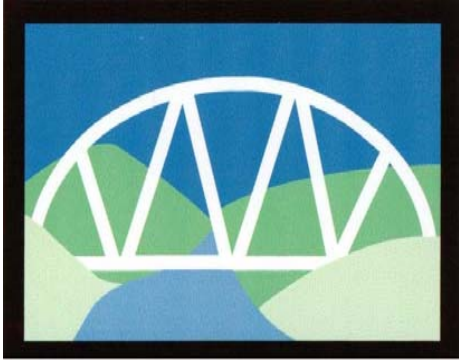
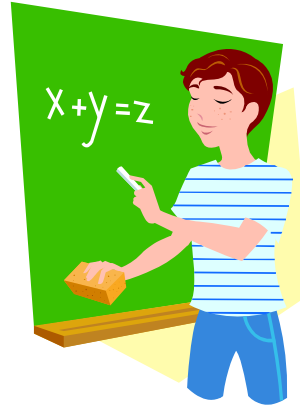


# Riverview School District



*Building Bridges to the Future*



## STUDENT SAFETY ..... A COMPREHENSIVE PLAN

February 22, 2010

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## Introduction

The Board of Directors of the Riverview School District have made a commitment to maintain an environment that improves student safety. They have not only incorporated into the district's Strategic Plan but also have adopted no less than fifty separate Board Policies that reinforce that commitment. In addition, the district annually expends tens of thousands of dollars in staff and student training and other precautionary measures that are outlined in this document. The district also acknowledges that despite the best training and the best attempts at mitigating risk, injuries to students do happen. In the event that an act or an environment is construed to be of a negligent nature, the district purchases liability insurance to transfer the financial risk to a third party.

If you have any questions regarding this document, please feel free to contact me

William J. Adamo  
Director of Business & Operations

## District Provided Activities that Enhance Student Safety

### All Departments

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Accident/ incident reporting	All	As needed	Building Principals	
Accident Investigations	All	As needed	Building Principals	
Blood borne pathogens training	All	Initial hire and annually for health room employees; periodically all others	Nurse	All Staff
Purchase and maintenance of defibrillators	Elementary, middle, and high school buildings	Annual	Building Principals	
Train staff to properly use defibrillators	All	As needed	Course approved by the Department of Health	Selected Staff
Inform and administer the immunization policy requirements of both staff and students.	All	Initial hire and registration	Nurse and building administration	
Providing Health Information Alerts	All	As needed	Nurse	
Lock down procedure training	District wide-wide	Annually and as needed	Building Principals	All staff and students
Monitoring Surveillance Camera recordings	District wide	As Needed	Selected staff	
Storage: Hazardous substances and or products are stored properly and labeled	All	Continual	All staff	
Authorize field trips and ensure compliance with district procedures that include permission to participate..	Elementary, middle, Eagle Rock Multi-Age, and high school programs.	As Needed	Teachers and Building Principals	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<b>Classroom/Student Safety:</b> Classroom discussions, informal lessons, etc. about bathroom use, hallways, walking, weather related issues, using school supplies, etc.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Ongoing/As needed	Teachers/Staff	Students/Parents/Volunteers
<b>Personal Safety/"Stranger Danger":</b> Informal/Formal discussions, lessons, or stories about identifying strangers, personal touch issues, privacy issues, etc.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Ongoing/As needed	Teachers/Counselor/Staff	Students
<b>Traffic Safety/Crossing Guard:</b> Training or student and staff crossing guard and parent pick up areas.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Formal Training – Two times per year Informally as needed (new students or staff)	Crossing Guard Supervisor/EA	Students/Staff
<b>Playground/Health Room:</b> Review of rules and guidelines for safely playing and using playground equipment.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Annually reviewed at the beginning of the year and as needed.	Teachers/Staff	Students

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<b>Bullying/Harassment:</b> Each classroom teacher uses the “2 <sup>nd</sup> Step” or “Steps to Respect” curriculum to teach.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Ongoing throughout the year	Teachers/Counselor/Staff	Students/Parents
<b>Science Kit Curriculum:</b> Safety features/reviews with each kit/unit. For example: using safety glasses, gloves, not smelling fumes, etc.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Ongoing/As needed	Teachers/Staff	Students/Volunteers
<b>Student/Parent Handbooks:</b> Sent home annually or available online, reviewing: school rules, safety procedures, discipline, drop off/pick up safety, guardianship or parent safety, playground, hallway, and health room guidelines, etc.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Available Annually As needed	Teachers/Principal/Staff	Students/Parents
<b>Health/Personal:</b> Teach how to handle blood/bodily fluids safely; what to do if someone is hurt, and other emergency procedures.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Ongoing	Teachers/Staff	Students

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<b>Health/Personal:</b> Sex and HIV/AIDS curriculum training.	Carnation Elementary Cherry Valley Elementary Stillwater Elementary and Eagle Rock Multi-Age Program	Annually	Teachers/Staff	5 <sup>th</sup> grade Students
Train staff in building specific emergency procedures	All	New hire's and annual	Building Principals and Department supervisors	All staff
Provide first aid supply location instructions and names of first aide responders to ensure that each district employee is afforded quick and effective <b>first aid treatment</b> in the event of an on-the-job injury.	All	Initial hire and annual	Building Principals and Department supervisors	
Dispensing of medication(s) training	All facilities with students	Initial hire and annual	Nurse	All personnel who administer medications
Health Trainings - health room policies and procedures and the review of those policies and procedures	All facilities with students	Initial hire, annually, and as needed	Nurse	All personnel who work in health rooms
Health Trainings - first aid review	All facilities with students	Annually and as requested	Nurse	playground and building personnel
Health Trainings - disease management trainings of conditions such as diabetes, asthma, seizure disorder, life threatening allergies etc.	All facilities with students	Annually and as needed	Nurse	all personnel in contact with a student with the condition
Health Trainings - demonstrations of medical procedures such as tube feedings, medication administration, oxygen use	All facilities with students	Initial hire and as needed	Nurse	Selected personnel
Immunization Review and State Reporting	All facilities with students	Annual and as needed	Nurse	Building secretaries

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Classroom Presentations regarding medical concerns of individual students and information regarding health issues in the classroom	All facilities with students	As needed	Nurse	Selected personnel
Distribution of Health Care Plans for students with medical conditions	All facilities with students	Annually and as needed	Nurse	All personnel, on a need to know basis
Awareness of anaphylaxis (life threatening allergic reactions) and responding to anaphylaxis emergencies. Establish a plan of care and support during the school day and during school-sponsored activities for affected students.	All facilities with students	Annually and as needed	Nurse	All Staff
Head lice precaution training	All	As Needed	District Nurse	All personnel
In writing, inform and educate as to the nature and risk of head injuries or concussions. Insure that this written acknowledgement form is returned and on file with the District. Prohibit student practice or completion until complete.	Tolt Middle School and Cedarcrest High	Annually	Coaches	All parents and guardians of student participants in competitive sport activities
Provide training of the district procedure that informs parents or guardians of the nature and risk of head injuries or concussions; insure that this written acknowledgement form is returned and on file with the District and prohibits student practice or completion until complete	Tolt Middle School and Cedarcrest High	Initial hire review as needed	Athletic Director	All coaches, including volunteers
Sexual harassment training; policy implementation and awareness. This training also includes distribution of the "Harassment/Bullying Report Form"	All	Initial hire and annual	Building Principals and Department supervisors	All Staff
Sexual harassment and Bullying policy implementation and awareness.	All	Beginning of school year and throughout the year as curriculum is implemented	Building Principals and Certificated staff	Students
Drug-free schools and workplace policy implementation and awareness	All	Initial hire and annual	Building Principals and Department supervisors	All Staff

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Drug-free schools policy implementation and awareness. The policy is included in the curriculum and student handbooks.	All	Beginning of school year and throughout the year as curriculum is implemented	Building Principals and Certificated staff	Students
Internet safety policy implementation and awareness	All	Annual	Building Principals and Department supervisors	All Staff Students
Internet content filtering	All	On-going	Technology Department and vendor contract	
Maintenance of Emergency Phone Tree	All	Yearly	Executive Assistant - Superintendent	
Testing Emergency Communication System	District wide	Weekly during school year	Transportation Supervisor or designee and building designee	
Reporting of weather related or unscheduled closures with the <del>Puget Sound Emergency Communication System</del> Public Schools Emergency Communications System (Schoolreport.org)	District wide	As Needed	Transportation Supervisor	
Reporting of weather related or unscheduled closures on the district web site	District wide	As Needed	Technology Director via the Superintendent's emergency phone tree	
Reporting of weather related or unscheduled closures on the district voice mail system	District wide	As Needed	Fiscal Coordinator via the Superintendent's emergency phone tree	
First Aid Certification	All	Every two years	Contracted out	All Staff voluntary
Fire Drills	All	Monthly	Building Administrators	All Staff Students
Execute Internet Use Agreements stipulating rules for safe Internet use with all students	All Sites	Yearly	Collected by homeroom teachers	Students
Earthquake Drills (including evacuation)	All	Two per year	Building Administrators	All Staff Students
Dam Breach Evacuation Drill	Carnation Elementary, Tolt Middle School, Stepping Stones, and District Office.	Annual	Building Administrators	All Staff Students
Preparation and maintenance of Emergency Procedures Flip Chart	All	As needed	Director of Business and Operations	

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Employee Criminal Background Checks with the FBI utilizing finger printing	All	Initial hire	Personnel Office	
Volunteer Criminal Background Checks with Washington State Patrol	All	Initial	Building Administrators	
Anaphylaxis and Epi Pen (allegories) usage Training	District wide	Periodically/as Needed	District Nurse	All Staff
Timely notification of students and parents of threats of violence or harm	District wide	As needed	Building Administrators	

## District Provided Activities that Enhance Student Safety

### Maintenance and Operations Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Pesticide applicator license	All	Initial hire and every 4 years	Department of Agriculture (state)	Grounds II & III
Pesticide - Notification of the district's pest control policies and methods	All	Annual	Maintenance Supervisor	staff and parents
Pesticide - Pre-notification of pesticide applications;	All	As needed	Grounds II & III	staff and parents
Pesticide - posting at sites of pesticide applications;	All	As needed	Grounds II & III	staff and parents
Pesticide - Record keeping including an annual summary report of pesticide usage.	All	As needed and annual	Maintenance Supervisor	
Maintain inventory of Material Safety Data Sheets for hazardous chemicals and furnish to the building mapping administrator for updating the mapping web page.	All	As inventory changes. At least annually for updating the mapping web page.	Maintenance Supervisor	All Maintenance & Operations Employees
Train staff to properly read and apply precautions of Material Safety Data Sheets for hazardous chemicals	All	Initial hire and as inventory changes	Maintenance Supervisor	All Maintenance & Operations Employees
Asbestos Awareness training	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Initial hire and annual	Maintenance Supervisor	All staff
Specialized two hour Asbestos Awareness training for all maintenance & operations	n/a	Annual	Maintenance Supervisor	All Maintenance & Operations Employees

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Asbestos: Surveillance Inspections by certified building inspector	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Every Six Months	Cole and Associates	Maintenance Supervisor
Asbestos Management Plan Updates by certified Asbestos Management Planner	Cherry Valley Elementary, Carnation Elementary, and Tolt Middle School	Every Three Years	Cole and Associates	Maintenance Supervisor
Train staff in proper Sanitization procedures	All	Initial hire	Head Custodians	All Custodians
Potable water back flow testing to prevent contamination	All	Annual	Contracted Out	
Ice/Snow Removal Sidewalks & Parking Lots	All	As needed	All Maintenance & Operations Employees	
Wet Floor Signage	All	As needed	All Custodians	
Fire Extinguisher Inspections	All	Monthly Initial	Day Custodians	
Fire Extinguisher Recertification	All	Annual	Contracted out to AAA Fire & Safety	
Testing Building Sprinklers	All	Annual	Contracted out to AAA Fire & Safety	
Post Earthquake Building Inspections	All	As needed	Maintenance III & Maintenance Supervisor	
Potable Water Lead Testing	All	Every 3 Years	Testing Contracted out to AM Test Labs	
A district certified playground inspector and installer (fields & toys)	All	Re-certification every 3 Years	National Playground Safety Institute	Grounds – III(Doug Davidson)
Monthly Playground Inspections	All	Initial Day Custodians	Grounds - III	All Day Custodians
Weekly Playground fall protection material maintenance (chip raking)	All	Initial Day Custodians	Grounds - III	All Day Custodians
Maintenance of pedestrian crossings (Flashing Beacons); vehicle signage; and pavement stripping.	All	As needed	Maintenance and Grounds employees	

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Manage the "Hot Works Permit" protocol. Agency and staff notification of maintenance work that could result in a fire or activation of alarm system.	All	As needed	Maintenance III or contractors	
Elevator Inspections	Carnation Elementary Cedarcrest High	Annual	Contracted out to Thyssen Elevator	
Pressurized vessel inspections (i.e. Hot Water Tanks)	All	Annual	Contracted out to Department of Labor and Industries	
Fire Alarm Device Testing	All	Annual	Contracted out to Guardian Security	
Co2 Monitoring/air quality	All	Periodically	King County Health Dept and Puget Sound Workers' Compensation Trust	
Mold Spore testing	All	Periodically	State Health Department Puget Sound Workers' Compensation Trust	
Train staff in proper operation of Security Systems	All	Initial hire	Head Custodians	Selected Staff Card Holders
HVAC Filters Change	All	Every 3 Months	Maintenance III	Maintenance I, II ,III
Hazard Reporting	All	Initial hire	Maintenance Supervisor	All Maintenance & Operations Employees

## District Provided Activities that Enhance Student Safety

### Transportation Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Twenty-five second bus driver vehicle evacuation training	Buses	Annual In-service	Transportation Supervisor	All Transportation Staff
Pre/post trip vehicle inspection training. In addition to examining the vehicle's road worthiness, the post-trip inspection insures that the bus is vacant (student).	Buses	Initial hire and annual refresher	Transportation Supervisor or a Driver Trainer	All Transportation Staff
Driver Trainer Certification	Transportation	Initial certification and annual recertification	Initial certification -OSPI; Annual re-certification – ESD Regional Transportation coordinator	Selected drivers (2)
Transportation support for dam Evacuation	Carnation Elementary, Tolt Middle School and District Office plus all other district facilities	Annual or as needed	All staff and students	All staff and students
Behind the wheel driving skill refresher including mirror usage; safe driving techniques	Transportation	Annual In-service	Driver Trainers	All Transportation Staff
Drug/Alcohol Testing	Transportation	Random	Transportation Supervisor and contracted out to Drug Free Business	All Transportation Staff
Drug/Alcohol Testing Procedure Certification which includes techniques for observing symptoms of abuse	Transportation	As needed	Contracted out to Drug Free Business	Administrative Staff
First Aid /CPR training and certification	Transportation	Every two years	American Red Cross	All Transportation Staff
Physical Examination	Transportation	Every two years	US Healthworks	All Transportation Staff
Field Trip authorization				

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Road closure & road maintenance monitoring	District wide	As Needed	Transportation and Maintenance Supervisor and drivers	
Driver's License School Bus Endorsement Training	Transportation	As Needed	Driver Trainer/Department of Licensing	All Transportation Staff
Training in the use of bus fire extinguishers	Transportation office and buses	Annual In-service	Transportation Supervisor	All Transportation Staff
Maintenance of discipline on buses - Bus Disciplinarian officer meetings with individual students	Transportation	1.5 hours/day funded position	Bus Disciplinarian	
Maintenance of bus fire extinguishers	Transportation office and buses	Monthly	Transportation Supervisor	All Transportation Staff
Vehicle Accident Investigation	District wide	As Needed	Washington State Patrol &/or other Police Authority	Transportation Supervisor, Dispatch and Mechanics
State school bus specification requirements including compartmentalized seating, safety stop arms, eight way flashing lights, and strobe illuminated stop paddle	Buses	On bus acquisition	n/a	n/a
Train students to evacuate school buses and student awareness training of "danger zone" around vehicles.	Buses	One within first six weeks of each school semester	School bus drivers	Students
Maintain of a confidential list of students who have a medically fragile or custodial release alert.	Applicable bus routes	As needed	Supervisor or designee	All Drivers
Distribution and enforcement of non-transportable items	School buildings and buses	Annually and as needed	Transportation Staff	School staff and students
Extra-curricular and field trip safety training	Buses	Prior to each curricular trip	Drivers	Student, staff and chaperones
Post trip bus inspection to ensure vacant vehicle	Buses	Daily	Drivers	Drivers
Employment of a School Bus Discipline Officer	District wide	Continual	n/a	n/a
Safe crossing procedures at bus stops	District wide	Continuously	Drivers	Students
Kindergarten and Preschool student rider ship training	District wide	Annual	Transportation Supervisor or designee	Patents and students
Emergency route modification instructions	District wide	Annual and in anticipation of an emergency event	Drivers	Students
Utilize child seats	Buses	As needed	n/a	n/a
Camera surveillance system	Buses	Continual	Drivers	n/a

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Vehicle inspection	All vehicle that transport students	Annually-all vehicles; semi-annually-25% of vehicles	State Patrol	n/a

## District Provided Activities that Enhance Student Safety

### Food Service Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
King County Food Handler's Permit training and testing	All	Initial hire and every three years	Food Service Supervisor under the authority of the Washington Restaurant Association's	Cooks and Servers
King County Food Handler's Permit trainer certification	N/A	Annually	Washington Restaurant Association's	Food Service Supervisor
ServSafe Food Safety Training	All	Every five years and as needed	Contracted out Food Services of America	Cooks and Servers
Food Safety Orientation training	All	Annual	Food Service Supervisor	All staff
Mock Health Inspections	All	biannual	Food Service Supervisor	
Health Department Inspections & Training	All	biannual	King County Health Department	all

## District Provided Activities that Enhance Student Safety

### Chemistry/Science Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Safety demonstration with a teacher directed activity. The demonstration includes instructing the students as to the location and use of safety equipment in the classroom including eye wash stations, safety showers, fume hoods, fire extinguishers and absorbent materials for spill clean ups.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Start of each school term if year long class.	Chemistry teacher/s	Students
Execute a Safety Contract outlining all safety rules (Middle School Science Safety Contract and Flinn Scientific's Student Safety Contract – High School)	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Student and parents	
Maintenance of Material Safety Data Sheets (MSDS) in notebook in Chemistry preparation area.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Continuous	Chemistry teacher/s or chemical hygiene officer (if one is on site)	Teachers and <i>students?</i>
Activity and Assignment for students to read and interpret MSDS	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Start of each school term. Included in the start of term safety protocol training.	Chemistry teacher/s	Students

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Safety protocol regarding the specific chemicals and specific equipment used in each chemical experiment are reviewed. Laboratory handouts include warning symbols.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Prior to each laboratory experiment.	Chemistry teacher/s	Students
Disposal of chemicals/solutions utilizing the protocol listed in Flinn Chemical Catalog	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Following each lab experiment	Chemistry teacher/s and students	Students
<b>Storage of Chemicals</b> Ensure all chemicals are properly stored in their compatible chemical families in separate and secure cabinets with secondary containment trays per the chemical inventory. (See WA state and other reference manuals for details) For example, acids in storage area are stored separately from bases and organics are stored separately from inorganics. All containers in science spaces shall be labeled and dated -	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Continuous	Chemistry teacher/s	Teachers
<b>Storage of Chemicals</b> <b>Restrict access</b> of chemical and storage area to staff. The chemical storage area shall remain locked at all times. Only authorized personnel will be allowed in the chemical storage areas. It will remain off limits to students and other unauthorized personnel.	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher/s and chemical hygiene officer	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Storage of Chemicals</b>  <b>Chemical Inventory</b>            An updated standard chemical inventory will be maintained and furnished to the building mapping administrator for updating the mapping web page.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	at all times and with an update at the beginning of each school year to principal and chemical hygiene officer	Chemistry teacher/s or chemical hygiene officer (if one is on site)	
<p><b>Storage of Chemicals</b>            Formal inspections of storage areas with the documented records kept and made readily accessible to employees.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	annually	Chemical hygiene officer	
<p><b>Storage of Chemicals</b>            Informal inspections will take place to ensure safety and compliance to storage procedures. Employees shall inspect all shelf clips in acid cabinet to check for possible corrosion</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	throughout the year  every six months	Chemistry teacher/s	
<p><b>Chemical disposal</b>            Log inventory and treatment</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	As needed	Chemistry teacher/s	
<p>Keep laboratory clean, uncluttered, and safe by returning chemicals and equipment to their proper locations and <b>cleaning up at the end of the lab activity</b> and reporting or procuring repair for faulty equipment.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	immediately	Chemistry teacher/s	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Prior Approval Procedures</b>            There may be some procedures and/or chemicals, which require prior approval. Any new demonstration or lab that uses hazardous concentrations of chemicals in the following categories: corrosives, flammables, toxins, carcinogens, mutagens, teratogens, or possible allergens, will require assessment by one's colleagues within the department and reviewed by chemical hygiene officer before being demonstrated in front of students.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Every time	Chemical hygiene officer	
<p><b>Science Lab Demonstrations</b>            Practice (including review of specific safety and disposal procedures) – required before the demonstration. Schedule practice with ample time prior to demonstration.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher/s	
<p>'Drop and Roll' technique shall also be taught to students and employees</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher or Chemical hygiene officer	
<p>All suspected overexposures to chemical substances shall be reported to the Chemical Hygiene Officer and Principal in a prompt and timely fashion. In the event of an overexposure, after the immediate event, the incident shall be documented.</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center		Chemistry teacher/s	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Training for staff working with chemicals, flammables, and potentially hazardous materials.</p> <ol style="list-style-type: none"> <li>1) Content and location of the district and work site or building Chemical Hygiene Plan and the Laboratory Standard</li> <li>2) Location, availability, and use of chemical Material Safety Data Sheets (MSDS)</li> <li>3) Potential hazards involved in using chemicals and how to detect potentially harmful exposures before they are harmful</li> <li>4) Safety procedures for spills and emergency situations</li> <li>5) The proper use and location of all safety equipment, emergency procedures, and safety rules</li> <li>6) Developing and implementing a student safety training program</li> <li>7) Signs and symptoms of overexposure to chemicals and substances and how to avoid potentially harmful exposures</li> <li>8) Mixing, storage and disposal of chemicals and solutions</li> <li>9) Understanding of the permissible exposure limits (PELs) used in the work site and laboratory</li> <li>10) Hands-on training on chemical containment, clean up, treatment, and disposal techniques</li> <li>11) PPE hazard assessment</li> <li>12) Fire fighting techniques for small fires</li> <li>13) Basic First Aid Training</li> </ol>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Annually, building specific when the new Riverview Learning Center opens and as needed with new teachers</p>	<p>Chemical hygiene officer</p>	<p>New Science teachers to the district and new to the new building (including student teachers)</p>

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
When possible, laboratory exercises are microscaled to reduce the volume of chemicals/solutions requiring disposal protocol. In addition, classroom demonstrations are frequently utilized to replace full student prepared experiments. This not only reduces the volume of chemicals/solutions requiring disposal, but also reduces the frequency of student chemical handling safety training.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	As often as possible.	Chemistry teacher/s	
Execute a Safety Assessment for students to demonstrate mastery of safety procedures.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Chemistry teacher/s	Students
Designate a chemical hygiene officer who is qualified by experience and training that will oversee the science laboratory hygiene procedures at each location and train the respective teachers.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Superintendent or designee	
Review and evaluate the effectiveness of the chemical hygiene plan.	District	Once/year	Chemical hygiene officer	
Power Failures and Master Control Shut Off Procedures – Each building or work site will have procedures to follow in event of a power failure. Employees shall know where and how to shut off master controls in case of emergency at their work site. Know building or work site's procedure in the event of a power failure. Have these written procedures posted in their work site or laboratory	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Once/year	Administrator /custodial. Mapping services will provide most of this.	Chemistry teacher

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Ensure that safety equipment (including safety goggles) is in proper working order before performing any labs. All employees and teachers shall:</p> <ul style="list-style-type: none"> <li>a) Know the locations for all personal protective equipment (PPE)</li> <li>b) Know how to use each appropriately</li> <li>c) Make sure all safety equipment is in operational order</li> </ul>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	At all times	Chemistry teacher/s	
Each <b>eye wash station</b> at each laboratory shall be activated to flush the system and help keep it in operational order	Cedarcrest High, Tolt Middle School and Riverview Learning Center	Weekly	Teachers	
<b>Emergency phone numbers</b> – shall be clearly posted near the telephone at each site.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	At all times	Administrator	
Conduct periodic audits of all science spaces separately and jointly with staff.	Cedarcrest High, Tolt Middle School and Riverview Learning Center	It is recommended that each work site or school perform a safety audit within the first four weeks of the new school year.	Chemical Hygiene Officer, in cooperation with building staff	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Ventilation</b> will be inspected. Ventilation should:</p> <ul style="list-style-type: none"> <li>a) Be able to support air changes of at least 20 cfm per occupant (5 air changes at 100% outside air is also acceptable)</li> <li>b) Flow into the laboratory from non-laboratory areas and out the exterior of the building to an area where it will not be drawn back into the lab.</li> </ul>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance personnel	
<p><b>Electrical Shutoff</b>—All GFIs shall be tested in each lab</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance personnel	
<p><b>Electrical Bench Power Shutoff</b>—Mark location of electrical shut off in and outside the lab and test</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	quarterly	Maintenance personnel	
<p><b>Safety Showers</b> Shower effectiveness will be tested</p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	periodically	Maintenance	
<p>Fume hoods shall be kept in operational condition (100 fpm); adequate <b>performance will be recorded and documented.</b></p>	Cedarcrest High, Tolt Middle School and Riverview Learning Center	annually	Maintenance	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p><b>Prior to Purchase:</b></p> <p>a) Review experiments and demonstrations and adjust chemical orders annually</p> <p><b>b) Minimize quantities of each chemical ordered</b></p> <p>i) Try to identify supply sources within other science departments first</p> <p><b>c) High-risk chemicals shall be purchased and stored in limited amounts.</b></p> <p>d) Review the hazards and precautions for protection before purchasing any chemical</p> <p>e) Review clean up and disposal requirements for each chemical being ordered</p> <p>f) District Chemical Hygiene Officer will review all chemical orders before submission for purchase</p>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Every time</p>	<p>Chemical hygiene officer</p>	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
<p>Checking in Chemicals</p> <ul style="list-style-type: none"> <li>a) Incoming shipments of chemicals are not to be opened and transported after opening by school personnel other than qualified science teachers, trained Instructional Aides or CHO. Ensure the special shipping containers are retained for chemical storage</li> <li>b) Inspect each item for soundness, identify storage location, then properly label receipt and enter all required data (see page 31) into inventory <ul style="list-style-type: none"> <li>i) Containers will not be accepted without adequate identification labels. All labels on incoming containers of hazardous chemicals shall not be removed or defaced</li> <li>ii) Dates - All employees shall label all chemicals with the received shipment date. This will be used to determine the age of a substance at a later date</li> <li>iii) Material Safety Data Sheets (MSDS) shall be kept in a notebook near the work site and readily available to all laboratory employees</li> <li>iv) Review MSDS and file properly</li> </ul> </li> </ul>	<p>Cedarcrest High, Tolt Middle School and Riverview Learning Center</p>	<p>Every time</p>	<p>Chemistry teacher/s</p>	

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Duty of Supervision – Be able to supervise students working in the laboratory	Cedarcrest High, Tolt Middle School and Riverview Learning Center	at ALL times	Chemistry teacher/s	

## District Provided Activities that Enhance Student Safety

### Art Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Safety handling of charcoal and chalk drawing media provided with introduction to the media. Students are instructed on how to prevent airborne particles by tapping excess material into a waste basket instead of blowing it off their papers.	Cedarcrest High School	Beginning of each unit that uses such media, with occasional reminders during daily clean up times.	Art Instructor	Students
Safety handling of scratch board tools, their proper use and potential for minor injuries if mishandled.	Cedarcrest High School	Beginning of the scratch board unit.	Art Instructor	Students
Safety precautions concerning the kiln in the ceramics room. Students are instructed to never approach the kiln when on, open the lid, set anything on the lid, or press any of the controls. Students are also instructed never to touch ceramic ware that has recently been removed from the kiln.	Cedarcrest High School	At the start of each semester, with cautions repeated throughout the semester.	Art Instructor	Students
Safety precautions delivered to students during Raku firing procedures. Students are instructed to stay away from the Raku kiln during and after the firing process; fire extinguisher is present during the firing; the kiln is closely monitored at all times during the firing and subsequent cool down.	Cedarcrest High School	During each Raku firing.	Art Instructor	Students
Safety precautions concerning the handling of various ceramics-making tools, their proper uses, and penalties for misuses.	Cedarcrest High School	At the beginning of each semester, with periodic reminders.	Art Instructor	Students
Safety precautions in handling solvents in painting class, their proper use, clean up, and minimization of odor in the room.	Cedarcrest High School	At the beginning of the semester, with periodic reminders.	Art Instructor	Students
Safety precautions and proper uses of carving tools in sculpture class, including the use of protective eye-wear.	Cedarcrest High School	At the beginning of each unit, and with the introduction of each new technique.	Art Instructor	Students
Teacher directed instructions as to proper use of tools, equipment, and materials in art room.	Tolt Middle School room E 525	Ongoing	Art Teacher	Students
Demonstration and instruction of correct procedures in the art classroom environment.	Tolt Middle School room E 525	Ongoing, specifically before new projects or lessons	Art Teacher	Students

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Equipment, tools, and supplies are stored in clearly labeled areas and are accessible by teacher permission only.	Tolt Middle School room E 525	Ongoing	Art Teacher and Teacher Assistants	Art Teacher and TA's
Maintenance Safety Data Sheets are available in notebook form in main office.	Tolt Middle School Main Office and Art Classroom	Ongoing	Office Staff and Art Teacher	Office Staff, Administration, and Art Teacher

**District Provided Activities that Enhance Student Safety**  
**Physical Education and Athletic Department Specific**

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
General safety instruction/rules written in syllabus including specific injury prevention (ie. stretching, mat safety, and spotting) procedures	Cedarcrest High and Tolt Middle School	First day of class	Physical Education instructor	students
General safety instruction/rules written in syllabus and specific safety concerns related to each new unit including location (i.e. gymnasium, wrestling room, fields or courts) specific issues.	Cedarcrest High and Tolt Middle School	As new units begin (every two – three weeks).	Physical Education instructor	students
Weight room safety is introduced in syllabus and specific safety concerns related to each new weight station or exercise.	Cedarcrest High	First day of class and whenever any new station/exercise is introduced.	Physical Education instructor	students
Maintenance and management (appropriate use, etc.) of equipment	Cedarcrest High and Tolt Middle School	On-going	Physical Education instructor and maintenance staff	n/a
Locker room safety/rules and behavior expectations included in syllabus.	Cedarcrest High and Tolt Middle School	First day	Physical Education instructor	students
Activity supervision	Cedarcrest High and Tolt Middle School	At all times (on-going)	Physical Education instructor	n/a
Climbing Room safety-technique, equipment training, and general room safety	Tolt Middle School climbing room	Ongoing	Trained Physical Education Specialists	Students
Large Group Transitions	Physical Education venues and road to fields	Ongoing	Physical Education instructor	Students
Review safety concerns with students for each activity and/or lesson	Carnation Elementary Stillwater Elementary and Cherry Valley Elementary	Ongoing	Physical Education instructor	Students

<b>Activity/Description</b>	<b>Location Sites</b>	<b>Frequency</b>	<b>Performed by</b>	<b>Trained Personnel</b>
Inspect, repair, and replace all equipment for safety	Carnation Elementary Stillwater Elementary and Cherry Valley Elementary	Ongoing	Physical Education instructor	Students
Assess appropriateness of activities based upon several criteria, including safety	Carnation Elementary Stillwater Elementary and Cherry Valley Elementary	Ongoing	Physical Education instructor	Students
In writing, inform and educate as to the nature and risk of head injuries or concussions. Insure that this written acknowledgement form is returned signed by the parent and athlete and on file with the District. Prohibit student practice or completion until complete.	Tolt Middle School and Cedarcrest High	Annually	Coaches	All parents and guardians of student participants in competitive sport activities
Provide training of the district procedure that informs parents or guardians of the nature and risk of head injuries or concussions; insure that this written acknowledgement form is returned and on file with the District and prohibits student practice or completion until complete	Tolt Middle School and Cedarcrest High	Initial hire and yearly	Athletic Director	All coaches, including volunteers
Review and adopt any changes that have been made in forms required for concussion and head injury management by consulting with the WIAA or the WIAA Web site.	Tolt Middle School and Cedarcrest High	Each spring	Athletic Director	
Training in head injury and concussion management by one of the following means: (1) through attendance at a WIAA or similar clock hour presentation which uses WIAA guidelines; or (2) by completing WIAA online training.	Tolt Middle School and Cedarcrest High	Initial hire and yearly	Athletic Director	All coaches, including volunteers

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
A youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be immediately removed from play.	Tolt Middle School and Cedarcrest High	Each occurrence	Coaches	
Return to Play After Concussion or Head Injury: A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider. The health care provider may be a volunteer. Health care providers include Medical Doctors (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physicians Assistant (PA), or Licensed Certified Athletic Trainers (AT/L).	Tolt Middle School and Cedarcrest High	Each occurrence	Coaches	

## District Provided Activities that Enhance Student Safety

### Vocational Agriculture Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Demonstration, safety rules presentation for working with hand tools.	Cedarcrest High	Start of each school term	Agriculture Teacher	Students
Demonstration, safety rules for working with power equipment and power hand tools.	Cedarcrest High	Start of each School term	Agriculture Teacher	Students
Present ear protection demonstration and present video.	Cedarcrest High	Start of each school term	Agriculture Teacher	Students
Present eye protection curriculum.	Cedarcrest High	Start of each school term	Agriculture Teacher	Students
General safety presentation that includes working with heavy materials fire extinguisher, safety shower, eye wash stations and caring for flammable materials.	Cedarcrest High	Start of each school term	Agriculture Teacher	Students
Storage of paints and stains and flammable solvents.	Cedarcrest High	Start of each school term	Agriculture Teacher	Students
Disposal of paints and solvents according to WISHA and OSHA requirements.	Cedarcrest High	Ongoing	Agriculture Teacher	Teacher
Maintenance of material safety data sheets in office file cabinet.	Cedarcrest High	Ongoing	Agriculture Teacher	Teacher
Oversee safety activities per AgriMechanics and AgriScience curriculum.	Cedarcrest High	Ongoing	Agriculture Teacher	Students
Maintenance and service of air cleaning units in shop and welding booth	Cedarcrest High	Every 3 Months	Agriculture Teacher	Teacher
Safety process for handling chemicals used in soil analysis.	Cedarcrest High	At the beginning of testing unit	Agriculture Teacher	Students
Safety Unit involving the proper handling and application of turf fertilizers.	Cedarcrest High	At the beginning of the unit	Agriculture Teacher	Students
Safety unit discussing the proper use of turf grass equipment.	Cedarcrest High	At the beginning of the unit	Agriculture Teacher	Students
Safety demonstrations for operating: arc welding equipment; oxy acetylene equipment; plasma cutting, woodworking equipment; grinders; Abrasive cut off saw; sheet metal equipment; rod iron bending equipment; propane cutting equipment; heating equipment.	Cedarcrest High	At the beginning of each unit	Agriculture Teacher	Students

## District Provided Activities that Enhance Student Safety

### Industrial Arts/Shop/Technology Department Specific

Activity/Description	Location Sites	Frequency	Performed by	Trained Personnel
Teacher led discussion and student handout activity outlining black and white film chemicals, proper handling and safety response in emergency	Cedarcrest High 142	Start of each semester for dark room related classes	Vocational Graphic Arts Teacher	Students
Maintenance of MSDS Sheets in notebook kept in dark room.	Cedarcrest High 142	Continuous	Vocational Graphic Arts Teacher	Students
Storage of chemicals: black and white film processing chemicals labeled and stored in approved bottles	Cedarcrest High 142	Continuous	Vocational Graphic Arts Teacher	Students
Disposal of chemicals: black and white film processing chemicals recycled or disposed of as established by industry guidelines	Cedarcrest High 142	Continuous	Vocational Graphic Arts Teacher and Students	Students

## Regulatory and Supporting Agencies:

- **Washington State Department of Health**

Protects and promotes healthy places to work through assessments, policy, regulations, guidelines, and provisions of health information and education. Provides consultation services.

- **U.S. Environmental Protection Agency**

The U.S. Environment Protection Agency (EPA) is responsible for compliance and enforcement of environmental regulations, and may delegate the responsibility to state governments.

- **Office of Environmental Health and Safety**

Provides consultation, technical assistance, and training to school districts on the health effects of exposure to indoor air contaminants. Investigates suspected incidents of indoor air contaminants in public schools, provides consultation services, and conducts training sessions on indoor air quality issues.

- **Duvall and Carnation Fire department(s)**
- **King County Health Department**
- **King County Fire Marshal Office**
- **Washington State Department of Ecology**
- **State Board of Education**
- **OSPI - Office of Superintendent of Public Instruction**
- **City of Seattle –Seattle Public Utilities**

## References Board Policy

*Disclaimer:* These excerpts of Board Policy are not intended to represent the full content of the policy.

Category/Title	Description/Activity	Board Policy
School to Work programs	Resources for <b>safe</b> and relevant work-based and work-related learning experiences shall be developed in cooperation with the community: employers, labor organizations and public and private agencies. The board directs the superintendent to establish procedures for entering into agreements with employers for work-based and work-related experiences that specify the responsibilities of the district and employer, and address issues including <b>work place safety</b> , liability, screening of persons who will have regularly scheduled unsupervised access to students, transportation, and student and parent responsibilities.	2025
AIDS Prevention Education	The life-threatening dangers of acquired immunodeficiency syndrome (AIDS) and its prevention shall be taught in the district. AIDS prevention education shall be limited to the discussion of the life-threatening dangers of the disease, its spread, and prevention. Students shall receive such education at least once each school year beginning no later than the fifth grade.	2030-6
Filed Trip Procedures	The policy outlines specific procedures for an approval, supervision, and securing permission of trips.	2030-7
Internet safety	The Riverview School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provide and maintained at the District's expense, and therefore the public's expense, and are to be used by members of the school community with respect for the public trust through which they have been provided. The Riverview School District will conform to the federal Children's Internet Protection Act (CIPA), which includes computer monitoring and the use of an Internet Filtering Solution. Filtering software or services will be installed and used on all computers with access to the Internet for both students and adults. This will block or filter access to visual depictions that are obscene, contain child pornography, or harmful to minors.	2035

Category/Title	Description/Activity	Board Policy
Interscholastic Activities	<p>B. An athletic coach must be properly trained and qualified for an assignment as described in the coach's job description.</p> <p>C. A syllabus which outlines the skills, techniques and safety measures associated with a coaching assignment will be distributed to each coach. A coach must secure permission in advance if he/she wishes to deviate from the syllabus.</p> <p>D. In-service training opportunities will be afforded each coach so that he/she is trained to attend to the health care needs of participants. Prior to a sports season, the coach will prepare a plan for handling medical emergencies at practice sessions and games (home and away).</p> <p>E. Participants will be issued equipment that has been properly maintained and fitted.</p> <p>F. All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the district, shall be inspected on a regular basis.</p> <p>G. Nonprescribed medications, including such items as analgesic balms, vitamins and salt tablets, must be approved by the superintendent before they may be available for use by coaches and/or athletic trainers. After athletic training medications have been approved, the coach and/or trainer must secure authorization from the parent and the student's doctor before the medications may be used during the athletic season. If such a release is not on file, the nonprescribed medications may not be used. This provision does not preclude the coach and/or trainer from using approved first aid items. A sign will be posted that warns students that eligibility to participate may be denied if anabolic steroids are used for the purpose of enhancing athletic ability.</p> <p>H. The board recognizes that certain risks are associated with participation in interscholastic sports. While the district will strive to prevent injuries and accidents to students, each participant and his/her parent(s) or guardian(s) will be required to sign a statement which indicates that the parent/guardian and the student acknowledge the risks of injuries resulting from such participation and give assurance that the student will follow the instructions of the coach.</p> <p>I. Each participant shall be required to furnish evidence of physical fitness prior to becoming a member of an interscholastic team. A written report shall be completed when a student is injured while participating in a school-supervised activity. A participant shall be free of injury and shall have fully recovered from illness before participating in any activity.</p> <p>J. Each student participating in interscholastic athletic activities is required to have or obtain medical insurance for expenses incurred as a result of injuries sustained while participating in the extracurricular activity. Students shall provide evidence of coverage with a minimum limit of \$25,000 in medical expenses or shall obtain such coverage through the insurance plan offered to all students participating in activities in the district. No student will be denied the ability to participate solely because the student's family, by reason of low income, is unable to pay the entire amount of the premium for such insurance. The superintendent or his/her designee may approve partial or full waiver of premiums to permit all students to obtain the required medical insurance.</p>	2055

Category/Title	Description/Activity	Board Policy
Substance abuse program	The board recognizes that the abuse of alcohol, and the use and abuse of controlled illegal, addictive, or harmful substances including anabolic steroids is a societal problem and may represent an impairment to the normal development, well-being and academic performance of students. To ensure the <b>safety, health and well-being of all students</b> , the board is committed to the development of a program which emphasizes drug, alcohol, and nicotine abuse prevention, intervention, aftercare support and necessary corrective actions. The program will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The program will be age-appropriate and developmentally based for all students in all grades.	2070
Traffic Safety Education	The district shall provide traffic safety instruction for eligible students. A fee shall be set by the district. Each student will be required to pay the established fee at the time of enrollment.	2090
Extended illness or health condition.	If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to taken an incomplete or withdraw from the class without penalty. Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.	3005-5
Immunizations - Students	In order to safeguard the school community from the spread of certain communicable diseases and in recognition that immunization is a means of protection and prevention in the spread of disease, the board requires that a student present evidence of his/her having been immunized according to the rules of the State Board of Health. Immediately upon enrollment in the district, a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent/guardian. The certificate shall be made a part of the student's permanent record.	3005-6
Life-Threatening Health Conditions	Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan shall be developed. Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to due process.	3005-6

Category/Title	Description/Activity	Board Policy
Removal/release of student during school hours	The board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours. Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parent or guardian to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent/guardian, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy.	3040
Student Health	The superintendent shall arrange for health services to be provided to all students. Such services shall include but not be limited to: A. The maintenance of student health records; B. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day; C. Consulting services of a qualified health specialist for staff, students and parents; D. Vision and hearing screening; and E. Immunization records and screening.	3080
Infectious Diseases - Students	The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI, 3-1997). The principal and/or school nurse shall report the presence of suspected case or cases of reportable communicable disease to the appropriate local health authority as required by the State Board of Health. Such information concerning a student's present and past health condition shall be treated as confidential. The principal shall cooperate with the local health officials in the investigation of the source of the disease.	3080-1

Category/Title	Description/Activity	Board Policy
Medication at School	<p>The Riverview School District is authorized by state statutes to administer prescribed oral medication (oral medication refers to prescription and over-the-counter medication).to students during school hours or while students are in custody of the district. The board authorizes the superintendent to designate personnel to administer oral medication to students. Oral medication is to be administered pursuant to the law and only when a health professional prescribing within the scope of his or her prescriptive authority determines that:</p> <ol style="list-style-type: none"> <li>1. There exists a valid health reason which makes administration of medication advisable during school hours; and</li> <li>2. Written, current, and unexpired instructions regarding the administration of prescribed medication are received by the school.</li> </ol> <p>The superintendent shall establish procedures for:</p> <ol style="list-style-type: none"> <li>1. The training and monitoring of staff members in the administering of oral medication. The training shall be by a school nurse.</li> <li>2. Designating staff members who will be authorized to administer prescribed oral medications to students after completing proper training.</li> <li>3. Receiving signed and dated parental and health professional request for the dispensing of prescribed oral medications, including instructions from the health professional if the medication is to be given for more than fifteen (15) days. (see Medication Authorization Form)</li> <li>4. Receiving and storing oral medication in a locked or limited access facility.</li> <li>5. Maintaining records pertaining to the administering of oral medications;</li> <li>7. Instructing staff on appropriate procedures for dealing with students who bring prescription and/or over-the-counter medications to school on their person for self-administering. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.</li> </ol> <p>Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.</p>	3080-2

Category/Title	Description/Activity	Board Policy
Emergency Treatment	<p>Staff are encouraged to become trained and/or maintain skills in recognized first aid procedures, especially through Red Cross certified providers. Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties. Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The principal shall be responsible for making the appropriate decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life-threatening emergency (severe bleeding, shock, breathing difficulty, heart attack, head or neck injuries), call 911. The principal, nurse, responsible designated person, or involved staff member should contact the parent/guardian as quickly as possible to determine whether the child should:</p> <ul style="list-style-type: none"> <li>A. Be sent to a hospital, or</li> <li>B. Be sent to a doctor, or</li> <li>C. Be sent home, or</li> <li>D. Remain at school.</li> </ul> <p>Use of Semiautomatic External <b>Defibrillator</b> in Life-threatening Emergencies It is important to be cognizant of the reality that life-threatening emergencies can occur in the school environment at any time. Washington law regarding defibrillator use outlines five (5) mandatory requirements. Riverview School District ensures that:</p> <ol style="list-style-type: none"> <li>1. Expected defibrillator users receive reasonable instruction in defibrillator use and cardiopulmonary resuscitation by a course approved by the Department of Health;</li> <li>2. The defibrillator is maintained and tested by the acquirer according to the manufacturer's operational guidelines;</li> <li>3. Upon acquiring a defibrillator, medical direction is enlisted by the acquirer from a licensed physician in the use of the defibrillator and cardiopulmonary resuscitation;</li> <li>4. The person or entity who acquires a defibrillator shall notify the local emergency medical services organization about the existence and the location of the defibrillator; and</li> <li>5. The defibrillator user shall call 911 as soon as possible after the emergency use of the defibrillator and shall assure that appropriate follow-up data is made available as requested by emergency medication service or other health care providers. Liability issues should always be addressed with use of medication equipment. In the case of defibrillators, the Washington law offers immunity from civil liability to all persons and entities providing emergency services. However, this immunity from civil liability does not apply if the acts or omissions amount to gross negligence or willful or wanton misconduct.</li> </ol>	3080-4
Child abuse, neglect, and exploitation	Child abuse, neglect, and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation.	3080-5

Category/Title	Description/Activity	Board Policy
Anaphylaxis Prevention	While it is not possible to achieve a completely allergen-free environment, Riverview School District will take reasonable measures to avoid allergens for affected students, and will train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student-specific training will be provided for appropriate personnel when necessary.	3082
Diabetic Students	<p>The Board recognizes that students with diabetes shall have a plan of care that includes protocols and accommodations necessary to provide a safe learning environment. The ESA (Educational Staff Associate) school nurse is appointed to:</p> <ul style="list-style-type: none"> <li>• Consult and coordinate care with the parents and health care providers of students with diabetes; and</li> <li>• Train and supervise the appropriate staff in the care of students with diabetes by providing annually: general diabetes training for staff indirectly involved with the student and comprehensive diabetes training for staff directly involved with the student (classroom teacher, coach, health room staff, parent designated adults).</li> </ul>	3085
Concussions and head injuries - student sports	<p>Consistent with Washington law, the District will utilize guidelines developed with the Washington Interscholastic Activities Association (WIAA) and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.</p> <p>Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the District, the student may not practice or compete.</p> <p>All coaches, including volunteers, will complete training as required in the District procedure. Additionally, all coaches of competitive sport activities will comply with WIAA guidelines for the management of head injuries and concussions.</p>	3086

Category/Title	Description/Activity	Board Policy
Emergencies	<p>1. Fire Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills shall be held monthly. The superintendent is directed to develop emergency evacuation procedures for each building.</p> <p>2. Earthquakes The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm. The superintendent shall establish guidelines and action taken by building principals should an earthquake occur while school is in session.</p> <p>3. Flood Because Riverview School District has been the victim of periodic floods and the fact that students must live with the possible threat of a dam failure, specific administrative evacuation procedures are to be designed to evacuate students and staff to safe ground.</p> <p>4. Bomb Threats The superintendent shall establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.</p> <p>5. Emergency School Closure or Evacuation When weather conditions or other circumstances make it unsafe to operate schools, the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee. When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area. The superintendent shall establish procedures for the emergency closure of a building or department.</p>	3090
Pandemic/Epidemic Plan	<p>The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee shall serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, shall ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such</p>	3095
Guidelines and Rules for Students Riding the Bus	<p>This policy outlines guidelines and rules that students must follow to promote the safety and well-being of students using the Riverview School District vehicles. The guidelines and rules specifically identify behaviors prior to loading, while on the bus, and after leaving the bus.</p>	3100-3
Exceptional Misconduct	<p>Exceptional misconducts pose an immediate and/or continuing danger to the student, other students, or school personnel, or are behaviors that are so serious in terms of the disruptive effect upon the operation of the schools or are so frequent in their occurrence that an immediate short-term or long-term suspension or expulsion is warranted on the first offense. Exceptional misconduct also includes related conduct or omission that reasonably establishes an intent to commit or through planning, meeting, organizing, communicating, or conspiring in a manner to instigate, encourage, assist, aide, persuade or facilitate others or self to commit acts of exceptional misconduct.</p>	3100-6

Category/Title	Description/Activity	Board Policy
Dangerous Weapons	It is a violation of Washington State law for any person to carry onto school premises, school-provided transportation, or facilities while being used by the school district any firearm or dangerous weapon. A violation constitutes grounds for expulsion from the Riverview School District and the public schools of the state of Washington, in accordance with the due process provisions of Washington State Law. School officials shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation. (RCW 9.41.250, RCW 9.41.280)	3100-7
Corrective Action for Illegal Drugs/Alcohol	Any student who while on school property, or in reasonable proximity thereto, or at a school-sponsored activity or event, (a) illegally uses, possesses, sells, or is under the influence of drugs, alcohol, controlled or mood altering substances; (b) illegally uses, possesses, sells, delivers, or is under the influence of medication which is not prescribed for his/her use by a licensed doctor; or (c) illegally uses, possesses, sells, or gives to another drug paraphernalia will be disciplined. (Such discipline may include participation in intervention activities, referral to a law enforcement agency, and/or suspension or expulsion from school.)	3100-9
Prohibition of Corporal punishment	Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student, and is not permitted.	3105
Civility	The Riverview School District believes that respectful communication and behavior create a safe, civil environment, essential to student and staff high achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.	4005
Safe and Orderly Learning Environment	Visitors - The board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. The superintendent shall establish guidelines governing school visits to insure orderly operation of the educational process and the safety of students and staff. Disruption of School Operations If any person is under the influence of drugs or alcohol or is disrupting or obstructing any school program, activity, or meeting, or threatens to do so or is committing, threatening to imminently commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of any student, official, classified or certificated staff member or invitee of the school district, the superintendent or staff member in charge shall direct the person to leave immediately. If such a person refuses to leave, the superintendent or staff member shall immediately call for the assistance of a law enforcement officer.	4010
Regulation of Dangerous Weapons on School Premises	It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction. The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: A. Persons engaged in military, law enforcement, or school district security activities; B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; C. Persons competing in school authorized firearm or air gun competitions; and D. Any federal, state or local law enforcement officer. The following persons over eighteen years of age and not enrolled as students	4015

Category/Title	Description/Activity	Board Policy
Tobacco Use	The board of directors recognizes, in order to <b>protect students from exposure</b> to the addictive substance of nicotine, employees and officers of the school district and all members of the community have an obligation as role models to refrain from tobacco use on school property at all times.	4020
Contacts with Students	The schools may communicate information through students regarding schools, school programs and non-school programs offered by non-profit organizations that in the opinion of the principal have social, recreational or educational value to the students. Students shall be encouraged to participate in the interpretation of educational programs to the community. The effect on students of such communication and participation shall be given paramount consideration. The principal shall establish appropriate <b>safeguards to prevent the exploitation of students by individuals or groups.</b>	4030
Notification of threats of violence or harm	Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.	4045 and 4045p
Relations with outside agencies including law enforcement, child protective, and health authorities.	The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the <b>health and safety of students or others</b> such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or the scheduling of events where large crowds may be difficult to handle, law enforcement shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.	4050
Release of Information concerning sexual and kidnapping offenders	Public agencies are authorized to release relevant and necessary information regarding sex and kidnapping offenders to the public when the release of the information is necessary for public protection. Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities, and decide when such information needs to be released to the public. The school district has a public safety role to play in the dissemination of such information to staff, parents, students, and the community and will disseminate such information under the following conditions: 1. Receipt of a specific request from a law enforcement agency that information be disseminated to staff and/or students and parents. In every case where students are notified, parents will also be notified. 2. Receipt of the actual documents to be distributed. The district may duplicate the documents, but they will be distributed in form received from the law enforcement agency. 3. When an administrator receives a request from a law enforcement agency for dissemination of information regarding a sexual offender, the administrator will immediately notify the superintendent. The superintendent will authorize the release of such information to staff, students and parents, under the guidelines of the law enforcement agency.	4055

Category/Title	Description/Activity	Board Policy
Confidential Communications	The board recognizes that school staff must exercise a delicate balance regarding the treatment of information that was revealed in confidence. A staff member may, in his/her professional judgment, treat information received from a student as confidential while at other times decide to disclose what was learned to the school administration, law enforcement officers (including child protective services), the county health department, or the student's parents. The staff member should advise the student regarding the limitations and restrictions regarding confidentiality. The student should be encouraged to reveal confidences to his/her parents. If the staff member intends to disclose the confidence, the student should be informed prior to such action.	5015
Drug-free schools and workplace	The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. For these purposes, the board declares that the following behaviors will not be tolerated: A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates. B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination. C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates. D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district. Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary. As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten (10) days of such conviction, regardless of the source of the information. Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement. Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.	5020

Category/Title	Description/Activity	Board Policy
Mandated Drug and Alcohol Testing Program	<p>Prohibited Alcohol And Controlled Substance-Related Conduct The following alcohol and controlled substance-related activities are prohibited by the district for drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities. Violations shall result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.</p> <p>A. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the FMCSA 0.04 or greater.</p> <p>B. Being on duty or operating a vehicle while the driver possesses alcohol.</p> <p>C. Using alcohol while performing safety-sensitive functions.</p> <p>D. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.</p> <p>E. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.</p> <p>F. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use, although not the medication that has been prescribed. The use of any medication that could affect a driver's safe job performance is prohibited while working.</p> <p>G. Reporting for duty, remaining on duty or driving if the driver tests positive for controlled substances. No supervisor having actual knowledge of the above violations shall permit a driver to perform or continue to perform safety-sensitive functions.</p>	5060
Chemical and Laboratory safety	<p>The board recognizes the potential health and safety hazards that exist as a result of chemical storage and handling. Instruction shall be emphasized in the safe and proper use of chemicals and substances and proper laboratory techniques. All students and staff are to wear safety glasses or goggles whenever they are working under potentially hazardous conditions. Laboratories should be ventilated sufficiently enough to provide a healthful, non-hazardous environment.</p>	6510
Playground Equipment	<p>The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours. The superintendent shall develop specifications for playground equipment and related play surfaces in accordance with RCW 28A.335.300 and the Consumer Product Safety Commission playground guidelines. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment shall be based upon safety and contribution to child development.</p>	6510

Category/Title	Description/Activity	Board Policy
Playground Equipment Installation and Maintenance - Procedures	<p>Playground Equipment Plans to install playground equipment, either temporarily or permanently at a school site, shall be reviewed by a committee appointed by the superintendent or designee. A representative from the current insurance carrier shall be contacted prior to installation.</p> <p>Guidelines:</p> <p>A. The maintenance supervisor shall coordinate installation of approved equipment. Monthly inspections will be conducted by the maintenance department. Equipment must meet the safety criteria listed below: 1. All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur. 2. Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so there will be a disbursement of children allowing safe, free movement with the least possible congestion. 3. All equipment is to be free from hazardous protrusions, points and sharp edges. 4. Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote shall not be used. 5. Equipment should be low to the ground with a six (6) foot maximum vertical limit. 6. All moving parts are to be concealed and designed to minimize the changes of pinching or catching of clothing or of body. 7. All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative. 8. All equipment must comply with Consumer Product Safety Commission guidelines.</p> <p>B. Equipment should require a minimum of maintenance, specifically for replacement of parts and painting.</p> <p>C. Equipment should be aesthetically appealing and encourage active and creative use.</p> <p>D. Equipment should be difficult to vandalize.</p> <p>E. Unpadded cement or steel stationary poles should not be used in areas intended for running games.</p>	6510-1

Category/Title	Description/Activity	Board Policy
<p>Infection Control Program - Staff</p>	<p><b>Vaccine Requirements:</b>  In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against TD (Tetanus-Diphtheria) and MMR (Measles, Mumps and Rubella). Staff members born prior to January 1, 1957, need not provide evidence of immunity to measles; these individuals are considered naturally immune. To facilitate this prevention program, the board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the expectations for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test. In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded, he/she is not eligible to receive sick leave or disability benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.</p> <p><b>Infectious Disease Reporting:</b>  A staff member who knowingly has contracted a medically-diagnosed reportable disease that could be transmitted in the school setting is expected to notify the superintendent immediately. A reportable disease must be reported to the local health officer. The fact that a staff member has been tested for a sexually transmitted disease, the test result and any information relating to the diagnosis or treatment of a sexually transmitted disease must be kept strictly confidential. If the district has a release, the information may be disclosed pursuant to the restrictions in the release.</p> <p><b>Exclusion Due to Serious Illness:</b>  A staff member who has contracted a medically-diagnosed infectious disease may be excluded from school by written order of the local health officer. Any decision to exclude such staff member from the workplace shall be made only after the written concurrence of the health officer and the staff member's private physician that the staff member's admittance poses significant risk to the staff member, other staff members or students. The district is committed to protecting students and staff from the exposure to serious public health threats. At the same time the district will protect the staff member from discriminatory treatment in the event of any diagnosed health condition or report. The staff member's personal physician may recommend absence from school if the environment has become a danger to him/her or the staff member is too ill to work. Such a staff member shall be classified as "disabled" and granted a leave of absence until further evaluation of the health condition has been made. The superintendent and the physician shall meet and confer to determine the extent to which reasonable accommodation may be necessary as a result of the disability. A staff member shall be permitted to return from disability leave upon the recommendation of the local health officer and the staff member's private physician.</p> <p><b>Infection Control Program:</b>  The superintendent or designee shall evaluate all job duties of district employees to determine which employees have reasonable anticipated on-the-job exposure to blood or other potentially infectious material. The district shall maintain a list of job classifications where employees have reasonable anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine shall be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work. In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment if indicated. The district shall provide annual training to all</p>	<p>6512</p>

Category/Title	Description/Activity	Board Policy
Student accident Insurance	Student accident insurance coverage shall be offered in order to keep the insurance premium within the reach of the majority of students. The superintendent is authorized to receive quotations from the various underwriters available and to recommend for board consideration the best single source of coverage. Upon approval by the board, the district shall distribute application forms and supply the necessary claims information (time of accident, cause of accident) when requested by a student or his/her parent. To be eligible for consideration an agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures and expedite the entire program from the standpoint of communication among the claimant, doctor or hospital and claims office. The underwriting company, if not located in Washington, must maintain an agent within the state with authority to handle, adjust and process claims so that final claim determination shall be made within the state of Washington	6535
Surveillance on school grounds or property	The Riverview School District is committed to nurturing a safe, caring and positive environment. Consequently, the health, safety and well-being of students and staff while on district property and attending district functions and the protection of district property are important functions of the School District. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, and visitors on District property. The Riverview School District recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of order and discipline within the school setting. Accordingly, the Board authorizes the use of video surveillance practices, in accordance with the established procedures (P6550-1). It is anticipated that this policy will encourage individuals to demonstrate respect for themselves, others and their surroundings.	6550

Category/Title	Description/Activity	Board Policy
Harassment and Bullying	<p>The Riverview School District is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying. Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national origin, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socio-economic status and physical appearance, or for any other reason prohibited by law. The district prohibits harassment and bullying defined as intentional acts, statements, or conduct that has the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Graffiti, pictures, or photographs</li> <li>• Disparaging remarks about or use of demeaning, offensive, or negative terms</li> <li>• Deliberate and unwelcome touching, cornering, pinching, or pulling on clothing</li> <li>• Offensive jokes or teasing</li> <li>• Hazing, pranks, or other intimidating behavior directed toward an individual</li> </ul> <p>This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. The district encourages administrators, faculty, staff, students, parents/guardians, volunteers, and other community members to participate in maintaining a clear expectation of civil conduct and proactive problem-solving throughout the school district. Uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.</p> <p>Uncivil conduct covers many behaviors that do not rise to the level of harassment and bullying but are still prohibited by other district policies or building, classroom, or program rules, such as:</p> <ul style="list-style-type: none"> <li>• Directing vulgar, obscene or profane gestures or words at another individual;</li> <li>• Taunting, jeering, inciting others to taunt or jeer at an individual;</li> <li>• Raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place;</li> <li>• Imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met;</li> <li>• Using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety;</li> <li>• Invading the personal space of an individual after being directed to move away, physical blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave;</li> <li>• Violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or</li> <li>• Other similar disruptive conduct.</li> </ul> <p>False reports or retaliation for harassment and bullying constitute violations of this policy. This policy is a component of the district's responsibility to create and maintain a safe, civil and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The superintendent is authorized to develop and implement procedures addressing the elements of this policy, including informal and formal complaint processes, dissemination of policy, and internal review of the policy.</p>	6580

Category/Title	Description/Activity	Board Policy
Sexual harassment	<p>This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when:</p> <ol style="list-style-type: none"> <li>1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;</li> <li>2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or</li> <li>3. Unwelcome sexual conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement. Suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline or other appropriate sanctions. The district will take appropriate actions to protect involved persons from retaliation. <p>It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other appropriate sanctions. The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process. The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.</p> </li></ol>	6590

Category/Title	Description/Activity	Board Policy
Transportation	<p>The district may provide transportation to and from school for a student:</p> <p>A. Whose residence is beyond the one mile radius from the school to which the student is assigned;</p> <p><b>B. Whose walking route to school is hazardous;</b></p> <p><b>C. Whose disability prevents him/her from walking or providing for his/her own welfare while walking;</b> or</p> <p>D. Who has another compelling and legally sufficient reason to receive transportation services.</p> <p>The district's transportation program shall comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available. The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected. Routes and Schedules The superintendent or designee shall be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school. 6600</p>	6600
Student Safety Riding Buses	<p><b>Bus Safety</b> - The superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver shall order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the principal sending a bus pass to the driver. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.</p> <p><b>Emergencies</b> - In the event of an accident or other emergency, the bus driver shall follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). To insure the success of such emergency procedures, each bus driver shall conduct an "actual" emergency evacuation drill within the first six weeks of each school semester followed by at least one verbal review of the emergency exit procedures each semester. The district shall conduct such other drills and procedures as may be necessary.</p> <p><b>Student Conduct on Buses</b> -The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval. At the beginning of each school year, a copy of the rules of conduct for students riding buses shall be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be available upon request at the school and/or transportation office.</p>	6605

Category/Title	Description/Activity	Board Policy
Video Cameras on school buses	The board authorizes the use of video cameras on district-operated school buses for the purpose of <b>reducing discipline problems, thus providing a safer enforcement for the transportation of students.</b> The reason for recording the transportation environment is to provide school officials, drivers, and parents/guardians with documentation when dealing with inappropriate student behavior. Disciplinary action will be in accordance with policies and procedures on Student Responsibilities and Rights. The superintendent shall prepare procedures for use of the video equipment on buses, the authorized review process for video tapes, and the proper disposal of tapes.	6608
Transportation of Students	<p>I. Bus Drivers Transporting Students Bus operators shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The district shall, at the beginning of each school year, provide each driver with a copy of the School Bus Driver Handbook (SPI), any additional laws and/or rules which have been recently enacted and which apply to school bus drivers, and the district's written rules for student conduct on buses. When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility.</p> <p>II. District Employees Transporting Students Any district employee, other than a bus driver, who transports students for school activities in a district or private vehicle must have a valid driver's license issued by the state department of licensing, or a state of residence, current Department of Motor Vehicles Drivers Abstract (less than one year old), current first aid/CPR certificate, and proof of insurance. Such drivers may only operate vehicles with seating capacity of ten or less and may not drive students on scheduled routes between home and school. Prior to driving students or at least once per school year, each driver (other than a bus driver) must submit to his or her supervisor a photocopy of his or her license and proof of insurance, plus provide a written statement that he or she has not had a driving license privilege suspended or revoked in the preceding three years; that he or she has not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years; that he or she is of the physical health necessary to safely transport children; and that he or she has not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students. Such offenses include but are not limited to those listed in WAC 180-20-101 (1) (j). Employees are responsible for reporting any potentially disqualifying offenses.</p>	6630

Category/Title	Description/Activity	Board Policy
Nutrition and Physical Fitness	<p>Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:</p> <p>A. Reduce student access to foods of minimal nutritional value  B. Provide students access to nutritious food.  C. Provide opportunities for physical activity and developmentally appropriate exercise, and  D. Provide accurate information related to these topics.</p> <p><b>NUTRITION</b> The superintendent shall develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the superintendent shall adopt and implement a comprehensive curriculum on health, fitness and nutrition consistent with the Essential Academic Learning Requirements (EALRs). The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.</p> <p><b>Food Services</b> The district supports the philosophy of the National School Lunch Program and shall provide wholesome and nutritious lunches for children in the district's schools. The board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service agency shall require the approval of the board. Because of the potential liability of the district, the food services program shall not accept donations of food other than as provided in this policy without the express approval of the board. Should the board approve a food donation, the superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.</p> <p><b>Free and Reduced Price Food Services</b> The district shall provide free and reduced price lunches and milk to students according to the terms of the National School Lunch Program and the laws, rules and regulations of the state. The district shall inform parents of the eligibility standards for free or reduced price lunches. Reasonable efforts shall be made to protect the identity of students receiving such lunches. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to the superintendent.</p>	6700
Operations and Maintenance of School Property	<p>Facilities are to be maintained and operated in a <b>safe, healthful condition</b> and to preserve the district's investment. The superintendent shall provide for a program to maintain the district physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.</p>	6800
Closure of facilities	<p>The board of directors has the authority to close a school building when an unforeseen natural event or mechanical failure causes a facility to become unsafe, unhealthy, inaccessible, or inoperable.</p>	6883

Category/Title	Description/Activity	Board Policy
State Environmental Policy Act Compliance	<p>The district established the following criteria as the basis for exercising authority relative to environmental issues. The district shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:</p> <p>A. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;</p> <p>B. Assure for all people of Washington <b>safe, healthful</b>, productive, and anesthetically and culturally pleasing surroundings;</p> <p>C. Attain the widest range of beneficial uses of the environment without degradation, <b>risk to health or safety</b>, or other undesirable and unintended consequences;</p> <p>D. Preserve important historic, cultural, and natural aspects of our national heritage;</p> <p>E. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;</p> <p>F. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and</p> <p>G. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources. The district recognizes that each person has a fundamental and inalienable right to a <b>healthful environment</b> and that each person has a responsibility to contribute to the preservation and enhancement of the environment.</p>	6890
Pesticide notification, posting and record keeping.	<p>The superintendent is directed to develop procedures to assure that the district complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the district's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage.</p> <p>The district's goal is to control pests in the buildings and on the grounds with the methods, means and materials that result in satisfactory control of pests while <b>maintaining high standards for health and safety of students, staff</b> and the general public. It is the intent of the Riverview School District to utilize Integrated Pest Management Program (IPM) to manage pest populations to prevent unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.</p>	6895

# References

## Washington Administrative Code (WAC) Rules

Category/Title	Description	Legal Reference
School Bus Driver Qualifications	Purpose and authority	180-20-005
School Bus Driver Qualifications	Training and qualifications of school bus drivers -- Administration.	180-20-011
School Bus Driver Qualifications	Training and qualifications of school bus driver instructors -- Administration.	180-20-021
School Bus Driver Qualifications	Initial requirements for school bus drivers.	180-20-101
School Bus Driver Qualifications	Continuing requirements for authorized school bus drivers.	180-20-102
School Bus Driver Qualifications	Disqualifying conditions for authorized school bus drivers.	180-20-103
School Bus Driver Qualifications	Temporary authorizations -- Requirements and issuing procedures.	180-20-111
School Bus Driver Qualifications	School bus driver authorization -- Requirements and issuing procedures.	180-20-112
School Bus Driver Qualifications	Discipline -- Grounds for denial, suspension, or revocation of authorization -- Emergency suspension -- Appeals -- Adjudicative proceedings.	180-20-120
School Bus Driver Qualifications	School bus driver -- Reporting.	180-20-135
School Bus Driver Qualifications	School district -- Reporting.	180-20-140
School Bus Driver Qualifications	School district -- Verification of drivers continuing compliance.	180-20-145
Pupils — Immunization Requirement and Life-Threatening Health Condition	Purpose and authority.	180-38-005
Pupils — Immunization Requirement and Life	School attendance conditioned upon presentation of proofs.	180-38-045
Pupils — Immunization Requirement and Life	Written notice prior to exclusions from school.	180-38-050
Pupils — Immunization Requirement and Life	Prehearing and hearing process.	180-38-080
Pupils	Persons authorized to impose discipline, suspension, expulsion, or emergency removal upon students.	180-40-230
Pupils Discipline	Conditions and limitations	180-40-235
Emergency Actions	Emergency removal from a class, subject, or activity.	180-40-290
Emergency Actions	Emergency expulsion -- Limitations	180-40-295
Pupil Safety	Evacuation of buildings in sudden emergency - RCW 28A.305.130(11).	180-41-010
Pupil Safety	Evacuation of buildings in sudden emergency -- Responsibilities of school authorities.	180-41-015
Pupil Safety	Evacuation of buildings in sudden emergency -- Classroom instruction.	180-41-020
Pupil Safety	Evacuation of buildings in sudden emergency -- Out-of-class traffic.	180-41-025
Pupil Safety	Evacuation of buildings in sudden emergency -- School personnel.	180-41-030
Pupil Safety	Evacuation of buildings in sudden emergency -- Emergency exit drills.	180-41-035

<b>Category/Title</b>	<b>Description</b>	<b>Legal Reference</b>
Pupil Safety	Evacuation of buildings in sudden emergency -- Exit alarm and recall signal systems.	180-41-040
Immunizations	Immunization of child care and school children against certain vaccine-preventable diseases	246-100-166
Contagious Disease School Districts	Purpose.	246-110-001
Contagious Disease School Districts	Definition.	246-110-010
Contagious Disease School Districts	Control of communicable (contagious) disease	246-110-020
Dept. of Health Food Service	Purpose and authority.	246-215-001
Dept. of Health Food Service	Minimum performance standards.	246-215-005
Dept. of Health Food Service	Definitions.	246-215-011
Dept. of Health Food Service	Management and personnel.	246-215-021
Dept. of Health Food Service	Employee hygiene.	246-215-031
Dept. of Health Food Service	Food supplies.	246-215-041
Dept. of Health Food Service	Public health labeling.	246-215-051
Dept. of Health Food Service	Food handling.	246-215-061
Dept. of Health Food Service	Equipment and utensils.	246-215-071
Dept. of Health Food Service	Water, plumbing, and waste.	246-215-081
Dept. of Health Food Service	Physical facilities.	246-215-091
Dept. of Health Food Service	Compliance and enforcement.	246-215-181
Dept. of Health Food Service	Exempt from permit.	246-215-191
Dept. of Health Food Service	Permits required, suspension, revocation, enforcement.	246-215-200
Dept. of Health Food Service	Examination, hold orders, condemnation, and destruction of food.	246-215-240
Dept. of Health Food Service	Employee health.	246-215-251
Dept. of Health Food Service	Procedure when disease transmission is suspected.	246-215-260
District-wide emergency closure	Definition	392-129-090
School emergency closure	Definition	392-129-100
Transportation	Specifications for school buses.	392-143
Transportation	Operation rules.	392-145
Traffic safety	School safety patrol.	392-151
Traffic safety	Driver education.	392-153
Child nutrition	Practices and procedures.	392-157
Student	Health records	392-182
Sexual harassment	Definitions.	392-190-056
Sexual harassment	Policy -- Adoption date -- Required criteria	392-190-057
Sexual harassment	Procedures	392-190-058
School employees	Training -- -- HIV/AIDS	392-198
School employees	Fingerprint record checks	392-300

# **References**

## **Emergency Plans (procedures)**

### **ACCIDENTS**

- In case of injury, administer appropriate first aid.
- To avoid further injury, do not move victim unless necessary to protect from further injury in present location.
- Observe appropriate safety procedures and wear gloves when in contact with blood or other potentially infected body fluids.
- Call 911 if necessary.
- Contact building administrator/main office.
- If victim is a student, office will contact parent/guardian or emergency contact. If victim is an employee, office will contact spouse/emergency contact.
- Office will initiate Student Incident or Worker's Compensation form.
- If 911 is called, the office will notify the Superintendent's Office. (ext.4504)

### **STUDENT THREAT ASSESSMENT**

Each school has a crisis team in place to assess various issues such as Student Threat Assessment. Depending on the urgency and severity of a situation, the principal (schools), program manager (programs), or team lead (district office) will convene the crisis team and proceed with the steps outlined below

Threat reported to principal/program manager/team lead:

- Step 1. Evaluate threat.
  - Obtain a specific account of the threat by interviewing the student who made threat, the recipient of threat, and other witnesses.
  - Write down the exact content of the threat and statements made by each party.
  - Consider the circumstances in which the threat was made and the student's intentions.
- Step 2. Decide whether threat is clearly transient or substantive.
  - Consider criteria for transient versus substantive threats.
  - Consider student's age, credibility, and previous discipline history.
- Step 3. Respond to transient threat.
  - Typical responses may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends and attend mediation or counseling.

- Step 4. Decide whether the substantive threat is serious or very serious.
  - A serious threat might involve a threat to assault someone (“I’m going to beat that kid up”). A very serious threat involves use of a weapon or is a threat to kill, rape, or inflict severe injury.
- Step 5. Respond to serious substantive threat.
  - Take immediate precautions to protect potential victims, including notifying intended victim and victim’s parents.
  - Notify student’s parents.
  - Consider contacting law enforcement.
  - Refer student for counseling, dispute mediation, or other appropriate intervention if appropriate.
  - Discipline student as appropriate to severity and chronic nature of the situation.
- Step 6. Conduct safety evaluation.
  - Take immediate precautions to protect potential victims, including notifying the victim and victim’s parents.
  - Consult with law enforcement.
  - Notify student’s parents.
  - Begin a mental health evaluation of the student if appropriate.
  - Discipline student as appropriate. Threat is serious. Threat is clearly transient. Threat is substantive or threat meaning not clear. Threat is very serious.
- Step 7. Implement a safety plan.
  - Complete a written plan.
  - Maintain contact with the student.
  - Revise plan as needed.

## **ASSAULTS**

- Diffuse the situation, keep assailant/victim calm. Keep others away from the location. Avoid the risk of physical injury to anyone.
- Administer first aid if necessary. Observe appropriate safety procedures and wear gloves when in contact with blood or other potential infected fluids.
- Call 911 if a weapon is present, if an injury requires medical attention, or if there is a threat of future violence.
- Do not leave assailants or victims by themselves. They may be in shock or try to leave.
- Contact building administrator/ main office.
- Office will notify the parent/guardian if students are involved.
- Document the situation, including names of bystanders or witnesses. Designate a staff member to do this if building administrator must leave the scene.
- Office will notify the Superintendent’s Office if 911 is called.

## **BOMB THREATS**

- Call 911 immediately.
- Keep caller on the phone and obtain as much information as possible, including:
  - Time set for detonation
  - Exact location of bomb
  - Description of the bomb
  - Type of explosive used
- Note other pertinent details, such as:
  - Time of call
  - Exact words used
  - Sex of caller
  - Estimated age
  - Identifiable accent/voice description
  - Identifiable background noise
- Contact Building Administrator/Main office (do not use talkabouts).
- Building administrator and law enforcement officers will decide whether to evacuate the building. If the building is evacuated, normal fire drill procedures should be used. **DO NOT** announce specific reasons for evacuation. Every precaution should be taken to avoid panic, which could result in injury to students and staff.
- Building administrator may conduct a room-to-room search using available police, fire fighters, and staff.
- Office will notify Superintendent's Office. (Ext. 4504)
- Device found:
  - **DO NOT TOUCH** the device!
  - Evacuate and seal off the area.
  - Call 911 immediately.
  - Wait for trained bomb squad to arrive.

## **BURGLARY/THEFT**

- **Burglary/theft in progress**
  - Call 911 immediately and provide location address of the burglary.
  - Do not attempt to apprehend the burglar(s).
  - Notify building administrator/main office.
  - Document the situation, including physical description of burglar(s) and vehicles(s). Do not rely on memory.
- **After burglary/theft is discovered:**
  - Contact building administrator/main office.
  - Office will call 911 and provide location address.

- Do not disturb anything. Do not clean up or make repairs.
- Re-route all persons around the burglarized area.
- Office will document the situation, including evidence, phone calls, conversations and observations.
- Office will notify Superintendents Office. (Ext. 4504)
- Office will complete Incident Report form.

### **SUSPECTED CHILD ABUSE/NEGLECT**

School employees are required by state law to report suspected cases of child abuse to Children’s Protective Services or the proper law enforcement agency. Failure to do so is a gross misdemeanor. The building administrator will be notified of the report as soon as possible. Employees suspecting other employees of abuse must contact the administration immediately.

- Contact building administrator, counselor/nurse immediately and confer with counselor or nurse as appropriate.
- Notify Children’s Protective Services or law enforcement agency and describe evidence. Children’s Protective Services or law enforcement agency will advise action to be taken.
- Complete a Child Abuse/Neglect Report.
- Note: A staff person may wish and is encouraged to discuss the circumstances of a particular situation with Children’s Protective Services to determine whether a report should be filed.
- See section at back of flipchart for emergency phone numbers.

### **CHILD CUSTODY**

Regarding parental custody disputes, building administrator will ensure that all office personnel understand the rights of parents and appropriate protocol.

- Following are common procedures to observe in case of custody disputes:
  - Contact building administrator/office **immediately**.
  - Parent(s) must provide the school with any legal documents that clarify custody restrictions.
  - The non-custodial parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.
  - The student is not permitted to visit with or be released to anyone, including the non-custodial parent, during school hours without the approval of the custodial parent or an appropriate public authority.
  - If a non-custodial parent seeks removal of a student from school, the administrator or office may telephone the custodial parent regarding the request for release of the student.
  - If the custodial parent objects to the release of the student, you may ask if the school could provide a brief supervised visit and describe the conditions so that both parents hear the same information. Emphasize that the student will stay in the school office for the visit, will return to class afterward, and will not leave school property.

- Protect the child if you have doubts about whether to release the student upon request. Don't be rushed; ask for assistance if necessary.

## **DRUG/ALCOHOL**

If a person appears at school, at a school-sponsored activity, or on a school bus and demonstrates behavior indicating that the person may be under the influence of alcoholic beverages or controlled substances:

### Adult/Non-Student

- Contact building administrator/main office immediately.
- Administrator or staff shall ask the person to leave immediately.
- If the person refuses to leave, the administrator or staff member shall immediately call 911.
- Notify Superintendent's office if 911 is called (4504).

### Student

- Notify principal or designee.
- Principal/designee will determine if student is or is believed to be in violation of rules pertaining to alcohol and/or illegal substances.
- Principal will remove the student from further contact with other students and place him/her under the continuous supervision of a responsible adult staff member.
- Principal/designee will notify parents/guardians prior to providing the required written notice and request that they provide necessary medical attention for the student.
- If the parent is not available or staff deems such advisable, appropriate medical procedures will be followed.
- Principal will report the violation to the appropriate law enforcement agencies, if appropriate.
- The principal/designee will impose discipline in accordance with district policies and procedures.

## **EARTHQUAKES**

### During earthquake:

- If indoors, stay indoors.
- DROP, COVER AND HOLD. Crawl under sturdy furniture. Move to an inside wall if possible. Stay away from windows and glass.
- Do not use candles, matches, or any open flame.
- Avoid buildings where debris could fall on you.
- If outside, remain in an open area. Stay away from buildings, trees, and electrical wires.
- If in a moving car/bus, STOP. Stay inside until the quaking movement subsides.

### After earthquake has subsided:

- Set emergency radios on Dispatch and monitor.
- Inspect exits to ensure that there is no debris over exits.
- Evacuate according to building evacuation plan.
- Be aware of the possibility of aftershocks. If they occur, it is usually within a few minutes of the initial shock.
- Do not enter buildings until building has been inspected.

- Office will notify Superintendent's Office or district receptionist to provide status and advise of assistance if needed.

## **FAINTING / LOSS OF CONSCIOUSNESS / SEIZURES**

### Fainting

- Keep victim lying down, or help victim to lie down.
- Ensure that airway is clear.
- Loosen tight clothing around the neck.
- Ensure that the victim gets plenty of fresh air.
- Don't give liquids until the victim is fully conscious to prevent choking.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- Contact building administrator/main office immediately.
- If condition persists, call 911.
- If student, office will complete Student Incident Report if 911 is called.

### Hyperventilation

- Have victim sit in a comfortable position.
- Reassure victim.
- Have victim try talking to help slow rapid breathing and maintain proper oxygen level.
- If symptoms persist, office will call 911.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- If student is the victim, office will complete Student Incident Report if 911 is called.

### Convulsions, Seizures

- Never put anything in the mouth.
- Place victim on the floor on his/her side to prevent injury and choking. Support the head & neck.
- Check breathing and maintain an open airway.
- Loosen clothing around neck.
- Give the person plenty of space.
- Empty room of students.
- Do not restrain his/her movements or move the victim.
- Move furniture to prevent further injury to the victim.
- Have someone call the office for help and have an adult stay with the victim.
- Call 911 if necessary.
- Office will contact parent/guardian if victim is a student, or spouse/emergency contact person if victim is a staff member.
- Office will complete Student Incident Report if 911 is called.
- If 911 is called, office will notify the Superintendent's Office at (4504)

## **FIRES**

Fire in building:

- Activate fire alarm and evacuate according to building evacuation plan.
- Call 911.
- Office will contact the Superintendent's Office at 4504.

Fire near building:

- Call 911.
- Monitor conditions.
- Office will contact the Superintendent's Office (4504).

**HAZARDOUS MATERIALS**

Incident in building:

- Evacuate the immediate area or building if necessary.
- Refer to building MSDS (Material Safety Data Sheets) for immediate information and treatment. A uniform bright orange binder is located in the main office and custodial station in each building.
- Call 911 immediately.
- Contact building administrator immediately.
- Office will notify Superintendent's Office (4504).

**LOCK-DOWN**

If, in the opinion of an administrator or the police, the school campus needs to be secured, this Lock-Down plan will be implemented.

**Office will announce action to be taken via the Intercom**, i.e., "We have an emergency lock-down situation. Please take the proper precautions."

Building Lock-down:

- Staff at the door call "Lockdown, Lockdown, Lockdown."
- Close all drapes and curtains.
- Bring in any known students and lock all classroom doors.
- Keep all students inside and away from windows and doors.
- Do not allow anyone into the room unless person can show office clearance.
- Do not respond to recess or dismissal times/bells.
- Take roll call to determine if any students are missing.
- Continue to teach, stay calm, and keep students calm.

Under administrative direction, personnel may also be advised to:

- Close all drapes and curtains.
- Direct all students and adults to lie flat on the floor.
- Turn off room lights.

Further Precautions:

- Do not move in front of a weapon.
- Do not try to forcibly disarm an intruder.
- Do not back an intruder into a corner; always provide a way out.
- Talk quietly and calmly.
- Allow yourself an escape route.

Follow building plan for handling situations outside regular classroom:

- Special programs.
- Bus arrival/dismissal.
- Lunch and recess.
- Specialty areas: playgrounds, outside athletic areas, locker rooms, music areas, parking lots, etc.
- Special staff assignments, such as: custodians, secretaries, nurses, food service personnel, Educational Assistants, counselors, parent volunteers, student volunteers, etc.

When danger has passed:

- Office will advise via intercom or messenger when normal procedures may be resumed.
- Staff update will be provided as soon as possible after the emergency has been resolved.
- Office will contact Superintendent's Office (4504).
- If media arrives, direct them to main office.

**MEDICATIONS AT SCHOOL**

- Medications dispensed at school, prescribed and over-the-counter:
- Under normal circumstances, all medication should be dispensed before and/or after school hours under the supervision of parent/guardian. For administration of medication at school, Procedures P3080-2 should be followed.
- Prescription medication to be administered by school personnel must be requested and authorized in writing by both parent/guardian and a licensed health care provider. Medication Authorization Form is available from the school office and is valid for one year only.
- Over-the-counter oral medication may be given to students after parent/guardian has completed the parent portion of the Medication Authorization form.
- Students may carry and self-administer the medication for emergency health reasons (i.e., asthma inhaler) after the Student Self-Medication Authorization Form has been completed by parent/guardian, a licensed health care provider, and has been approved by the school nurse.

- The medication must be properly labeled and contained in the original prescription bottle, kept in a secure location, and a daily record maintained.
- School staff will not administer medication by injection except when a student is susceptible to pre-determined, life endangering anaphylactic shock. Epi-Pen or Epi-Pen Jr. are the only injectibles school staff will be trained to administer. An additional form, Emergency Instructions-Injectible Medication, must be completed prior to bringing the injectible medication to school.

Middle and High School Students: Students taking over-the-counter medications (i.e. aspirin, Tylenol, mild allergy medications, etc.) will be allowed to carry and reasonably and responsibly self-administer such medications. The student shall carry only one day's supply of over-the-counter medication (in the originally labeled container) and must have written permission from the parent/guardian on file in the Health Room.

High School Students: If parent/guardian wishes to have the student self-administer prescription medication, the Student Self-Medication Authorization form must be completed and kept on file in the Health Room.

If a student is noted to have questionable behavior or cause staff concerns over the taking of oral medication or a questionable drug substance, the building administrator or designee will contact parent/guardian immediately to resolve such concerns.

### **POLICE OR CHILD PROTECTIVE SERVICES INTERVIEWS AND INTERROGATIONS**

- Law enforcement personnel or Children's Protective Services worker entering a school must report to the building administrator and provide personal and professional identification (official badge).
- An officer or Children's Protective Services worker may request and be granted student information such as address, telephone number, parents' names, date of birth and other directory information if the parent, or student over 18 years of age, has not filed a written objection to the release of directory information.
- Student records protected by FERPA may only be examined or released following written permission of a minor student's parent or an adult student, pursuant to a court order or subpoena, in response to a health or safety emergency, or in order to better serve the student in the juvenile justice system prior to adjudication.

#### Interviews and interrogations:

- While the district encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement officer to conduct any necessary questioning.
- If the student is over twelve (12) years of age, the principal shall make a reasonable effort to first contact the parent/guardian or a designated adult noted as an emergency contact, for their consent. If unable to reach a contact, the officer may proceed when, in the judgment of the office an emergency exists and further delay would impair the handling of that emergency. The officer shall advise and afford a student all legal rights required by law.
- If a student is under twelve (12) years of age, parent/guardian or designated adult notification and permission is required before any interview/interrogation will take place.
- The single exception for the above procedures is if child abuse or neglect is alleged.

#### Child Protective Services:

- Building administrator shall permit Children’s Protective Services worker to conduct any questioning when child abuse or neglect is involved outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation.
- Prior to commencing the interview, the Children’s Protective Services worker or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and if so shall make reasonable efforts to accommodate the child's wishes.
- Unless the child objects, the Children’s Protective Services worker or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.

Release into custody:

- An officer is not required to have a warrant in order to release the student into law enforcement custody.
- If a student is taken into custody by a law enforcement officer, the school will immediately notify the parent or guardian unless directed not to by the law enforcement officer.
- A Children’s Protective Services worker is required to have a warrant in order for the school to release custody of the student, unless the CPS worker is accompanied by a law enforcement officer.

**STRANGERS/VISITORS**

Stranger arrives on campus without checking in at office:

- Building administrator or staff member will contact the person and inform him/her of district policy, which requires visitors to check in at the school office upon arrival on campus.
- If the person identifies him/herself and provides satisfactory reason for the visit, the person may remain on campus after checking in at the office.

If the person appears agitated or presents the potential for disruption of the school program or physical harm to the students or staff, the following steps will be taken:

- Staff will ask person to leave the campus.
- Call 911 if person refuses to leave the campus.
- Contact building administrator or main office immediately.
- Keep the individual calm.
- Obtain a description of the person (physical build, facial features, clothing, etc.) and a description of the automobile (make, model, license number). Document information for the authorities. Do not rely on memory.
- Follow lockdown procedures if necessary.
- Office will notify the Superintendent’s Office (4504).

**STUDENT DEMONSTRATIONS**

If demonstration occurs on campus:

- Contact building administrator/main office immediately.
- Try to keep students in class but do not use force. Keep hallways clear of students as much as possible.

- Building administrator will attempt to meet with demonstrators, preferably in an empty room, to discuss the concern(s). Remain calm and unhurried. Ask another staff member to take notes.

If demonstration escalates:

- Call 911 if necessary.
- Only authorized persons and law enforcement officers will be admitted on campus.
- Follow lock down procedures is necessary.
- Office will notify the Superintendent's Office (4504).

## **SUICIDE**

Individual has threatened suicide:

- Contact building administrator or counselor immediately.

Individual has attempted suicide:

- Provide immediate medical attention.
- Stay with individual.
- Call 911 immediately.
- Contact building administrator/main office immediately.
- Office will contact parent/guardian if individual is a student or spouse/family member if individual is a staff member.
- Building administrator, counselor, or nurse will serve as liaison between school and family.
- Building administrator will conduct a staff meeting as soon as possible to apprise staff of the situation and discuss strategies to follow in preparation for the individual's return to school.
- Office will notify the Superintendent's Office (4504).

Individual is deceased:

- Call 911.
- Contact building administrator/main office immediately.
- Building administrator will conduct a staff meeting as soon as possible to apprise staff of the situation, discuss strategies, and make arrangements for building assistance.
- Office will notify the Superintendent's Office (4504).
- Direct all inquires from the press, public, and students to an Administrator.

## **VANDALISM**

Vandalism in progress:

- Call 911 immediately
- If students are involved, assess safety risk before attempting to stop or prevent further vandalism or attempting apprehension. Do not attempt to prevent vandalism or apprehend individuals if weapons are involved. In no case should staff endanger self or others.
- If adults are involved, do not attempt to apprehend.
- Contact building administrator/main office immediately.

- Document pertinent information including description of individual(s), automobile, license number, etc.
- Document all evidence, phone calls, conversations, and observations. Sign and date all documents.
- Office will notify the Superintendent's Office (4504).
- Office will fill out Incident report form.

**WEAPONS**

If someone on campus is carrying or is suspected of carrying a dangerous weapon on campus, assess safety risk. In no case should staff endanger self or others.

Immediate Danger!

- Call 911.
- Contact building administrator/main office immediately.
- Suspect will be brought to the office until police arrive.
- Follow lockdown procedures if necessary.
- Office will contact the Superintendent's Office (4504).

**IMPORTANT PHONE NUMBERS**

**EMERGENCIES Dial 911**

**FIRE AND POLICE BUSINESS NUMBERS**

KING COUNTY SHERIFF	206-296-5036
KING COUNTY FIRE DIST. 45 DUVALL	425-788-1625
KING COUNTY FIRE DIST. 10 CARNATION	425-333-4129
DUVALL/CARNATION POLICE DEPARTMENT	425-788-1519/425-333-4190
WASHINGTON STATE PATROL	425-649-4370
DEPARTMENT OF FISH & WILDLIFE (Cougars, bears, etc.)	425-775-1311

**HOSPITALS**

CHILDREN'S HOSPITAL (SEATTLE)	206-987-2000
GROUP HEALTH HOSPITAL (CENTRAL)	206-326-3000
GROUP HEALTH HOSPITAL	425-883-5151

(EASTSIDE)	
OVERLAKE HOSPITAL (BELLEVUE)	425-688-5000
VALLEY GENERAL HOSPITAL (MONROE)	360-794-7497
EVERGREEN HOSPITAL (KIRKLAND)	425-899-1000

### **MISCELLANEOUS**

CHILDRENS' PROTECTIVE SERVICES (WEEKDAYS)	425-649-4110
CHILDRENS' PROTECTIVE SERVICES (24 HOURS)	1-800-962-0073
24 HOUR CRISIS CLINIC www.crisisclinic.org	1-800-244-5767
POISON CENTER www.wapc.org	1-800-222-1222
ENCOMPASS (formerly Children's Services)	425-888-2777
KING COUNTY ANIMAL CONTROL	206-296-7387
KING COUNTY LIBRARY – DUVALL	425-788-1173
KING COUNTY LIBRARY – CARNATION	425-333-4318
KING COUNTY HEALTH DEPARTMENT	1-800-244-4512

### **UTILITIES**

PUGET SOUND ENERGY (POWER OUTS/NATURAL GAS LEAKS)	1-888-225-5773
CITY OF CARNATION	425-333-4192
CITY OF DUVALL	425-788-1185
CARNATION WATER DIST	425-333-4192
WATER DIST. 119- STILLWATER	425-788-2885
UNDERGROUND UTILITIES LOCATOR	1-800-424-5555