of student's on site:** 482. **Number of Staff on site:** 59. **Total on site:** 594.

Recommended Item	Recommended amount	# on site	Location	Amount still needed at site
30 PERSON FIRST AID KIT	1 PER SITE	1	C-Train	0
50 PERSON FIRST AID KIT	1 PER SITE	1	C-Train	0
30 PERSON EMT LEVEL TRAMA KIT	1 PER 500	1	C-Train	0
BACK BOARDS	1 PER 500	4	C-Train	0
DISPOSABLE CUPS	1 PER PERSON	30	Nurses Office	564
DISPOSABL GLOVES	2 BOXES	2	C-Train	0
DUST MASK	25 PER 100	0		150
EMEGENCY BLANKETS	10 PER 100	205	C-Train	0
EMERGENCY FOOD	1 DAY	1 Day	Kitchen	0
EMERGENCY WATER	½ GALLON PER PERSON	250 Gal	C-Train	47 Gal
WATER AMOUNT IN BOILER				
FIRST AID BOOK	2 EACH	1	Nurses Office	1
FIRST AID KITS / LOCKDOWN KIT	1 PER CLASSROOM	0FA/35LD	First Aid-Pending/Lock down in classrooms	35 FA/ 0 LD
SPLINTS	1 PER 50	35	C-Train	0
TRIAGE TAGS	50	0		50
WET WIPES	1 PER 50	212	C-Train	0

## Site Emergency Equipment

**Site Name** Winifred Pifer Elementary School's

**Number of student's on site:** 482. **Number of Staff on site:** 59. **Total on site:** 594.

Recommended Item	Recommended amount	# on site	Location	Amount still needed at site
AM / FM RADIO	1	1	Office Mail Room	0
BARRIER TAPE	3 ROLLS	0		3 Rolls
BIOHAZARD KIT	1 PER SITE	0		1
EMERGENCY SHELTER	1 PER SITE	0		1
EMERGENCY SHUT OFF WRENCH (WATER AND GAS)	1 PER SITE	1	By gas shut off	0
EMERGENCY TWO WAY RADIOS	30 AT HS 20 AT JH 10 AT ELM	10	Office and Staff Lounge	0
FLASH LIGHTS	1 PER CLASSROOM	0		38
GLOW STICKES	1 PER CLASSROOM	0		38
SEARCH AND RESQUE MOBILE PACKS	20 ABOVE 1,500 10 ABOVE 750 5 ABOVE 500	7	C-Train	0
SEARCH AND RESQUE RESPONSE KIT ( IN THE YELLOW ROLLING TRASH CAN)	1 PER SITE SEE ATACHED LIST	0		1
STUDENT RELEASE KIT	1 PER SITE	0		1
WATER FILTER	1 PER SITE	0		1

**Student Emergency Release Form**

**Student Emergency Release Form**  
**Entrega de Información del Estudiante en Caso de Emergencia**  
(one form for each student / una forma por estudiante)

**To be Taken by Runner**  
**De ser Tomado por el Mensajero**

Student's Name / Nombre del Estudiante \_\_\_\_\_

Teacher / Maestro \_\_\_\_\_ Grade / Grado \_\_\_\_\_

Requested by / Solicitante \_\_\_\_\_

\*\*\*\*\*

**To be filled in by Request Gate Staff**  
**De ser completado por el Personal de la Puerta de Solicitud**

Proof of I.D. / Comprobante de Identificación \_\_\_\_\_

Name on Emergency Card / Nombre en la Tarjeta de Emergencia \_\_\_\_\_

Yes or No

\*\*\*\*\*

**Student's Status - To be filled in by Teacher**  
**Estatus del Estudiante - De ser completado por el Maestro**

Sent with Runner/ Enviado con el Mensajero \_\_\_\_\_ Absent/Ausente \_\_\_\_\_

First Aid/Primeros Auxilios \_\_\_\_\_ Missing/Desaparecido \_\_\_\_\_

\*\*\*\*\*

**To be filled in by Release Gate Staff**  
**De ser completado por el Personal de la Puerta de Salida**

Proof of I.D. / Comprobante de Identificación \_\_\_\_\_

Name on Emergency Card / Nombre en la Tarjeta de Emergencia \_\_\_\_\_

Yes or No

**To be filled in by Requester**  
**De ser completado por el Solicitante**

Requester Signature / Firma del Solicitante \_\_\_\_\_

Destination / Destinación \_\_\_\_\_

Date / Fecha \_\_\_\_\_





## Roles and Responsibilities

### 1. Commander (Principal)

The *Site Commander* is solely responsible at the site level for emergency/ disaster operations and shall remain at the command post to observe and direct all operations. Ensure safety of students, staff, and others on campus. Lead by example: your behavior sets the tone for staff and students. Below is a checklist of responsibilities

#### Start-up Actions

- \_\_\_1. Obtain your personal safety equipment, i.e., hard hat, vest, clipboard (with job description sheets).
- \_\_\_2. Assess type and scope of emergency.
- \_\_\_3. Determine threat to human life and structures.
- \_\_\_4. Implement emergency/disaster plan and hazard specific procedures.
- \_\_\_5. Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- \_\_\_6. Activate functions (assign positions) as needed.
- \_\_\_7. Fill in "Incident Assignments" form.
- \_\_\_8. Appoint a backup or alternate SC. Ongoing

#### Operational Duties

- \_\_\_1. Continue to monitor and assess total district situation:
  - \_\_\_2. View site map periodically for site S&R progress and damage assessment information.
  - \_\_\_3. Check with chiefs for periodic updates
  - \_\_\_4. Reassign personnel as needed
  - \_\_\_5. Report (through Communications) to school district on status of students, staff and campus as needed. (Site Status Report)
  - \_\_\_6. Develop and communicate revised incident action plans as needed.
  - \_\_\_7. Begin student release when appropriate. NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent/Incident Commander, except individuals on request of parent/guardian.
  - \_\_\_8. Authorize release of information.
  - \_\_\_9. Utilize your back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the CP.
  - \_\_\_10. Plan regular breaks for all staff and volunteers. Take care of your caregivers!
  - \_\_\_11. Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "Disaster Workers".
  - \_\_\_12. Remain on and in charge of the district until redirected or released by the Superintendent. Closing Down
- 
- \_\_\_1. Authorize deactivation of sections, branches, or units when they are no longer required.
  - \_\_\_2. At the direction of the Superintendent, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear", contact the district/IC before taking any further action.
  - \_\_\_3. Ensure that any open actions not yet completed will be taken care of after deactivation.
  - \_\_\_4. Ensure the return of all equipment and reusable supplies to Logistics.
  - \_\_\_5. Close out all logs. Ensure that all logs, reports and other relevant documents are completed and provided to the Documentation Unit.
  - \_\_\_6. Proclaim termination of the emergency and proceed with recovery operations if necessary.

### 2. Command Staff –Safety Officer

The *Safety Officer* ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist. Below is a checklist of responsibilities.

#### Start-up Actions

- \_\_\_1. Check in with Site Commander (SC) for situation briefing.
- \_\_\_2. Obtain necessary equipment and supplies from Logistics.
- \_\_\_3. Put on position identifier, such as vest, if available.
- \_\_\_4. Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
- \_\_\_5. Document the following:
  - a) Messages received

- b) Action taken
- c) Decision justification and documentation
- d) Requests filled

#### Operational Duties

- \_\_\_1. Monitor drills, exercises, and emergency response activities for safety. Identify and mitigate safety hazards and situations.
- \_\_\_2. Stop or modify all unsafe operations.
- \_\_\_3. Ensure that responders use appropriate safety equipment.
- \_\_\_4. Think ahead and anticipate situations and problems before they occur. Anticipate situation changes, such as severe aftershocks, in all planning.
- \_\_\_5. Keep the Site Commander advised of your status and activity, and on any problem areas that now need or will require solutions.

#### Closing Down

- \_\_\_1. When authorized by SC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit. Return equipment and reusable supplies to Logistics.

### 3. Operations Chief

The *Site Operations Chief* manages the direct response to the disaster, which can include the following: Site Facility Check/Security, Search & Rescue, Medical, Student Care, and Student Release. Staff is assigned to assist with the jobs. Below is a checklist of responsibilities.

#### Start-up Actions

- \_\_\_1. Check in with Site Commander for situation briefing.
- \_\_\_2. Obtain necessary equipment and supplies from Logistics.
- \_\_\_3. Put on position identifier, such as vest, if available.

#### Operational Duties

- \_\_\_1. Assume the duties of all operations positions until staff is available and assigned.
- \_\_\_2. As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- \_\_\_3. If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- \_\_\_4. Coordinate Search & Rescue operations. Appoint S&R Team Leader to direct their operations if necessary.
- \_\_\_5. As information is received from Operations staff, pass it on to Situation Analysis and/or the Site Commander.
- \_\_\_6. Inform the Plans Chief of Operations' tasks and priorities.
- \_\_\_7. Make sure that Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- \_\_\_8. Schedule breaks and reassign Operations staff within the section as needed.

#### Closing Down

- \_\_\_1. At the Site Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- \_\_\_2. Return equipment and reusable supplies to Logistics.
- \_\_\_3. When authorized by SC, deactivate the section and close out all logs.
- \_\_\_4. Provide logs and other relevant documents to the, Documentation Unit.

### 4. Logistics Chief

The *Site Logistics Chief* is responsible for providing facilities, personnel, services, equipment, and materials in support of the site. **Works directly with Operations Chief.** Below is a checklist of responsibilities.

#### Start-up Actions

- \_\_\_1. Check in with Site Commander (SC) for situation briefing.
- \_\_\_2. Open supplies container or other storage facility.
- \_\_\_3. Put on position identifier, such as vest, if available.
- \_\_\_4. Begin distribution of supplies and equipment as needed.
- \_\_\_5. Ensure that the Command Post and other facilities are set up as needed Operational

#### Duties

- \_\_\_1. Assume the duties of all Logistics positions until staff is available and assigned.
- \_\_\_2. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- \_\_\_3. Coordinate supplies, equipment, and personnel needs with the IC. Maintain security of cargo container, supplies, and equipment.

#### Closing Down

- \_\_\_1. At the SC's direction, deactivate the section and **close** out all logs.
- \_\_\_2. Verify that closing tasks of all Logistics positions have been accomplished.
- \_\_\_3. Secure all equipment and supplies.

### 5. Search and Rescue Teams

#### Safety Rules

- \_\_\_1. **Buddy system: Minimum of two persons per team.** Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.** Below is a checklist of responsibilities.

#### Start-up Actions

- \_\_\_1. Obtain all necessary equipment from container. See list below. **You must be wearing sturdy shoes and long sleeves.** Put batteries in flashlight
- \_\_\_2. Check at command post for assignment

#### Operational Duties

- \_\_\_1. Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires if possible.
- \_\_\_2. Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- \_\_\_3. If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (example: "Room A-123 is clear").\*
- \_\_\_4. When injured victim is located, team transmits location, number, and condition of injured to CP. Do not use names of students or staff. Follow directions from CP. Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map), and report information to CP.
- \_\_\_5. Keep radio communication brief and simple. No codes. Closing

#### Down

- \_\_\_1. Return equipment to Logistics.
- \_\_\_2. Provide maps and logs to the Documentation Unit.

*\*Remember – If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.*

### 6. Student Release

Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.

#### Start-Up Actions

- \_\_\_1. Obtain and wear vest or position identifier, if available.
- \_\_\_2. Check with Operations Chief for assignment to Request Gate or Release Gate.
- \_\_\_3. Obtain necessary equipment and forms from Logistics.
- \_\_\_4. Secure area against unauthorized access. Mark gates with signs.
- \_\_\_5. Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- \_\_\_6. Have Student Release Forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
- \_\_\_7. Set up Release Gate some distance from Request Gate. Operational

#### Duties

- \_\_\_1. Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- \_\_\_2. *Refer all requests for information to the District Public Information Officer. Do not spread rumors!*
- \_\_\_3. If volunteers arrive to help, send those with Disaster Volunteer badges with photo I.D. to Logistics. If they are not registered (do not have badges), direct them to a branch library to register.

#### Procedures

- \_\_\_1. Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.
- \_\_\_2. Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
- \_\_\_3. Staff instructs the requester to proceed to the Release Gate.
- \_\_\_4. If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the Out Box. If there is only one copy, runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the Out Box.
- \_\_\_5. Runner takes form(s) to the designated classroom. If Student

#### is with Class

- \_\_\_1. Runner shows Student Release Form to the teacher.
- \_\_\_2. Teacher marks box, **"Sent with Runner"**.
- \_\_\_3. If appropriate, teacher sends parent copy of first aid form with the runner.
- \_\_\_4. Runner walks student(s) to Release Gate.
- \_\_\_5. Runner hands paperwork to release personnel.
- \_\_\_6. Release staff match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student. Parents are given the Notice of First Aid Care Given, if applicable.

#### If Student is not with the Class

- \_\_\_1. Teacher makes appropriate notation on Student Release Form: **"Absent"** if student was never in school that day.  
**"First Aid"** if student is in Medical Treatment area.  
**"Missing"** if student was in school but now cannot be located.
- \_\_\_2. Runner takes Student Release Form to CP.
- \_\_\_3. CP verifies student location if known and directs runner accordingly.
- \_\_\_4. If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to CP for verification.
- \_\_\_5. Parent should be notified of missing student status and escorted to crisis counselor.
- \_\_\_6. If student is in first aid, parent should be escorted to Medical Treatment Area.
- \_\_\_7. If student was marked absent, parent will be notified by staff member. Closing

#### Down

- \_\_\_1. At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- \_\_\_2. Complete all paperwork and turn into the Documentation Unit.

*NOTE: If a parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency card and place in out box.*

## 7. Student Care

Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area. Start-Up

#### Actions

- \_\_\_1. Wear identification vest if available.
- \_\_\_2. Take job description clipboard, and radio.
- \_\_\_3. Check in with Operations Chief for situation briefing. Assign personnel to assignments as needed.
- \_\_\_4. If school is evacuating:
  - Verify that the assembly area and routes to it are safe.
  - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
  - Initiate the set-up of portable toilet facilities and hand-washing stations.

#### Operational Duties

- \_\_\_1. Monitor the safety and well-being of the students and staff in the Assembly Area.
- \_\_\_2. Administer minor first aid as needed.
- \_\_\_3. Support the Student Release process by releasing students with appropriate paperwork.
- \_\_\_4. When necessary, provide water and food to students and staff.
- \_\_\_5. Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
- \_\_\_6. Make arrangements to provide shelter for students and staff.
- \_\_\_7. Arrange activities and keep students reassured.
- \_\_\_8. Update records of the number of students and staff in the assembly area (or in the buildings).
- \_\_\_9. Direct all requests for information to the PIO. Closing

#### Down

- \_\_\_1. Return equipment and reusable supplies to Logistics.
- \_\_\_2. When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

### 8. Student Care: Teacher Responsibilities

- \_\_\_1. Assess situation and remain calm.
- \_\_\_2. If ground is shaking, lead "Duck, Cover, and Hold On".
- \_\_\_3. Calm, direct, and give aid to students.
- \_\_\_4. Assist seriously injured students if possible.

#### Lockdown or Shelter in Place

- \_\_\_1. If gunfire or explosions are heard, get everyone to lie flat on the floor.
- \_\_\_2. If Shelter in Place is activated, follow procedures.

#### Evacuation

- \_\_\_1. Check with buddy teacher and assist as necessary.
- \_\_\_2. Take classroom kit, emergency cards, and roll book.
- \_\_\_3. Evacuate to emergency assembly area.
- \_\_\_4. Check buddy teacher and assist if necessary or evacuate both classes together.
- \_\_\_5. Use safest route, alert for hazards; quickly and quietly.
- \_\_\_6. Door closed but unlocked for Search & Rescue access. Assembly

#### Area

- \_\_\_1. Instruct students to sit on grass or blacktop.
- \_\_\_2. Take attendance and complete "Student Accounting Form".
- \_\_\_3. One of each pair of buddy teachers takes accounting forms to Documentation and reports for assignment at CP.

#### Remaining Supervising Teacher

- \_\_\_1. Supervise and reassure students.

- \_\_\_2. Administer first aid as necessary, or send student to First Aid area with his/her emergency card.
- \_\_\_3. Fill out "Notice of First Aid Care" form if first aid is given. Retain one copy; attach the other to the emergency card.
- \_\_\_4. Locate emergency cards for each student.
- \_\_\_5. Keep a record of location of all students at all times, using the Student Accounting Form.
- \_\_\_6. Be alert for latent signs of injury/shock in all students. Student

#### Release

- \_\_\_1. Student runners will bring form requesting student.
- \_\_\_2. Note that student has left on the Student Accounting Form.
- \_\_\_3. Send emergency card and any first aid forms with student.
- \_\_\_4. Student will accompany runner to release area.
- \_\_\_5. If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit.
- \_\_\_6. Avoid confrontations.

### 9. Medical Team Leader

The *Medical Team Leader* is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or Site Commander (SC) when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths. Below is a checklist of responsibilities.

#### Start-up Actions

- \_\_\_1. Establish scope of disaster with SC and determine probability of outside emergency medical support and transport needs.
- \_\_\_2. Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- \_\_\_3. Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- \_\_\_4. Assess available inventory of supplies and equipment.
- \_\_\_5. Review safety procedures and assignments with personnel.
- \_\_\_6. Establish point of entry ("triage") into treatment area.
- \_\_\_7. Establish "immediate" and "delayed" treatment areas.
- \_\_\_8. Set up a separate Psychological First Aid area if staff levels are sufficient. Operational

#### Duties

- \_\_\_1. Oversee care, treatment, and assessment of patients.
- \_\_\_2. Ensure caregiver and rescuer safety. Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- \_\_\_3. Make sure that accurate records are kept.
- \_\_\_4. Provide personnel response for injuries in remote locations or request Transport Team from Logistics.
- \_\_\_5. If needed, request additional personnel from Logistics.
- \_\_\_6. Brief newly assigned personnel.
- \_\_\_7. Report deaths immediately to Site Commander.
- \_\_\_8. Keep Operations Chief informed of overall status.
- \_\_\_9. Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- \_\_\_10. Stay alert for communicable diseases and isolate appropriately.
- \_\_\_11. Consult with Site Student Care regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

#### Closing Down

- \_\_\_1. At the Incident Commander's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- \_\_\_2. Return equipment and reusable supplies to Logistics.
- \_\_\_3. When authorized by IC, deactivate the section and close out all logs.
- \_\_\_4. Provide logs and other relevant documents to the Documentation Unit.

### 10. Morgue (for Medical Team Leader)

## Personnel

- \_\_\_1. To be assigned by the Operations Chief if needed. Start-up

## Actions

- \_\_\_1. Check with Site Commander for direction.  
\_\_\_2. If directed, set up morgue area. Verify:  
- Tile, concrete, or other cool floor surface  
- Accessible to Coroner's vehicle  
- Remote from assembly area  
- Security: Keep unauthorized persons out of morgue.  
- Maintain respectful attitude.

## Operational Duties

- \_\_\_1. After pronouncement or determination of death:  
\_\_\_2. *Confirm that the person is actually dead.*  
\_\_\_3. **Do not** move the body until directed by Command Post (CP).  
\_\_\_4. **Do not** remove any personal effects from the body. Personal effects must remain with the body **at all times.**  
\_\_\_5. As soon as possible, **notify the CP (Site Commander)**, who will attempt to notify Incident Commander/district CP of the location and, if known, the identity of the body. They will notify the Coroner.  
\_\_\_6. Keep accurate records and make available to law enforcement and/or the Coroner when requested.  
\_\_\_7. Write the following information on two tags:  
- Date and time found.  
- Exact location where found.  
- Name of decedent if known.  
- If identified - how, when, by whom.  
- Name of person filling out tag.  
- Attach one tag to body.  
\_\_\_8. If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.  
\_\_\_9. Place any additional personal belongings found in a separate container and label as above. Do not attach to the body - store separately near the body.

## Closing Down

- \_\_\_1. After all bodies have been picked up, close down the Morgue.  
\_\_\_2. Return equipment and unused supplies to Logistics.  
\_\_\_3. Clean up area. Dispose of hazardous waste safely.  
\_\_\_4. Complete all paperwork and turn into the Documentation Unit.

## 11. Medical Team

Use approved safety equipment and techniques. Personnel

- \_\_\_1. First-aid trained staff and volunteers Start-up

## Actions

- \_\_\_1. Obtain and wear personal safety equipment including latex gloves.  
\_\_\_2. Check with Medical Team Leader for assignment.

## Operational Duties

- \_\_\_1. Administer appropriate first aid.  
\_\_\_2. Keep accurate records of care given.  
\_\_\_3. Continue to assess victims at regular intervals.  
\_\_\_4. Report deaths immediately to Medical Team Leader.  
\_\_\_5. If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference - **do not send with victim.**



- \_\_\_6. Student's Emergency Card must accompany student removed from campus to receive advanced medical attention. Send emergency out-of-area phone number if available.

#### Triage Entry Area

- \_\_\_1. Staffed with minimum of two trained team members, if possible.
  - One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess no treatment takes place here. Assess if not tagged.
  - Second team member logs victims' names on form and sends forms to CP as completed.

#### Treatment Areas ("Immediate" and "Delayed")

- \_\_\_1. Staff with minimum of two team members per area, if possible.
- \_\_\_2. One member completes secondary head-to-toe assessment.
- \_\_\_3. Second member records information on triage tag and on-site treatment records.
- \_\_\_4. Follow categories: Immediate, Delayed, Dead.
- \_\_\_5. When using 2-way radio, do not use names of injured or dead. Closing

#### Down

- \_\_\_1. Return equipment and unused supplies to Logistics.
- \_\_\_2. Clean up first aid area. Dispose of hazardous waste safely.
- \_\_\_3. Complete all paperwork and turn into the Documentation Unit.

### 12. Communications

This person is responsible for establishing, coordinating, and directing verbal and written communications within the site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary. Below is a checklist of responsibilities.

#### Personnel

School staff member with campus/district two-way radio, supported by student or disaster volunteer runners, and disaster volunteer who is a qualified amateur radio operator.

#### Start-up Actions

- \_\_\_1. Set up Communications station in a quiet location with access to the Command Post (CP) and Site Commander (SC).
- \_\_\_2. Turn on radios and advise CP when ready to accept traffic.

#### Operational Duties

- \_\_\_1. Communicate with district CP per district procedure. At the direction of the Incident Commander and SC, report status of students, staff, and campus,
- \_\_\_2. Receive and write down all communications from the district CP. Use runners to deliver messages to the Site Commander.
- \_\_\_3. Maintain Communications Log: date/time/originator/recipient.
- \_\_\_4. Follow communications protocol. Do not contact outside agencies directly if the district CP is available.
- \_\_\_5. Direct the media or the public to the District Public Information Officer.
- \_\_\_6. Monitor AM/FM radio for local emergency news. Closing

#### Down

- \_\_\_1. Close out all logs, message forms, etc. and turn them over to Documentation.
- \_\_\_2. Return all equipment and unused supplies to Logistics

### 13. Documentation

#### Start-up Actions

- \_\_\_1. Check in with Operations Chief for situation briefing.
- \_\_\_2. Obtain necessary equipment and supplies from Logistics.
- \_\_\_3. Put on position identifier, such as vest, if available.

- \_\_\_4. Documentation Clerk will be responsible for **maintaining all records of any expenditures, as well as all personnel time-keeping records.**
- \_\_\_5. Locate with Communications at Command Post (CP).

#### Operational Duties

- \_\_\_1. Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix.)
- \_\_\_2. Log in all written reports.
- \_\_\_3. File all reports for reference (file box).
- \_\_\_4. **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records - **they are legal documents.**
- \_\_\_5. Receive, record, and analyze Student Accounting forms.
- \_\_\_6. Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- \_\_\_7. Report missing persons and site damage to CP.
- \_\_\_8. Report first aid needs to medical team leader.
- \_\_\_9. File forms for reference. Closing

#### Down

- \_\_\_1. Collect and file all paperwork and documentation from deactivating sections.
- \_\_\_2. Securely package and store these documents for future use.
- \_\_\_3. Return equipment and reusable supplies to Logistics.

### 14. Facility Check/Security

Take no action that will endanger yourself. Personnel

- \_\_\_1. Staff as assigned. Work in pairs. Start-up

#### Actions

- \_\_\_1. Wear hard hat and orange identification vest if available.
- \_\_\_2. Take appropriate tools, job description clipboard, and radio.
- \_\_\_3. Put batteries in flashlight if necessary.
- \_\_\_1. As you do the following, observe the campus and report any damage by radio to the Command Post (CP). \*
- \_\_\_2. Lock gates and major external doors.
- \_\_\_3. Locate/control/extinguish small fires as necessary.
- \_\_\_4. Check gas meter and, *if gas is leaking*, shut down gas supply.
- \_\_\_5. Shut down electricity only if building has clear structural damage or advised to do so by Command Post.
- \_\_\_6. Post yellow caution tape around damaged or hazardous areas.
- \_\_\_7. Verify that campus is "locked down" and report same to CP.
- \_\_\_8. Advise CP of all actions taken for information and proper logging.
- \_\_\_9. Be sure that the entire campus has been checked for safety hazards and damage.
- \_\_\_10. No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- \_\_\_11. Route fire, rescue, police, etc. as appropriate.
- \_\_\_12. Direct all requests for information to the District Public Information Officer. Closing

#### Down

- \_\_\_1. Return equipment and reusable supplies to Logistics.
- \_\_\_2. When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

*\*Remember - If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.*

### 15. District Public Information Officer - PIO

The *Public Information Officer* acts as the official spokesperson for the district/school site in an emergency situation. A school site-based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. The public has the right and need to know important information related to emergencies/disaster at the school site **as soon as it is**

**available.** News media can play a key role assisting the district in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely. Below is a checklist of responsibilities.

#### Personnel

- \_\_\_1. Available staff with assistance from available volunteers. Start-up

#### Actions

- \_\_\_1. Determine a possible "news center" site as a media reception area (located away from the CP and students). Get approval from IC.
- \_\_\_2. Identify yourself as the "PIO" (vest, visor, sign, etc.).
- \_\_\_3. Assess situation and obtain statement from IC. Tape record if possible.
- \_\_\_4. Advise arriving media that the site is preparing a press release and approximate time of its issue.
- \_\_\_5. Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

#### Operational Duties

- \_\_\_1. Keep up to date on the situation.
- \_\_\_2. Statements must be approved by the IC and should reflect:
- Reassurance - EGBOK - "Everything's going to be OK".
  - Size and scope of the incident.
  - Current situation - condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
  - Resources in use.
  - Best routes to schools if known and appropriate.
  - Any information school wishes to be released to the public.

ast Revised: January 2016

- \_\_\_3. Read statements if possible.
- \_\_\_4. When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, tall tales "off the record", arguing, etc. Avoid use of the phrase "no comment".
- \_\_\_5. Remind district site/staff volunteers to refer all questions from media or waiting parents to the PIO.
- \_\_\_6. Update information periodically with IC.
- \_\_\_7. Ensure announcements and other information are translated into other languages as needed.
- \_\_\_8. Monitor news broadcasts about incident. Correct any misinformation heard. Closing

#### Down

- \_\_\_1. At the Incident Commander's direction, release PIO staff no longer needed. Direct staff members to sign out through Timekeeping.
- \_\_\_2. Return equipment and reusable supplies to Logistics.
- \_\_\_3. Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

### 16. Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

#### Start-up Actions

- \_\_\_1. Check in with Incident Commander for situation briefing.
- \_\_\_2. Determine your personal operating location and set up as necessary.
- \_\_\_3. Obtain necessary equipment and supplies from Logistics.
- \_\_\_4. Put on position identifier, such as vest, if available.
- \_\_\_5. Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

#### Operational Duties

- \_\_\_1. Brief Agency Representatives on current situation, priorities, and incident action plan.
- \_\_\_2. Ensure coordination of efforts by keeping IC informed of agencies' action plans.

- \_\_\_3. Provide periodic update briefings to Agency Representatives as necessary. Closing Down
- \_\_\_1. At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- \_\_\_2. Return equipment and reusable supplies to Logistics.
- \_\_\_3. Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

## 17. Finance/Administration Chief

The *Finance/Administration Chief* is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours. Below is a checklist of responsibilities.

### Start-up Actions

- \_\_\_1. Check in with Incident Commander for situation briefing.
- \_\_\_2. Put on position identifier, such as vest, if available.
- \_\_\_3. Locate and set up work space.
- \_\_\_4. Check in with the Documentation Clerk to collect records and information which relate to personnel time keeping and/or purchasing.

### Operational Duties

- \_\_\_1. Assume the duties of all Finance/Administration positions until staff is available and assigned.
- \_\_\_2. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

### Closing Down

- \_\_\_1. At the IC's direction, deactivate the section and close out all logs.
- \_\_\_2. Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

## Policies and Regulations Related to Student Safety

Paso Robles Joint Unified School District has adopted the following board policies and administrative regulations to provide guidance and procedures for students, staff, and parents in an effort to provide a safe and orderly environment during regular school hours and during the event of an emergency. Legal citations and references may be found by viewing the original board policies. Please visit the district's website at [www.pasoschools.org](http://www.pasoschools.org) to access full versions of board policies and administrative regulations referred to herein.

### 1. At-Risk Students – BP 5149

The Governing Board believes that every student in the Paso Robles Joint Unified School District shall have success every year. The Governing Board also recognizes that personal, social, health and economic conditions of children and families sometimes place students at greater risk of school failure. The Board establishes that every year, every student will receive assistance to attain mastery learning of skills and concepts which are provided through engaging and challenging best practice instruction. A system of support shall be provided that identifies, provides and monitors, resources for academic, social, emotional, and behavioral support. This shall be evidenced by student outcome data demonstrating that each student can succeed in meeting district academic standards with an appropriate educational program and support services.

The Superintendent or designee shall develop strategies to address the needs of district students at risk which may include, but are not limited to, instructional strategies responsive to the needs of individual students, provisions of supplemental instruction outside the regular school day, provision of effective support services, parent involvement, and/or enrollment in an alternative program. District assessments and ongoing classroom evaluations shall be used to identify students performing below grade level or at risk of failing to meet district standards. The primary emphasis shall be on prevention and early intervention. The Superintendent or designee also shall ensure that school staff is prepared to implement intervention strategies as needed or to make appropriate referrals.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved: October 13, 2015 Paso Robles, California

### 2. Bomb Threats – AR 3516.2

To maintain a safe and secure environment for district students and staff, the Superintendent or designee shall 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 shall 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 shall 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 shall be followed when a bomb threat is received:

- Any employee who receives a bomb threat shall 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.
- Any student or employee who sees a suspicious package shall promptly notify the Superintendent or

- designee.
- The Superintendent or designee shall immediately use established signals and initiate standard evacuation procedures as specified in the emergency plan.
- The Superintendent or designee shall turn off any two-way radio equipment which is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. If assistance is requested, school security staff shall aid these agencies as directed in the search. However, school staff will under no circumstances 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 shall maintain communications with staff, parents/guardians, the Governing Board, other governmental agencies, and the media during the period of the incident.

Following the incident, the Superintendent or designee shall provide crisis counseling for students and/or staff as needed.

Any employee or student found to have made a bomb threat shall be subject to disciplinary procedures and/or criminal prosecution.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved: December 14, 2010 Paso Robles, California

### **3. Bully Prevention - BP 5131.2**

The Governing Board 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.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: August 13, 2013 Paso Robles, California

#### **4. Bus Conduct – AR 5131.1**

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

- Riders shall follow the instructions and directions of the bus driver at all times. (cf. [3542](#) - School Bus Drivers)
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
- Riders should be courteous to the driver and to fellow passengers.
- Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
- No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown

- from the bus.
- Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
- No animals shall be allowed on the bus without express permission from the bus driver or Transportation Supervisor. Except those specified in Civil Code 54.2.
- Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the Transportation Supervisor, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal and/or the transportation

department, up to the remainder of the school year. In the most egregious disciplinary circumstances, a student may be denied district transportation permanently.

Bus drivers shall not deny transportation except as directed by the principal and/or supervisor for transportation.

#### Video Camera Surveillance

The Superintendent or designee shall supervise the use and maintenance of video cameras. Students

and staff shall not tamper or interfere with video camera equipment on school buses.

Camera supports shall be installed in all buses, and cameras shall be rotated among the buses and activated at the discretion of the Superintendent or designee.

The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct. One week after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct.

Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Tapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918. (cf. [5125](#) - Student Records)

Videotapes may be viewed by persons other than the Superintendent or designee under the following conditions:

- When student misconduct is revealed as a result of a school bus videotape or reported to the Superintendent or designee by a student, staff member or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the videotape.
  - Requests for viewing must be made within five school days of receiving notification that misconduct occurred.
  - A viewing shall be provided or denied within five days of the request.
  - Viewing will be limited to those frames containing the incident of misconduct.
- Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
- All persons who view a tape shall be identified in a written log.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Approved: May 25, 2004, Paso Robles, California

## **5. Bus Conduct – BP 5131.1**



Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Governing Board shall make these rules available to parents/ guardians and students. (Code of Regulations Title 5, Section 14103)

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: September 22, 1998, Paso Robles, California

## 6. Campus Security – AR 3515

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. These procedures shall include strategies and methods to:

- Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.
- Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.
- Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
- Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

All staff shall receive training in building and grounds security procedures.

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

### Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Employees who are issued keys shall return their keys immediately upon leaving employment with the District.

The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or designee immediately and shall pay for a replacement key and may be held responsible for additional costs incurred by the site or district as a result of the loss. In the event of such a loss, immediate steps will be taken to ensure the security of the affected site. If the key loss results in a significant cost to the district, the affected site may be required to reimburse the district for costs incurred.

Keys shall be used only by authorized employees and shall never be loaned to students.

The master key shall only be issued to employees who must, as part of their normal job requirements, access all

areas of a site. A master key shall not be loaned and the duplication of school keys is prohibited.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved Paso Robles, California Reviewed:  
January 29, 2008

## 7. Child Abuse and Reporting – AR5141.4

### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

- A physical injury or death inflicted by other than accidental means on a child by another person
- Sexual abuse of a child, including sexual assault or sexual exploitation as defined in Penal Code 11165.
- Neglect of a child as defined in Penal Code 11165.2
- Willful harming or injuring of a child or the endangering of the person or health of a as defined in Penal Code 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

- A mutual affray between minors (Penal Code 11165.6)
- 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) (cf. 3515.3 - District Police/Security Department)
- 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)
- 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 the student (Education Code 49001) (cf. 5144 - Discipline)
- Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

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; administrators and employees of a licensed 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)

Paso Robles Police Department (805) 237-6464  
Sheriff's Department (805) 781-4550  
Child Protective Services (805) 781-5437

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)

- The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- The child's name and address, present location and, where applicable, school, grade and class
- The names, addresses and telephone numbers of the child's parents/guardians
- The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child

- 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)

### Victim Interviews by Social Services

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (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. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906) (cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

## Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains 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. (cf. 1312.1 - Complaints Concerning District Employees)

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. (cf. 1312.3 - Uniform Complaint Procedures)

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

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 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. (Penal Code 11166)

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board approved: May 10, 2011 Paso Robles, California

## **8. Child Abuse and Reporting – BP5141.4**

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish regulations for use by district employees in identifying and reporting such incidents.

The district also has a responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of the available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instructions in parenting skills and child abuse prevention.

#### Child Abuse Reporting

The Governing Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all know or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Parents/guardians may file a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site. The Superintendent or designee shall provide parents/guardians information about reporting procedures in accordance with law.

The Superintendent or designee shall provide training regarding the reporting duties of district employees mandated by law to report suspected child abuse and neglect.

In the event that training is not provided to the employees mandated to report child abuse and neglect, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: October 25, 2005 Paso Robles, California

#### 9. Comprehensive School Safety Plan – AR 0450

##### Development and Review of Comprehensive School Safety Plan

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

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

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

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

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

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

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

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

#### Content of the Safety Plan

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

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

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

1. Child abuse reporting procedures consistent with Penal Code 11164
2. Routine and emergency disaster procedures including, but not limited to:
  - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act
  - b. An earthquake emergency procedure system in accordance with Education Code 32282
  - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Hate crime reporting procedures

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

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and

- education related to the prevention of dating violence
4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
  5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
  6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
  7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school
  8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
  9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
  10. Crisis prevention and intervention strategies, which may include the following:
    - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
    - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
    - c. Assignment of staff members responsible for each identified task and procedure
    - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
    - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
    - f. Development of a method for the reporting of violent incidents
    - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
  11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board approved: March 27, 2012 Paso Robles, California

#### **10. Conduct – BP 5131**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes but is not limited to:

- Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
- Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
- Conduct that disrupts the orderly classroom or school environment



- Willful defiance of staff's authority
- Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

- Obscene acts or use of profane, vulgar, or abusive language
- Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
- Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

- Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

- Plagiarism or dishonesty on school work or tests
- Inappropriate attire
- Tardiness or unexcused absence from school
- Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Reviewed: June 23, 2009 Paso Robles, California

## 11. Discipline – AR 5144

Pursuant to Education Code 35291.5, schools are authorized, but not required, to adopt site-level student discipline rules and procedures. All schools shall adopt student discipline rules that are directed by the Governing Board. Student discipline rules, Education Code 32282, requires schools to include these rules in the comprehensive safety plan.

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

- Parents/guardians
- Teachers
- School administrators
- School security personnel, if any
- For junior high and high schools, students enrolled in the school Each

school shall file a copy of its rules with the Superintendent or designee. Each

school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

#### Disciplinary strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Disciplinary strategies may include, but are not limited to:

- Discussion or conference with parents/guardians
- Referral of the student to the school counselor or other school support service personnel for case management and counseling
- Convening of a study, guidance, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
- When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
- Enrollment in a program for teaching prosocial behavior or anger management
- Participation in a restorative justice program
- A positive behavior support approach with tiered interventions that occur during the school day on campus
- After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
- Recess restriction as provided in the section below entitled "Recess Restriction"
- Detention after school hours as provided in the section below entitled "Detention After School"
- Community service as provided in the section below entitled "Community Service"
- In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
- Reassignment to an alternative educational environment
- Suspension and expulsion in accordance with law, Board policy, and administrative regulation

#### Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

- The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- The student shall remain under a certificated employee's supervision during the period of restriction.
- Teachers shall inform the principal of any recess restrictions they impose.

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

#### Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours, on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

#### Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board approved: April 23, 2013 Paso Robles, California

## **12. Discipline – BP 5144**

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning in the school.

#### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: April 23, 2013 Paso Robles, California

### **13. Dress Code – BP 5132**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

#### Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt

the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

### Uniforms

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: September 22, 1998 Paso Robles, California

#### **14. Earthquake Emergency Procedures – AR 3516.3**

An earthquake emergency procedure system shall be established in every school building. (Education Code 32282)

Earthquake emergency procedures shall be incorporated into the comprehensive safety plan. The procedures shall include, but not be limited to, all of the following: (Education Code 32282)

- A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
- 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
- Protective measures to be taken before, during, and following an earthquake
- A program to ensure that students and certificated and classified staff are aware of and properly trained in the earthquake emergency procedure system

The Superintendent or designee may work with the California Office of Emergency Services (renamed the California Emergency Management Agency) and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall identify and address potential earthquake hazards in classrooms and other district facilities. Equipment and furniture, such as bookshelves, cabinets, computers, and laboratory equipment, shall be secured to the extent possible, and heavy objects moved from high shelves, in order to minimize hazards in the event of an earthquake.

Earthquake emergency procedures also shall outline roles and responsibilities of students and staff during and after an earthquake.

### Earthquake Education

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 teachers or other staff in such an emergency.

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)

Students also shall be taught safety precautions to take if they are in the open or on the way to and from school when an earthquake occurs and an adult is not present to give specific directions.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

- 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.
- In laboratories, burners should be extinguished if possible before taking cover.
- As soon as possible, teachers shall move the students away from windows, shelves, and heavy objects and furniture that may fall.
- If the earthquake was of sufficient magnitude to cause items to fall from desks and/or shelves, teachers shall have students evacuate the building in an orderly manner when the earthquake is over.

#### 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:

- Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
- Staff shall have students perform the drop procedure.
- 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 pull to the side of the road away from any buildings, poles, wires, overhead structures, or bridges if possible, set the brakes, and turn off the ignition.
- The driver shall have students remain at their seats.
- The driver shall wait until the earthquake is over before proceeding on the route.
- As soon as possible, the driver shall contact the Director of Operations or Transportation Supervisor for instructions.

#### Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

- Small fires shall be extinguished if possible.
- In outside assembly areas, staff shall provide assistance to any injured students, take roll, and report missing students to the principal or designee.
- The principal shall contact the Superintendent or designee for further instructions and shall confer with them regarding the advisability of closing the school. They will request assistance as needed from the District level Emergency Coordinator using predesignated means of communication.
- The principal shall post staff at a safe distance from all building entrances to see that no one reenters until the buildings are declared safe.
- All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings. The principal shall notify the District level Emergency Coordinator of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian or other trained designated staff member shall shut off all utilities.

- Staff and students shall not light any stoves or burners until the area is declared safe.
- If the principal or designee believes the school is damaged sufficiently to be a hazard, he/she shall notify the

Superintendent or designee and ask that the county or city building inspector check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved Paso Robles, California Reviewed:  
October 11, 2005

#### **15. Emergencies and Disaster Preparedness Plan – BP 3516**

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code [3100](#))

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all emergencies and disasters and which shall be included in the comprehensive school safety plan.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: October 11, 2005 Paso Robles, California

#### **16. Emergencies And Disaster Preparedness Plan – AR3516**

Routine and emergency disaster procedures shall be included in the comprehensive school safety plan in accordance with Education Code [32282](#).

In addition, the Superintendent or designee shall ensure that district and school site procedures address, at a minimum, the following types of emergencies and disasters:

- Fire on or off school grounds which endangers students and staff
- Earthquake or other natural disasters
- Environmental hazards
- Attack or disturbance, or threat of attack or disturbance, by an individual or group
- Bomb threat or actual detonation
- Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

The Superintendent or designee shall also ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to the following:

- Regular inspection of school facilities and equipment and identification of risks
- Instruction and practice for students and employees regarding emergency plans
- The roles and responsibilities of staff during a disaster or other emergency
- Personal safety and security, including the supervision, evacuation, and release of students, the administration of first aid, and the closure of the school if necessary
- Communications among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency
- Cooperation with other agencies, including guidelines for law enforcement involvement and intervention
- Steps to be taken following the disaster or emergency, including inspection of school facilities and provision of mental health services for students and staff as needed

The Superintendent or designee shall use state-approved National Incident Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

School Response to an Emergency

The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she may use his/her discretion in emergency situations which do not permit execution of prearranged plans.

Students may be released to the custody of a parent/guardian or other adult in accordance with Board policy and administrative regulation. When reference to the emergency card is impossible, individual students shall be released to parents/guardians, persons authorized by the parents/guardians, or authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student. All such persons shall present identification before a student is released to their custody.

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](#))

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.

All staff, students, and parents/guardians shall receive information about district and school site procedures to be followed in the event of an emergency. Procedures shall be regularly reviewed and practiced. Evacuation routes shall be posted in classrooms, multipurpose rooms, and other school facilities as appropriate.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved Paso Robles, California Reviewed:  
October 11, 2005

#### **17. Fire Drills and Fires – AR 3516.1**

##### Fire Drills

The principal shall cause the fire alarm signal to be sounded at least once every month. (Education Code [32001](#))

The principal shall also hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code [32001](#))

- The principal shall notify staff as to the schedule for fire drills.
- Whenever a fire drill is held, all students, teachers and other employees shall be directed to leave the building. (5 CCR [550](#))
- Teachers shall ascertain that no student remains in the building.
- Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
- The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

##### Fires

Fire response procedures will be in accordance with the individual site Safety Plan and the adopted Emergency Response Procedures.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board Approved Paso Robles, California Reviewed:  
April 23, 2002



## 18. Gangs – AR – 5136

### Prevention and Intervention Measures

In order to discourage the influence of gangs, school staff shall take the following measures:

- Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
  - The student's parent/guardian shall be contacted and may be asked to meet with school staff.
  - The student may be sent home to change clothes if necessary.
- Staff members shall be provided with the names of known gangmembers.
- Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
- Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
  - Daily checks for graffiti shall be made throughout the campus.
  - Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
- Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
  - Explain the dangers of gang membership
  - Provide counseling for targeted at-risk students
  - Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
  - Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
  - Provide school-to-career instruction
  - Provide positive interaction with local law enforcement staff
  - Gang prevention lessons may be taught jointly by teachers and law enforcement staff.
- Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
  - Positive sports and cultural activities and affiliations with the local community
  - Structured, goal-oriented community service projects

### Community Outreach

Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

- The dangers of gang membership
- Warning signs which may indicate that children are at risk of becoming involved with gangs
- The nature of local gang apparel and graffiti
- Effective parenting techniques
- Conflict resolution techniques

Community programs shall address:

- The scope and nature of local gang problems
- Strategies by which each segment of the community may alleviate gang problems

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Board Approved/Reviewed: 9/22/98 Paso Robles,

## 19. Gangs – BP 5136

The Governing Board mandates that district schools remain 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.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: September 22, 1998 Paso Robles, California

## **20. Hate Motivated Behavior – BP 5145.9**

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

### **Grievance Procedures**

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: November 2009 Paso Robles, California

## **21. Notification of Dangerous Pupils – BP 4158**

The Governing Board 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.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: September 27, 2011 Paso Robles, California

## **22. Employee Security - BP 4258, 4358**

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

- Confiscate the object and deliver it to the principal immediately
- Immediately notify the principal, who shall take appropriate action
- Immediately call 911 and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: September 27, 2011 Paso Robles, California

## **23. School Safety and Security - BP 3515**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

#### Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

The Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: January 29, 2008 Paso Robles, California

#### 24. Campus Disturbances – AR 5131.4

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

- The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
- Each staff member's specific duties during a disturbance.
- Procedures for ensuring the safety of students and staff.
- Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
  - Inform the police.
  - Secure police assistance.
  - Give the police responsibility for a specific crisis situation.
- Procedures for the orderly dismissal of school when authorized by the principal or designee.

All media inquiries during crisis situations shall be routed to the Superintendent or designee.

#### Prohibited Activities

##### 1. Disturbing the Peace

It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. (Penal Code [404.6](#))

Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor. (Penal Code [415](#))

##### 2. Disruption of School Operations

Students shall be subject to disciplinary action for any exercise of free expression which so incites students as to

create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:

- Organize or participate in unauthorized assemblies on school premises.
- Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.

3. Refusal to Disperse

Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. (Penal Code [416](#))

Persons who remain present at the place of any riot, rout or unlawful assembly after being lawfully warned to disperse are guilty of a misdemeanor. (Penal Code [409](#))

4. Boycotts

Students participating in any protest that involves nonattendance at school or at a school activity where attendance is required shall be identified as truant, regardless of any parental approval of their act.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Board Approved/Reviewed: September 22, 1998 Paso Robles, California

**25. Campus Disturbances - BP 5131.4**

The Governing Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that foster racial conflict, student protests, or gang intimidation and confrontations.

The Superintendent or designee shall establish at each school a disturbance response plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action. Policy

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Adopted: September 22, 1998 Paso Robles, California

**26. Sexual Harassment – AR 5145.7**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 – Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Chief of Human Resources Office 800

Niblick Rd.

805-769-1000

Jennifer Gaviola

[jjgaviola@pasoschools.org](mailto:jjgaviola@pasoschools.org)

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

- Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion

#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

#### Confidentiality

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

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests

confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

#### Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

#### Notifications

A copy of the district's sexual harassment policy and regulation shall:

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Board approved: October 23, 2012 Paso Robles, California Revised:

October, 2014 Paso Robles, California

#### **27. Sexual Harassment – BP 5145.7**

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

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

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

#### Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

#### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
 Adopted: October 23, 2012 Paso Robles, California  
 Revised: October 2014 Paso Robles, California

### **28. Suspensions and Expulsion/Due Process – BP 5144.1**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5)

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

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

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



### Due Process

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

### Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

### Supervised Suspension Classroom "Alternative Academic Setting"

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

### Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulations. (Education Code 48917)

## Monitoring the Use of Suspension and Expulsion

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's minority student populations or groupings.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: April 23, 2013 Paso Robles, California

### **29. Transportation Safety Plan – AR3543**

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

### Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

- Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
- Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
  - a. Is designed for carrying 16 or fewer passengers and the driver
  - b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

### Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed

at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

#### Electronic Communications Devices

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

- When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
- For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
- For work-related purposes

A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

#### Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

#### Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

#### Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

- Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
- Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

#### Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

- A list of school bus stops near each student's home
- General rules of conduct at school bus loading zones
- Red light crossing instructions
- A description of the school bus danger zone
- Instructions for safety while walking to and from school bus stops

#### Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

- Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
- At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
  - d. Proper passenger conduct
  - e. Bus evacuation procedures
  - f. Location of emergency equipment

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

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

- District name
- School name and location
- Date of instruction
- Names of supervising adults
- Number of students participating
- Grade levels of students
- Subjects covered in instruction
- Amount of time taken for instruction
- Bus driver's name
- Bus number
- Additional remarks

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

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Approved: May 7, 2013 Paso Robles, California

### 30. Weapons and Dangerous Instruments – AR5131.7

Prohibited weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
- Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915, Penal Code 626.10)
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
- Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
- Any other dangerous device, instrument or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
- Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900, Penal Code 12550)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code [49331](#), [49332](#))

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

- Confiscate the object and deliver it to the principal immediately
- Immediately notify the principal, who shall take appropriate action
- Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code [49331](#), [49332](#))

Regulation PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Board approved: August 10, 2010 Paso Robles, California

### 31. Weapons and Dangerous Instruments – BP5131.7

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical 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 dangerous instruments of any kind 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.

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, in accordance with Board policy and administrative regulation. (20 USC [7151](#); Education Code [48915](#))

Students 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.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any student on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon. (20 USC [7151](#); Education Code [48902](#); Penal Code [245](#), [626.9](#), [626.10](#))

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC [7151](#); Education Code [48902](#); Penal Code [245](#), [626.9](#), [626.10](#))

#### Advance Permission for Possession of a Weapon for Educational Use

A student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining 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.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when 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.

Policy PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT  
Adopted: August 10, 2010 Paso Robles, California

## **Recommendations**

The following recommendations will be considered in future plans in order to have continuous improvement in the area of student and staff safety.

### **1. School Administration Recommendation**

- \* Continue to refine and enhance PBIS to better meet the needs of all students.
- \* Develop parent and student surveys to collect additional information on safety priorities for planning for 2020-2021 school safety plan.
- \* Improve student drop-off and pick-up area.

### **2. District Safety Committee Representative Recommendation**

1. Ongoing training for staff in all areas of safety.
2. Professional development on restorative practices
3. Professional development around social emotional strategies.
4. Ensure that teammates are CPI/CPR trained.

### **3. District Safety Officer Recommendation**

1. Have the buildings painted/numbered to allow for fast identification for responding units.
2. School visitor procedures and processes reviewed for all office staff.
3. Conduct annual training of sites emergency response staff in search and rescue, first aid, CPR, and triage.
4. Ensure that all new staff are trained in district safety procedures.
5. Conduct a review of the last year's accident reports to see if any areas on campus are in need of upgrade or repair.
6. Review field area conditions to ensure safe environment for PE activities.



## References

Paso Robles Joint Unified School District *Support Services Facilities* Transportation Department

*The State of California enacted legislation on January 1, 1998 that required the Paso Robles Joint Unified School District to maintain a Transportation Safety Plan.*

*The Transportation Safety Plan must be kept at the school site, and may be requested for review by the California Highway Patrol at any time.*

*This plan includes procedures for the loading and unloading of pupil passengers, the use of the red light signal system by the school buses, and procedures that the Transportation Services Department will follow in order to insure the safe transportation of school pupils in the Paso Robles Joint Unified School District.*

*Please take a few moments to review this plan and familiarize yourself with its contents. If there are any questions, please contact the Director of Transportation at 805-769-1150 extension 32009.*

Contents: Safety Concern Areas

1. At the Bus Stop (Loading and Unloading)
2. Inside the Bus (Safety, Order, Rights of Others)
3. Outside the Bus (The Danger Zone!)
4. Emergency Situations (Be Prepared)

### ***Safety Concern Area #1 - At the Bus Stop (Loading/Unloading)***

The driver of a school bus shall operate warning lights and signs at all school bus stops and at all times when the school bus is stopped for the purpose of loading and unloading pupils.

**This policy shall apply pursuant to Vehicle Code 22112,** for the purposes of loading and unloading pupils:

#### **Loading**

Be on time to your designated bus stop. Start well ahead of time, rather than hurrying and running... walk safely. Never run to or from the bus. A good habit is to arrive to your bus stop 5 minutes before the bus is due to arrive, but not too early! If you are riding a different route or using a different stop than your registered designated stop, bring a permission note from your parent.

Wait for the bus in a safe place, clear of traffic and away from where the bus stops. Avoid horseplay and respect the privacy and property of others while waiting for the bus. Form orderly lines facing the direction from which the bus will approach the stop.

Don't move toward the bus until it is completely stopped and the door is opened. The driver must stop the bus a minimum of 10' away from the first student... So, be safe, stay back and wait for your signal that the driver is ready for you to board... The door is opened.

Enter the bus in an orderly manner, use the handrail, and go directly to an available or assigned seat.

Never chase a bus after it has pulled away from the bus stop. Even with multiple large mirrors and intensive safety training, a driver may not see a small child who is very near the body of the bus.

If you are late as the bus arrives and must cross the street to the bus stop... Wait!! Do not run across!! The "Flashing Red Lights and Stop Arm" must be activated! Your driver will secure the bus, check traffic, turn lights/arm, come out with the stop sign and tell you when it is safe to cross in front of the bus to board.

## **Unloading**

Remain seated until the bus is completely stopped and the door is opened.

Exit the bus in an orderly manner... No jumping or skipping steps... Use the handrail.

Alternate seats when leaving. Exit first seat first (those in back should not immediately stand until the seat in front of them empties!).

Move completely away from the bus and out of the danger zone.

Never touch or grab the bus. Never crawl or reach under the bus (to retrieve an object you've dropped)... Ask the driver for help!

The law mandates that all pupils at or below the 8th grade must be escorted by the driver who shall carry a hand-held stop sign, under the protection of flashing red lights and stop signal arm (if equipped) at any stops requiring students to cross the roadway upon which the bus is stopped. PASO ROBLES SCHOOLS go one safety step further: all of our school buses have been fitted with "stop signal arms" and drivers escort pre-kindergarten thru 12th grade.

For Safety and Expediency:

- Crossers should rise and come to the front of the bus first.
- Wait for the driver to tell you to cross.
- Walk promptly, straight across the street, between the driver and front of the bus.

## ***SAFETY CONCERN AREA #2 - Inside the Bus (Safety, Order, Rights of Others)***

School bus rider rules fall into 3 main categories:

- The first is related to those behaviors that could compromise the safety of others.
- The second focuses on those behaviors that interfere with timely and orderly service.
- The third aims at those behaviors that interfere with the rights of others.

Always listen to and cooperate with your bus driver, who is in charge at all times. Learn and obey the standard School Bus Rules that are posted inside the bus. Parents: You can be very helpful by supporting your child's bus driver and backing up his/her authority.

Take your seat, face forward, feet on the floor, and remain seated at all times when your bus is in motion. The school bus has automatic passive protection built into it (compartmentalization which is most effective when students remain seated properly).

Keep your head, arms and feet inside the bus at all times. Do not throw or pass objects to someone outside the bus.

Be courteous to your school bus driver and fellow passengers. Be respectful of the rights of everyone on the bus by not using profanity, talking quietly with fellow students on appropriate topics, and keeping your hands to yourself.

Never throw things in the bus. Balls, etc. will not be allowed on the bus without being in a backpack or bag. If wearing a cap or hat, keep it on your head or put away in your bag. Take litter with you as you get off the bus.

Remain silent at all railroad grade crossings.

Do not allow large objects to block the aisle or emergency exits. Examples are musical instruments and athletic equipment.

Learn emergency exits and drill procedures. Be a responsible bus rider! And remember... Bus riding is a privilege!

## ***SAFETY CONCERN AREA #3 - Outside the bus (The Danger Zone)***

Most injuries and deaths involving school buses occur outside the bus. Even though there are mirrors, sometimes the

driver can't see people close to the bus.

Children that don't move completely away from the bus could have their jacket or backpack snagged on the bus. They could be pushed down by the front part of the bus and then crushed by the rear tires. Students should never, never reach under the bus to get something they have dropped!! Always get help from the driver.

Never touch parts of the bus exterior, or try to ride the bumper, or race the bus! You could lose your footing, fall and be run over by the bus.

#### ***SAFETY CONCERN AREA #4 - Emergency Situations (Be Prepared)***

**This policy shall apply pursuant to Education Code 398315.5, Section (a):**

A school bus is actually safer to ride in than a family car -- but accidents can still happen. If there's an accident:

- Stop talking.
- Stay calm and listen for your driver's instructions.
- Don't touch emergency equipment unless told to do so.

The driver may tell you to evacuate if

- There's a fire (or the danger of one).
- The bus is in an unsafe position - such as on the edge of a cliff, or in the middle of heavy traffic or a railroad grade crossing.

If you have to evacuate:

- Don't crowd the aisle.
- Keep going toward the exit - don't stop to watch what your friends are doing. - Wrap any loose clothing around you so you won't get caught on the handrail, door or other parts of the bus.
- Keep your hands free - leave belongings behind.
- Duck your head and bend your knees if you have to jump from an exit.

During practice drills, your driver will show you where to find the first-aid kit and fire extinguisher, and how to use them. You will also be shown how to open emergency exits, set the emergency parking brake and make an emergency call on the two-way radio. If your driver is ever injured in an accident, he or she might need your help! TAKE EVACUATION DRILLS SERIOUSLY!

For additional information call our transportation office at 805-769-1160

#### **Bus Rules At a Glance:**

Students will not:

1. Fight, shove, hit or in any way use disruptive physical contact while waiting at the bus stop, riding or loading/unloading the bus.
2. Participate in harassment, excessive noise or insubordinate behavior. Use profanity or obscene gestures.
3. Use other than the student's regularly designated bus stop. Exceptions will be permitted only with a note signed by the student's parent/guardian.
4. Fail to remain properly seated at all times (facing forward); allow legs, feet or objects to obstruct the aisles.
5. Fail to remain quiet at railroad crossings, or when deemed necessary by the driver.
6. Put any part of the body out of the bus window; use unauthorized exits.
7. Tamper with controls, windows, doors, seats, litter or deface property in the interior or on the exterior of the bus.
8. Eat, drink, smoke, spit, chew gum/tobacco or possess/use drugs on the bus.
9. Bring live animals, glass objects, sports, equipment outside of a closed bag, skateboards, scooters, or radios onto the bus.
10. Tamper with, deface or fail to carry his/her bus pass when implemented by the District.

**Student Handbook**

A copy of Winifred Pifer Elementary School's student/family handbook is available in the school office.