



Crossing Guard Handbook



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39139 North 10th Street East
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www.palmdalesd.org

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Dr. Maria Elena Esquer	Assistant Superintendent of Educational Services
Dr. Frances Ufondu	Chief Business Officer of Business Services
Ryan Beardsley	Assistant Superintendent of Human Resources
Dr. Donna Campbell	Assistant Superintendent of Special Education/ Student Services

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Alfred De La Riva	Transportation Field Supervisor
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Mary Hines	Transportation Technician
------------	---------------------------

Cintya Anderson	Bilingual Administrative Secretary
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IMPORTANT PHONE NUMBERS

Animal Control	(661) 940-4191
Child Abuse Hot Line	(800) 843-5678
District Office	(661) 947-7191
District Office Emergency Assistance Line	(888) 474-8107
Human Resources	(661) 789-6540
Palmdale Sheriff's Station	(661) 272-2400
Reporting Your Absences	Go to Absence Management online or call (661) 789-6610 A-K (661) 789-6542 L-Z
Special Education/Student Services	(661) 789-6745
Workers' Comp	(877) 764-3574 (Reporting Work Injuries)

YOUR SCHOOL SITE NAME: _____

SCHOOL SITE ADDRESS: _____

SCHOOL SITE PHONE NUMBER: _____

PRINCIPAL: _____ CELL # _____

ASSISTANT PRINCIPAL: _____ CELL# _____

SCHOOL DEPUTY: _____

PURPOSE OF HANDBOOK

This publication is intended to serve as a guidebook only. It is not comprehensive to every scenario that you will face, and it does not answer every question. It offers suggestions and gives insight into situations that may arise for Crossing Guards. Remember – the key to success as a Crossing Guard is “be alert and always do it the **safe** way”.

THE ROLE OF THE ADULT SCHOOL CROSSING GUARD

Adult School Crossing Guards help children safely cross the street at key locations. They also remind drivers of the presence of pedestrians. The presence of adult Crossing Guards can lead to more parents feeling comfortable about their children walking or bicycling to school.

The primary responsibility of an adult school Crossing Guard is to help children safely cross the street as they walk or bicycle to and from school. A well-trained adult school Crossing Guard can help to accomplish the following goals:

- Discourage children from behaving unsafely near traffic, such as darting into the street without looking or crossing against a traffic signal. A guard can encourage safe behavior by all pedestrians at the school crossing.
- Use existing gaps in traffic to help students cross safely. When the natural traffic flow does not allow enough time for children to safely cross a street, a guard may need to create gaps by stopping traffic temporarily. The guard stops traffic with a STOP paddle, then verbally directs children to cross the street. A guard is always the first person in the street and the last person out of the street.
- Alert motorists that pedestrians are in the process of using the school crossing.
- Observe and report any incidents or conditions that present a potential safety hazard to the school children or the guard.

An Adult School Crossing Guard will NOT Direct Traffic



PALMDALE SCHOOL DISTRICT

CROSSING GUARD

Bargaining Unit: California School Employees
Association, Chapter 296

Class Code:
780700

SALARY RANGE

\$16.23 - \$19.75 Hourly

BASIC FUNCTION:

Monitors traffic at assigned locations to provide safe student escort across a roadway within a marked crosswalk to an assigned school.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Director of Transportation, or designee. May receive some guidance by school management.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

1. Stops traffic to allow students and adults to safely cross the street.
2. Assists students in crossing the street safely;
3. Maintains cooperation of motorists at school crossings; reports reckless motorists or anyone creating an unsafe situation for students to school management.
4. Maintains order of students; reports any students not following safety or school rules (behavioral problems) to school management.
5. Provides adult supervision of students before they reach the school grounds.
6. Supports and enforces district policies and regulations.
7. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Traffic safety regulations as they apply to school crossings.
2. Basic Department of Motor Vehicles driving rules/roadway safety practices.

Ability to:

1. Understand roadway and traffic safety practices and regulations.
2. Communicate clearly with children.
3. Work split shifts.
4. React quickly and effectively in emergency situations.
5. Follow oral and written instructions.

6. Communicate effectively with a wide variety of personalities and maintain cooperative relationships with those contacted in the course of work.
7. Meet the attached physical requirements necessary to safely and effectively perform assigned duties.
8. Work outdoors in all types of weather.

TRAINING AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience working with children.

WORKING CONDITIONS:

- Position will be required to work split shifts of 1 hour – 3.5 hours.

PROFESSIONAL WORK RESPONSIBILITIES

- **Absences** - All members of the bargaining unit shall notify the District of an absence as soon as the necessity to be absent becomes known to the unit member. The unit member shall use the District's Absence Management System to record the absence a minimum of one hour before the unit members start time. If the Absence Management System is unavailable, the unit member shall notify the Absence Management Desk of the absence.
- **Assignments** – An attempt will be made to place you close to your residence in order to minimize travel time and car expenses. Assignments will be given out at the beginning of the school year. During the year, it may be necessary to move some individuals from one location to another.
- **Attitude** – You are a representative of Palmdale School District and are to conduct yourself in a businesslike manner at all times.
- **Attire** – Your clothing needs to be appropriate for your position. Clothing should always be clean. Shoes shall protect your feet and have no open toes. Orange vests go on the OUTSIDE of any jackets worn. Orange caps go on TOP of any rain hoods or knit beanies.
- **Clothes** shall fit appropriately and conceal undergarments at all times. Sheer or fishnet fabrics, halter tops, off the shoulder or low cut tops, sweats, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. In addition, tight or form-fitting clothing is considered unprofessional and, therefore, also prohibited.
- **Umbrellas and chairs** are not to be used during your assignment.
- **Discipline** – The Director of Transportation, Assistant Director of Transportation and Transportation Field Supervisor will handle any complaints about your performance. When necessary, progressive discipline will be used; that is, verbal warning, written warning, and then termination.
- **Lateness** – You need to be at your designated location at the time you are scheduled. Lateness will not be tolerated.
- **Pay** – You will be paid on the 10th and 25th of each month. Completed timesheets are due to your supervisor specified on the pay schedule provided. Your failure to turn in correct and accurate timesheets on the specified day may result in you not receiving a paycheck until the next pay period.
- **Travel** – You are entitled to be paid mileage from one assigned location to another assigned location. Mileage claim forms will be turned in at the end of the month to your Supervisor or the Transportation Department.
- **Smoking** – Palmdale School District is a smoke free district on all district properties. It is inappropriate to smoke on the job, even when not on Palmdale School District property.
- **Cell Phones** – Do not use your cell phone during your shift unless you need to make an emergency notification such as an accident, dangerous animal, assault, threat, suspicious person, fire.
- **During your shift** - Remain alert and attentive at all times. Even if no students are present, do not read, sit in your car, text, play games, puzzles, talk on the phone, carry on extensive conversations etc. you must remain attentive to your assigned area at all times.

PROPER ATTIRE TO PROJECT A POSITIVE AND SAFE PUBLIC IMAGE

Adult Crossing Guards should be uniformed so that motorists and pedestrians can recognize them and respond to their signals.

Adult school Crossing Guards are **required to wear or use the following four uniform items** which will be issued by Palmdale School District:

1. A high-visibility retro-reflective safety vest labeled as ANSI 107-1999 standard performance for Class 2 risk exposure. The apparel background material color shall be fluorescent orange-red. The retro-reflective material shall be orange, yellow, white, silver or yellow-green and shall be visible at a minimum distance of 1000 ft. The retro-reflective safety apparel shall be designed to clearly identify the wearer as a person.
2. A retro-reflective "STOP" paddle that is at least 18 inches wide with letters at least 6 inches high. A rigid handle should be provided. This sign may be fabricated from light semi-rigid material. The background of the "STOP" face should be red with white letters and border. The stop paddle may be modified to improve conspicuity by incorporating either white or red flashing lights on the STOP face, the flashing lights may be arranged in any of the following patterns:
 - Two white or red lights, one centered vertically above and one centered vertically below the STOP legend.
 - Two white or red lights, one centered horizontally on each side of the STOP legend.
 - A series of eight or more small white or red lights not larger than 0.25 inches in diameter along the outer edge of the paddle, arranged in an octagonal pattern at the eight corners of the border of the STOP face.
 - A series of white lights forming the shapes of the letters in the legend.
3. A whistle.
4. A Hat or cap, fluorescent orange.

**** A raincoat and/or windbreaker may be worn (these outer garments are always to be worn with the fluorescent and retro-reflective vest on the outside).**

GUIDELINES FOR ADULT Crossing Guard USE

The State of California provides criteria for the placement of adult school Crossing Guards in the Manual on Uniform Traffic Control Devices for Streets and Highways, MUTCD 2003, California Supplement. Adult school Crossing Guards normally are assigned where at least 40 school pedestrians over the course of two hours each day cross a public highway on the way to or from school. Guards also should be considered when special situations make it necessary to assist elementary school pedestrians in crossing the street.

In some cases, a change in the school route conditions may require crossing supervision until the change is completed, so a guard should be considered. An example would include sidewalk or road construction. Additional criteria are provided for specific situations, including uncontrolled crossings, stop sign-controlled crossings and traffic signal-controlled crossings. The criteria are based on vehicular traffic volume, vehicle speed and the number of vehicular turning movements.

Identifying the Locations Where Adult School Crossing Guards are Needed

No set of guidelines, however, can cover all the unique conditions that may exist. There are times when traffic engineering judgment is needed to determine when and where an adult school Crossing Guards should be used. Information to consider when identifying guard placement includes:

- « The age of the students who are crossing - Generally, younger children need more assistance than older children because they have a more difficult time judging the speed and distance of approaching vehicles and may be tempted to cross during an unsafe gap.
- « The width of the street and the number of lanes of traffic students must cross - Wide streets with multiple lanes of traffic typically require the use of two or more adult school Crossing Guards.
- « The sight distance at the crossing - These conditions are measured from the student's and driver's perspectives and for actual vehicle operating speeds. Sight distance can be affected by temporary obstructions, such as parked vehicles and piled snow near the crossing.
- « Safe gaps in traffic - Are the gaps long enough and frequent enough to allow safe crossing opportunities? The *Institute of Transportation Engineers* "School Trip Safety Program Guidelines" state that on the average, at least one adequate gap should occur each minute to allow for children to cross without undue delay or risk. However, other factors, such as the volume of child pedestrians or pedestrian groups should also be considered when determining the need for adult school Crossing Guards or other traffic control. If traffic volumes during crossing hours do not correspond to enough safe gaps, some method to interrupt traffic should be considered, such as a Crossing Guard or traffic signal.

Defining "A Safe Gap in Traffic"

The MUTCD 2003 Section 7E.02 states that adult school Crossing Guards "may be used to provide gaps in traffic at a school crossing where an engineering study has shown that adequate gaps need to be created and where authorized by law." An acceptable gap may be defined as the minimum time between vehicles that 85 percent of all groups of pedestrians waiting to cross a street will accept as adequate to cross the street, according to the Institute of Transportation Engineers "School Trip Safety Program Guidelines."

- « If there is at least one safe gap per minute of crossing time, there may be no need for any special traffic controls. If, however, there is not at least one safe gap per minute, officials should consider using an adult Crossing Guard or traffic signal to create safe gaps.
- « In practice, this analysis is time-consuming to calculate and may discourage agencies from attempting such an evaluation. Traffic speed, width of the street and the age of the children are also important considerations in determining if a crossing location will benefit from an adult school Crossing Guard.
- « Presence of traffic control devices, including traffic signals, signs and pavement - If present, are the traffic controls sufficient? For example, a signalized intersection at a school crossing location should always have WALK/DON'T WALK signals, and a pedestrian push button may also be appropriate. Guards and students should be properly trained on traffic signals relative to safe street crossings.
- « The speed of vehicles at the crossing - Vehicles that travel faster require greater stopping distances, and younger children have more difficulty than adults judging the speed of a fast-approaching vehicle.
- « Volumes of traffic and pedestrians - Local transportation planning or engineering departments can provide or help collect this data. Vehicle counts may be readily available, but pedestrian counts will likely need to be made during this process. The number of students currently using pedestrian facilities as well as the projected pedestrian demand based on school demographics should be determined.
- « The attendance boundary and walk zone for each school - The distances that walk zones extend from schools as well as policies regarding the provision of bus service differ among states and communities. Both can impact the number of children walking to school and the routes they take.
- « The distance the crossing is from a school and the type of adjacent land use - A crossing in close proximity to a school within a residential neighborhood may attract more student pedestrians than, for example, a crossing located further from a school surrounded by non-residential land uses.
- « Crash history of the crossing - The number, type and time of day that each crash occurs at a specific location should be recorded and analyzed.



TRAINING ADULT SCHOOL CROSSING GUARDS

Adult school Crossing Guard training is an essential step to help insure that the guard is performing properly and will be extended to substitute guards. Training methods include both classroom instruction and field exercises and should address:

- The basic traffic laws of the community
- School zone signage and pavement markings
- Proper use and purpose of traffic signs and signals
- Crossing procedures and ways to teach them to children
- Site-specific traffic factors and potential traffic hazards
- Professional work responsibilities
- Proper attire and behavior to remain safe and to project a positive public image
- The safety issues and limitations of children as pedestrians
- Driver behavioral characteristics
- Procedures for crashes involving adult school Crossing Guards and children on their way to or from school
- Emergency procedures
- Protecting the health and welfare of the guard while working, including topics such as proper attire to increase visibility, the need for hydration, sun protection, bee sting treatment and how to respond to threats from loose dogs



THE BASIC TRAFFIC LAWS OF THE COMMUNITY

Adult Crossing Guards should be instructed about local traffic regulations. They should become very familiar with regulations pertaining to motorists, bicyclist and pedestrian responsibilities in relation to school crossings, parking, and yielding rights-of-way.

Establishing Speed Limits

The California Vehicle Code (CVC) provides three methods for establishing speed limits. First, the state establishes a maximum speed of 65 miles per hour unless other conditions are met to result in a lower limit, except on state highways where the state may increase the speed limit to 70 miles per hour.

Second, certain speed limits are automatically set based on conditions defined in the CVC. These are often referred to as "prima facie" limits and do not require signs for enforcement. For example, the speed limit is automatically 25 miles per hour adjacent to a school when school children are present or in a residential district. Residential districts are typically the same as local residential streets. The prima facie speed limit is 15 miles per hour in alleys, or at intersections or railroad crossings where visibility is limited.

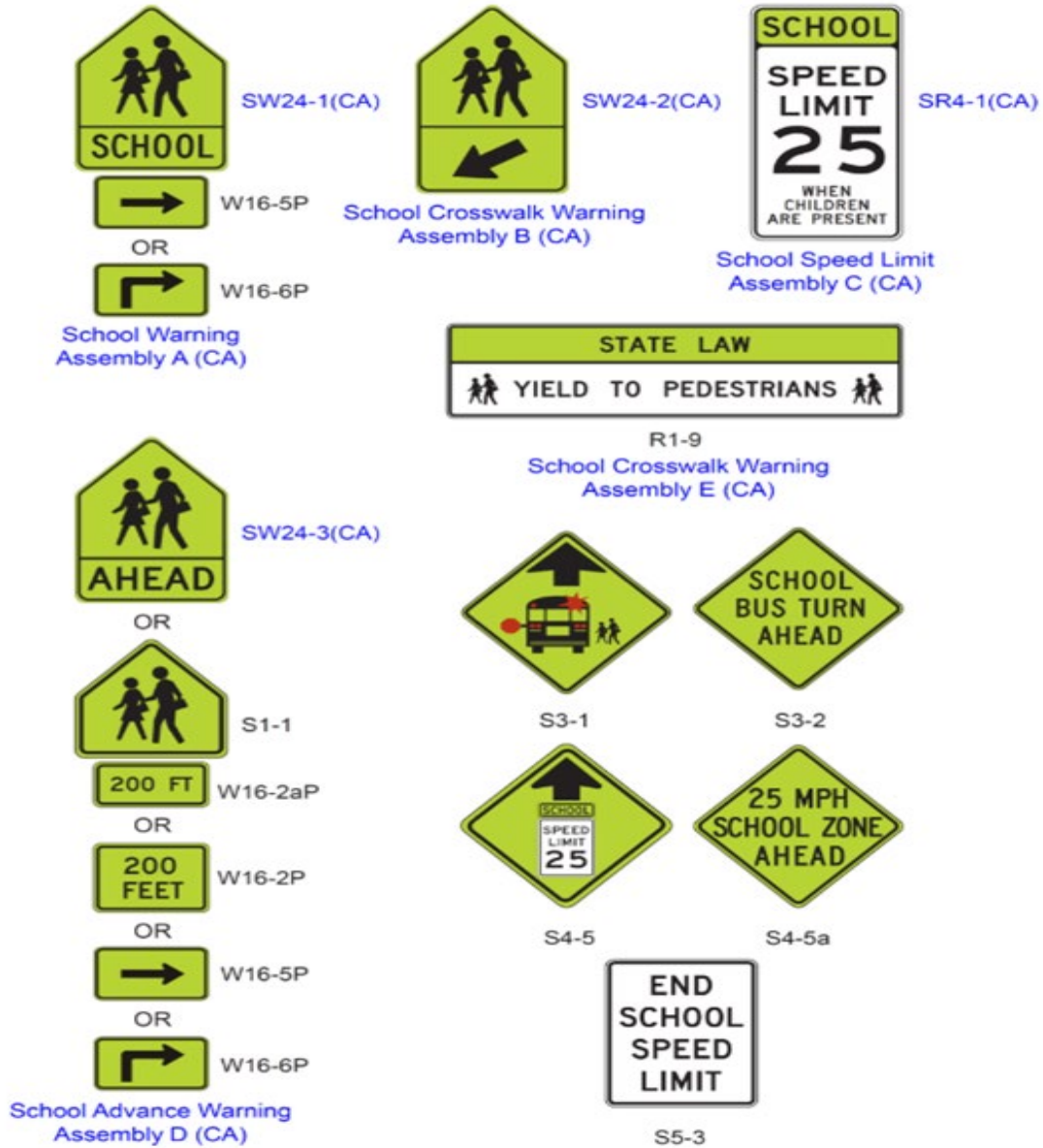
Third, in order to vary from maximum or prima facie speed limits and use radar to enforce the speed limit, the speed limit must be based on an "engineering and traffic survey" to establish a reasonable speed limit. State law does not allow speed limits to be set in an arbitrary manner.



SCHOOL ZONE SIGNAGE & PAVEMENT MARKINGS

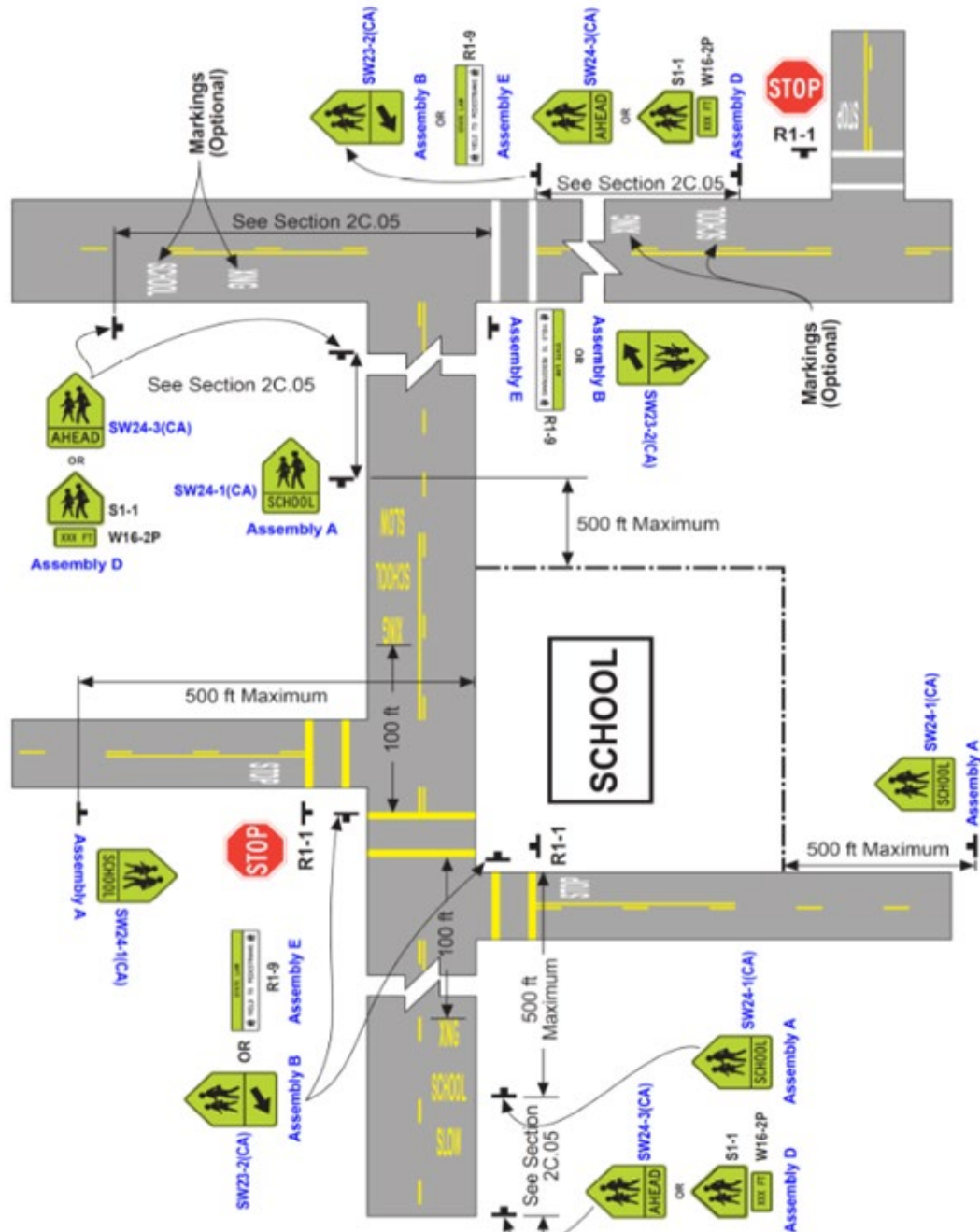
The adult Crossing Guard should be familiar with the school zone signing and pavement markings around the school area. The guard should be instructed to check the post area at the beginning of every school year, and periodically during the year, to make sure that no signs are missing or damaged, and that all crosswalks are highly visible and well maintained. The adult Crossing Guard should report missing, damaged or inadequate signs and markings to the supervisor. Please refer to MUTCD Figure 7B-1(CA) below, and Figure 7B-104(CA) on the following page.

Figure 7B-1(CA). School Area Signs (Sheet 1 of 2)



(FHWA's MUTCD 2009 Edition, as amended for use in California)

Figure 7B-104(CA). Example of Signing for School Crosswalk



PROPER USE OF TRAFFIC SIGNS AND SIGNALS

In order to work effectively at school crossings, Crossing Guards should understand the principles behind the use of such traffic control devices as stop signs, signalization for motor vehicles and pedestrians, channelization and street markings. Guards should not be expected to become experts on signal timing or traffic engineering. However, their understanding of how these traffic control devices are used will enable them to recognize patterns and irregularities in these devices that could result in poor conditions for crossing the students. Guards should specifically know the meaning of the WALK (also represented as a WALKING PERSON), flashing DON'T WALK (flashing UPRAISED HAND), and solid DON'T WALK (steady UPRAISED HAND).

Section 4E.02 Meaning of Pedestrian Signal Head Indications

Pedestrian signal head indications shall have the following meanings:

- A. A steady WALKING PERSON (symbolizing WALK) signal indication means that a pedestrian facing the signal indication is permitted to start to cross the roadway in the direction of the signal indication, **possibly in conflict with turning vehicles. The pedestrian shall yield the right-of-way to vehicles lawfully within the intersection** at the time that the WALKING PERSON (symbolizing WALK) signal indication is first shown.
- B. A flashing UPRAISED HAND (symbolizing DON'T WALK) signal indication means that a pedestrian **shall not start** to cross the roadway in the direction of the signal indication, but that any pedestrian who has already started to cross on a steady WALKING PERSON (symbolizing WALK) signal indication shall proceed out of the traveled way.
- C. A steady UPRAISED HAND (symbolizing DON'T WALK) signal indication means that a pedestrian **shall not enter** the roadway in the direction of the signal indication.

Research reveals that only 15% of the public know the meaning of a Walk and Flashing Don't Walk signal. Make certain you know how to explain the true meaning of these signals.

CHARACTERISTICS OF YOUNG PEDESTRIANS

Research on the behavior of children as pedestrians and the extent of their perception and judgment in a traffic situation shows that children defined as being under the age of fifteen years of age are often incapable of perceiving dangers when crossing streets. Behavior studies indicate the following general characteristics of this age group:

- Up until age nine, children have limited peripheral vision (two-thirds of an adult) and they have difficulty judging the speed or distance of approaching vehicles.
- A typical child's hearing is not fully developed until age eleven. Children under this age may have greater difficulty pinpointing where a sound/noise is coming from (such as an oncoming vehicle), unless they can see the cause of the sound.

- Children under age nine are generally small in stature making it harder for them to see over shrubs, parked vehicles or other obstacles. Being small in stature also makes children harder to be seen by drivers.
- Children are "perpetual motion machines". Once they are in motion it is often difficult for them to stop or change direction, which is why they sometimes "dart out" into traffic.
- Children lack life's experiences, making it difficult for them to perceive dangerous situations.
- Children are not young adults. They have never driven a motor vehicle and they often do not understand the complexity of highway systems.
- Children learn by example and experience. If a role model, particularly one that is an adult, "jay walks" (crosses a street against a red light or crosses between parked cars) children may learn the same bad behavior.



Research projects by the Office of Research and Technology, National Highway Traffic Safety Administration, U.S. Department of Transportation have been conducted to study the use of crosswalks, traffic signals and over/underpasses by young pedestrians. The following includes information compiled from these studies:

Use of Crosswalks: About 75 percent of the children will use a marked crosswalk at an uncontrolled intersection. The percentage increases at signalized intersections. When adult Crossing Guards are present, almost all children use the crosswalk.

Use of Traffic Signals: About 75 percent of the children will cross on the green indication where Crossing Guards are not present. With Crossing Guards, nearly all young pedestrians will cross on green. With pedestrian-actuated signals, less than half will actuate the signal and will cross during gaps in traffic if Crossing Guards are not present.

The youngest pedestrians, age nine and under, are involved in proportionally more accidents. Kindergarten through third grade students have considerable difficulty understanding and properly using school-area traffic signals and crosswalks. These younger students are more likely to cross mid-block or against a red signal than older students. Overall, children regardless of age consider the crossing location with a Crossing Guard the safest place to cross

DRIVER BEHAVIORAL CHARACTERISTICS

Usually, the driver using roadways surrounding school facilities is a local resident driving to or from work. A composite shows that the typical driver has a child between the ages of five and nine and is aware of the school area-not because of signing but because of familiarity with the area.

All too often a driver knows that the legal speed limit through the school zone is 25 miles per hour, but is nevertheless driving through the zone between 31 and 35 miles per hour. Such a driver may not perceive the existing signs unless there is a flashing beacon associated with a reduced speed sign, and may not be aware of the intent of the traffic signs. Even though this driver is aware of the flashing beacon and speed sign, he will not slow down for the school zone unless he perceives a potential hazard.

National Highway Traffic Safety Administration driver behavior studies have **concluded that vehicular speeds in school zones are reduced only when children are visible, Crossing Guards are visible, or when police enforcement is evident.**

Given the characteristics of children and the attitudes/perceptions of the typical driver traveling through school zones, it becomes clear that uniform control devices properly applied and enforced are needed to protect young pedestrians. The use of Crossing Guards can significantly improve safety for children at school crossings.



EMERGENCY SITUATIONS

During a guard's duty, emergency situations, such as a sudden illness or an injury due to a crash, may occur near the school crossing. In the case of an emergency, a guard must stay at his or her post, keep control of the situation, and use the following basic procedure to ensure the children's safety:

- Stop crossing the children.
- Group the children away from the street to maintain control.
- Remain at the assigned post with the children.
- Ask several people to call 911 or use your CELL PHONE and give the address of the location.
- Do not move the victim, unless the victim is in serious and immediate danger of being struck by another vehicle.
- Always notify the supervisor as soon as possible of any emergency that occurred.

Emergency Vehicles have the right-of-way.

When fire trucks, ambulances or other emergency vehicles approach the crossing with emergency lights and sirens in use, the guard keeps children out of the street and a safe distance away from the crossing until the emergency vehicles have passed.



HEALTH AND WELFARE OF THE Crossing Guard

- **Vehicles** – Park your personal vehicle away from the crossing so it does not obstruct your view or the view of other drivers approaching the crosswalk.
- **Inclement weather** – Your supervisor will call if school is cancelled or delayed. Always assume school hours will remain the same. Rain, snow and other extreme weather conditions have a direct effect on safe student crossing. Vehicle traction and stopping distances as well as the motorist ability to see are adversely affected. Visibility and traction are also a problem for adult Crossing Guards and students. Increased alertness and caution are necessary during periods of bad weather.
- **Lockdown Procedure** - When you are notified the school is on lockdown; 1. Either go to the school office and participate in the lockdown or immediately leave the area. 2. Follow the instructions of Law Enforcement Personnel. 3. Notify your supervisor.

(Review Appendix I, Emergency Procedures for all types of emergency situations).

- **Animal Disturbance** – When the presence of a dog or any other animal threatens the safety of the students and /or the Crossing Guard, attempt to isolate the students from the animal. Notify school administration and supervisor. See Emergency Procedures, Appendix I.
- **Potential traffic hazards** - Obstructions and unusual circumstances can lead to high-risk vehicle/pedestrian conflicts. Inoperative or missing traffic control devices, roadway or sidewalk construction hazards, sight obstructions and other conditions such as recurring standing water or mud in the path may cause the pedestrian to detour into the vehicular right-of-way. While mud and standing water are not normally hazards which would necessitate busing, they are possible situations which may require attention. The guard should report any condition that they do not feel comfortable with to their supervisor as soon as possible. If it is not possible for the guard to report these conditions prior to beginning the shift, the guard should work around them in the safest way possible. If a traffic signal is not functioning, the guard should call their supervisor's office immediately upon arrival. Guards also should take precautions to park their own vehicles so as not to obstruct visibility for approaching cars or students.

CROSSING PROCEDURES AND WAYS TO TEACH THEM TO CHILDREN

In every situation, a guard uses the proper search pattern for crossing a street and encourages student pedestrians to follow these safety steps.



The pattern is:

1. Stop at the curb or edge of the street.
2. Look left, right, and then left again for traffic.
3. Look over the shoulder for possible turning vehicles if the pedestrian is standing at an intersection.
4. Raise sign up overhead, blow whistle and walk to the center of the street (or center of your side there are two guards).
5. Continue scanning the street while crossing the street.
6. When traffic has stopped, motion for pedestrians to begin crossing. Keep sign up high and continue scanning around you for traffic. Remain in the center of the street until all pedestrians are ON THE CURB.
7. Walk back to the sidewalk and lower the sign once YOU are safely on the curb.

APPROPRIATE SIGNAL FOR PEDESTRIANS

A signal from the guard to pedestrians should be verbal or by whistle only. The guard should be sure to establish clear eye contact with pedestrians when signaling to cross. This will help prevent motorists from thinking the signal is intended for them. For those students who may be hearing impaired, cannot hear due to traffic noise interference, or do not speak the same language as the Crossing Guard, the guard should use eye contact, hand signals, a smile in their direction and a nod of the head along with a verbal command. The adult guard should be continually alert for pedestrians who may not follow the signals. The guard should not assume that all students will cross properly. When a student is causing or involved in a dangerous situation, the guard should immediately alert the student verbally. If the student doesn't respond or refuses to obey direction, the guard should take the student's name and report the incident to the supervisor.

For stopping motorists, the MUTCD recommends that an adult school Crossing Guard use a STOP paddle as the primary hand-signaling device.



AN UNSIGNALIZED CROSSWALK

At unsignalized crosswalks, it is the responsibility of the Crossing Guard to determine when children cross based on gaps in traffic flow. A guard who is assigned to an unsignalized crosswalk on an undivided street should:

1. Stand near the curb or edge of the street, on the side from which children are approaching.
2. Stop children a safe distance back from the curb or edge of the street.
3. Instruct children to cross only on the guard's signal.

Teach children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.

A guard enters the street in the following sequence:

1. Wait for a gap in traffic on the guard's side of the street.
2. Face the closest oncoming traffic and make eye contact with the approaching drivers.
3. Walk to the center of the street with the STOP paddle held high.
4. Where there are more than two lanes, enter the street and alert the traffic one lane at a time. Face opposite approaching traffic and make eye contact with those drivers.
5. Stand on the crosswalk line close to the center of the street and make sure that all traffic has stopped, including any turning vehicles.
6. Face the intersection.
7. Verbally instruct the children to cross and tell them to look left-right-left while crossing and proceed across the street within the marked crosswalk.
8. Do not allow any cars to cross the crosswalk until all the students have crossed.
9. Remain in the center of the street until the last child reaches the opposite side of the street.
10. Walk to the curb or edge of the street with the STOP paddle held high the entire way.
11. When back at the curb or edge of the street, lower STOP paddle and allow traffic to flow again.
12. Remain near the curb or edge of the street for the next group of children to assemble.

A SIGNALIZED CROSSWALK

A variety of traffic and pedestrian signals are found at signalized crosswalks including traffic signals with standard pedestrian signal heads and, in some locations, traffic signals with pedestrian countdown signals which show pedestrians how much crossing time remains. Signalized crosswalks may also have pedestrian push buttons which are electronic buttons used by pedestrians to change the traffic signal timing. An adult school Crossing Guard should be trained in the proper use of the signal at the crossing where he or she will work.

In general, a guard stands in the center of the street while students cross the crosswalk. If the signal's timing is too short to allow this approach, notify your supervisor. Public Works of Palmdale City should take steps to remedy the situation. For example, more guards could be assigned to the crosswalk, more time could be added to the signal or the guard could escort the students across the entire street and return to his or her original starting position on the next signal cycle. If a guard escorts students across the entire street, the guard must instruct the other children to wait until he or she returns before crossing.

A guard who is assigned to signalized crosswalks has this sequence to follow:

1. Stand on the side of the street from which children are approaching. If there is a pedestrian push button, push the button for a WALK signal.
2. Group children a safe distance from the curb or edge of the street. Instruct children to cross only at the guard's signal.

Teach children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.

A guard enters the street in the following sequence:

1. Enter the street only with a WALK signal, and the STOP paddle or stop-arm held high. Stand on the crosswalk line closest to the intersection.
2. Face oncoming traffic and make eye contact with drivers who are attempting to turn.
3. Verbally instruct the students to begin their search (left, right, left and over their shoulders, for turning traffic) and cross when safe.
4. Tell the students to continue walking if the signal changes to flashing "DON'T WALK", but do not allow children to start crossing at this time. Help students learn that a flashing "DON'T WALK" signal means don't start.
5. Wait for children to reach the opposite side of the street.
6. Walk to the curb or edge of the street with the STOP paddle held high the entire way.
7. When back at the curb or edge of the street, lower STOP paddle and allow traffic to flow again.
8. Remain near the curb or edge of the street for the next group of children to assemble

WHEN TWO OR MORE SCHOOL CROSSING GUARDS ARE NEEDED

The octagons represent an adult school Crossing Guard location on a multi-lane road.

For signalized or unsignalized crossings with four or more lanes, experts recommend using two adult school Crossing Guards working in unison, with one guard positioned on each side of the street. Each guard stands on the crosswalk line closest to the approaching traffic for his or her half of the street and between the approaching traffic and the students.

A team of two or more guards should be assigned to school crossings at divided streets to help children cross safely. One guard stops one stream of traffic while the other guard stops traffic in the opposite lanes. In order to coordinate signaling, the guard on the side of the street from which children are approaching makes the decisions, with the second guard taking his or her cues from the first guard. Guards should not cross students during the protected left turn signal when the DON'T WALK signal flashes and ensure that all right-turning vehicles yield while students are crossing.

EMERGENCIES AND ACCIDENTS

The school site has a plan and procedures for responding to emergencies and accidents. Follow the plan and use the procedures. **Be alert at all times.** Act promptly and decisively.

Emergency First Aid and CPR

Knowledge of first aid and CPR procedures may become very important. Never administer emergency first aid or CPR unless you have been trained by a qualified professional.

All accidents involving possible sprains or fractures, suspected injuries to eyes, nose, mouth, or other parts of the head should be referred to the health office and to the Principal. This procedure applies to accidents involving teachers, duty aides, to other school employees as well as to pupils.

In case of serious injury or illness, **do not** attempt to move the patient. Follow good first-aid practices – remain with the patient and send someone to the office for help.

In such cases the Principal or designee must file an accident report form. It will be the noon duty/campus supervisor's responsibility to supply the information regarding where and how the accident occurred, what was done for the injured, and who witnessed the accident.

In no case should the noon duty/campus supervisors give any information regarding an accident to anyone other than the site administration, school nurse, health aide or school secretary. Information should be given immediately after the accident, using district forms if possible.

Intruders

BE ALERT!

An intruder on the school grounds is ANYONE you don't recognize and ANYONE not authorized to be on the grounds. All visitors **MUST** check in with the site office and receive a visitor badge.

Report intruders immediately.

A parent may be an intruder if they first have not registered at the office and obtained a visitor pass.

A person adjacent to the play area outside the fence who doesn't appear to have business in the area may become an intruder and suspicious persons should be reported to the office.

If possible, note a description of the intruder, direction of travel, what they were doing, and vehicle color, make and license plate number. All this information may be important later.

Being careful is better than being sorry.

ACCIDENT/ILLNESS/INJURY

In case of injury or illness, follow the procedures as directed by your site administrator.

- Contact the school office immediately for assistance and describe the situation.
- Stay with the injured person.
- Do not move the injured person.
- Cooperate with law enforcement.

AFTER THE INJURED PERSON HAS BEEN CARED FOR, SUBMIT A WRITTEN STATEMENT TO YOUR SITE ADMINISTRATOR TO INCLUDE:

1. Your name.
2. Description of the accident/incident.
3. Time of accident/incident
4. Exact location where accident/incident occurred.
5. What you witnessed.
6. What you were told about the accident/incident.
7. Names of persons who gave you information and what information they gave you.
8. Your location when the accident/incident occurred.
9. Names of other witnesses (if you know them).

Do not discuss the accident/incident or injury with anyone other than emergency personnel (Sheriff, Fire Department, Paramedics, Nurse) your Site Administrator or District Office Administrator. Do not discuss the accident/incident with co-workers, parents, other investigators, etc., unless specifically authorized to do so by your supervisor. District investigators do not show up unannounced. This is very important in order to maintain accurate information of witnesses.

APPENDIX I

EMERGENCY PROCEDURES

**THE FOLLOWING PAGES DESCRIBE DISTRICT PROCEDURES FOR YOUR INFORMATION.
PLEASE FOLLOW THE DIRECTIONS OF LAW ENFORCEMENT OFFICERS AND YOUR SITE
ADMINISTRATION.**

- **Animal on Campus**
- **Assault and Battery**
- **Bomb Threats**
- **Bus Procedures**
- **Campus Unrest**
- **Child Abuse/Neglect**
- **Crimes Against Persons**
- **Drills**
- **Earthquakes**
- **Emotional First Aid**
- **Fire**
- **Flooding**
- **Inclement Weather**
- **First Aid - Heat Related**
- **Outdoor Activity Weather Guidelines**
- **Air Quality Advisory**
- **Lock-Down**
- **Missing Student**
- **Outside Campus Disturbances**
- **Sniper/Shooter on Campus**
- **Unauthorized Persons on Campus**
- **Weapons on Campus**

ANIMAL ON CAMPUS

This procedure should be implemented when the presence of a dog or any other animal threatens the safety of students and/or staff.

- Immediate response actions which may include a lockdown will be initiated.
- Upon discovery of an animal, staff members will attempt to isolate the students from the animal.
- Administrator will notify the District Office Emergency Assistance line at **(888) 474-8107**.
- Call Animal Control at **(661) 940-4191**.

If a staff member or student is injured, follow the procedures outlined in the Emergency Response Procedures Handbook.

Students should NEVER approach or touch animals (gophers, rabbits, squirrels, mice, snakes, birds, etc.) if found on the playground.

Pets (including leashed dogs) are NOT permitted on campus without the express written permission of the site Principal.

(Seeing Eye/Service dogs ARE allowed).

ASSAULT AND BATTERY

THE FOLLOWING ARE DEFINITIONS OF ASSAULT AND BATTERY:

An assault is an unlawful attempt, coupled with a present ability, to commit a violent injury upon the person of another. (*Sec. 240 P.C.*)

Battery is a willful and unlawful use of force or violence upon the person of another. (*Sec. 242 P.C.*)

PROCEDURES TO BE FOLLOWED:

- Identify the suspect(s) if possible
- Detain ONLY IF IT IS SAFE TO DO SO
- Notify the site administrator, if they are unavailable, contact the District Office, Student Services, (661) 789-6629

ADMINISTRATIVE PROCEDURES:

- Gather the facts and identify the offender(s) if possible
- Notify the District Liaison Deputy (661) 789-6629
- Notify other persons concern (parent, teacher, etc.) if appropriate
- Notify Student Services (661) 789-6629, regarding students, and Human Resources ext. 7291, regarding employees
- Follow pupil suspension/expulsion procedures, as appropriate
- {Board Policy 5144.1 (a)}
- If incident occurs after hours, call (661) 272-2400 – Palmdale Sheriff's station, and notify District (661) 947-7191

***This is a safe school reportable offense.

BOMB THREATS

Response to a **Bomb Threat** is initiated upon the discovery of a suspicious package on campus grounds, a bus stop or a threatening phone call or letter that may present the risk of an explosion.

Immediately stop all radio, cell phone and PA communication!

If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911.

The person receiving the call should look at **Caller ID** and write the phone # down.

The person receiving the call should ask the following questions:

When is the bomb going to explode?

Where is the bomb? What will cause it to explode?

What kind of a bomb is it? Who are you? How do you know all this?

Why are you doing this? What can we do for you to avoid the bomb from exploding?

How can you be contacted?

School Administrator is to call:

- **District Office Emergency Assistance at (661) 789-6629**
- If a suspicious object is discovered: Whoever identifies it will report the discovery to the school administrator while staff members secure the immediate area.

No attempt should be made to investigate or examine the object.

After the search, the school administrator will determine the appropriate Immediate Response Action to announce Duck & Cover, Lock Down, Evacuate Building or Off Site Evacuation as described in Section 4.0 of your Emergency Response Procedure Handbook.

In the event of an evacuation, refer to 4.5 Evacuation. Bring class rosters, red emergency bags and take attendance in the assembly area.

EMERGENCY BUS PROCEDURES

FOLLOWING ARE THE PROCEDURES THAT BUS DRIVERS ARE TO FOLLOW IN THE EVENT OF A DISASTER OR EMERGENCY:

EMERGENCY PLAN – BUS DRIVERS:

EARLY A.M. EMERGENCIES:

If an emergency occurs during morning bus pick-up hours, students not already picked up should be instructed by their parents and school staff to do as follows:

- Special Education students with home pick-up should remain at home.
- Students waiting at or near a PSD pick-up point (school site) should report to that school office for temporary shelter. School administrators will designate, in advance, which school entrance should be used.
- Students waiting at bus stops other than at a school site should be instructed in advance to return home (if a responsible person will be there), or go to the nearest PSD school, if no such person is home.

MIDDAY EMERGENCIES:

If an emergency occurs during school hours, buses will NOT attempt to return students to their bus stops/homes until the district's Emergency Operations Center (EOC) and/or Transportation Department declares it safe to do so, on a school-by-school or specified are within the District basis. Bus drivers completing midday trips or runs, or who are not at a school site for other reasons at the time of the emergency, will drive to the nearest school and wait for instructions.

LATE P.M. EMERGENCIES:

If the emergency occurs during the time students are on buses returning home, drivers are to proceed to the nearest district school and wait for further information and instructions.

CAMPUS UNREST

The Palmdale School District expects all school sites to take reasonable steps to ensure the safety of all students and staff members. Board Policy 6114 is concerned with emergencies and Disaster Preparedness. Section 6114H deals with school riots (campus unrest). Although brief in nature, Section 6114H touches on the basics of riot prevention.

PROCEDURES TO BE FOLLOWED:

- Principal must stay abreast of current events.
- Staff must be involved/informed.
- Communicate with District personnel.
- Communicate with the District Deputy.
- Supervision is critical.
- Identify involved students.
- Seek alternate ways for students to communicate their desires.
- Communicate with parents.

ADMINISTRATIVE PROCEDURES:

- Increase visibility of all adult members of the school staff as well as community members.
- Use paraprofessionals and parents to monitor campus areas. Administration may extend the time of the Noon Duty Supervisor.
- Free key teachers from classes to aid in campus control – teachers who know and relate well with ALL students.
- Encourage class discussions and seek positive alternatives.
- Coordinate efforts with school counselor/psychologist (include District Personnel).
- Seek out leaders of potential conflict and communicate – Don't forget to LISTEN!
- Counteract all rumors by supplying correct, accurate information to students and the community.
- Arrange meetings between factions.
- Don't forget to ask students to help.
- Remove quarrelsome students from campus and work towards a solution.
- Alert/inform/utilize District Office Personnel as well as the District Deputy.
- Have a Campus Disturbance Plan and assign staff member's areas of responsibility.

IF CAMPUS UNREST DEVELOPS INTO REALITY, KEEP THE FOLLOWING IN MIND:

- Stay calm/buy time/don't forget due process.
- Notify staff that campus unrest exists and the plan is in effect.
- Keep unauthorized outsiders off campus (secure the campus).
- Keep uninvolved students in rooms and lock the doors.
- Leave only one set of restrooms open and permanently monitor.
- Notify the District Office/District Deputy.
- Communicate with the entire staff.
- Let students ventilate their feelings.
- Maintain effective communications with all factions (staff/students/community).
- Provide a place for involved students to go and discuss problems.
- Be honest at all times.
- Use District Office and community agencies as needed.
- When control is lost, utilize the Sheriff's Department.

BE SURE:

- · You know where all entrances/exits to campus are located.
- · All portable radios are operational.
- · Communication lines to the District stay open.
- · You know who will deal with the press/Sheriff's Department and other agencies.
- · A check-out system for parents to pick up their children is in place during and after the unrest.
- · Emergency cards are up-to-date.

After the campus unrest has ended, a systematic process must be established to deal with any emotional reactions that might occur as a result of the crisis situation. The process should be available to the students, staff, and possibly parents.

PALMDALE SCHOOL DISTRICT

Child Abuse Reporting Procedures

DUTY TO REPORT

All District employees are required to be trained in child abuse identification and reporting within six weeks of initial hire and annually thereafter. District employees shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

MANDATED REPORTERS

"Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated Pupil Personnel employees, employees of child care institutions, head start teachers, school psychologists, licensed nurses and counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

REPORTING PROCEDURES

To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

Child Abuse Hotline 1 (800) 540-4000

Department of Children's Services

335 East Ave K-6

Lancaster, CA 93554 (661) 723-4340

WRITTEN/ON LINE REPORT

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall:

- Call the Child Protection Hotline at 1(800) 540-4000
- Obtain the referral number of the verbal report from the Hotline staff (19-digits)
- Prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572).
(Penal Code 11166, 11168) **A WRITTEN REPORT IS REQUIRED**

- If the verbal report was taken, and a reference number was assigned, go to the website; www.mandreptla.org and enter the reference number and all related information.
- Print a copy of the online report for the school site and one for the Student Services office.

FOR ANY QUESTIONS OR CLARIFICATION ON THESE PROCEDURES, CONTACT ,DIRECTOR OF STUDENT SERVICES, AT (661) 789-6744 OR DR. CAMPBELL ASSISTANT SUPERINTENDENT OF SPECIAL EDUCATION/STUDENT SERVICES, AT (661) 789-6745.

CRIMES AGAINST PERSONS

For the purpose of this section, crimes against persons are defined as any act that injures, degrades, or disgraces any student or staff member. This includes attempts to obtain property of another by means of force, fear, threat of injury or extortion.

Per Education Code section 44014, whenever any school employee is attacked, assaulted, or menaced by any student, it is a misdemeanor for the employee or his/her supervisor to fail to promptly report the incident to the Sheriff. *(Refer to Board Policy and complete the appropriate forms.)*

PROCEDURES TO BE FOLLOWED:

- Identify the suspect(s). DO NOT attempt to apprehend any potentially violent suspect(s)!
- Immediately notify the site administrator/designee; contact the District Office, Human Resources (employee) (661) 789-6540 and Student Services (student), (661) 789-6745; **Emergency Line (888) 474-8107**.

ADMINISTRATIVE PROCEDURES:

- Gather the facts and determine the offender's identity if possible.
- Notify the District Liaison Deputy, if appropriate **(661) 789-6629**.
- As appropriate, notify teachers of dangerous students pursuant to Education Code 49079.

***This is a safe school reportable offense.

DRILLS

FIRE DRILL

When the alarm sounds, students should take backpacks and prepare to exit the classroom. Once the Administrator announces 'please evacuate', students will exit classrooms. Check to see that all students are out of the classroom. Take class roster and RED emergency bags and go quietly to the assembly area. Wait for the 'all clear' signal (one long steady bell) then return to the classrooms.

All Personnel report to the assembly area.

SHELTER IN PLACE DRILL

A Shelter In Place indicates that an emergency that requires students and staff to remain inside has occurred.

Administrator makes the following announcement on the Public Address System (PA):

"Your attention please. We are instituting shelter in place procedures. This means students and staff are to remain inside the building away from outside windows, and doors are securely closed and air conditioning units turned off. All students and staff that are outside are to immediately move to the protection of an inside room".

Check bathrooms and take students outside into the nearest building.

EARTHQUAKE DRILL

An earthquake drill is held to provide maximum protection in case of an earthquake and performed twice yearly. The signal for the drill is the announcement on the PA.

"Your attention please. For everyone's protection, all students and staff should follow duck and cover procedures which means you should be in a protected position under a table or desk away from windows and anything that could fall and hurt you. Hold this position until the shaking stops or given further instructions".

- Drop to knees, cover neck/head facing away from windows. Get under desks or tables where possible and hold on.
- In the event of an actual earthquake, refer to Section 5.8 in the Emergency Response Procedures Handbook.

EARTHQUAKE

EARTHQUAKE:

In the event that a site experiences an earthquake or tremor of such intensity that the administrator determines that the safety of staff and students is in danger, the following procedures must be followed:

PROCEDURES TO BE FOLLOWED

- If indoors, remain indoors. DO NOT RUN OUTSIDE!
- Order all students to **drop** to the floor and **seek cover** under a desk or a table, and have them **cover their heads** with their arms.
- Instruct students to move away from windows and from under suspended fixtures.
- When the shaking stops, begin evacuation per the site plan.
- Make certain that no one re-enters the buildings for any reason, until the buildings have been declared safe.
- Render first aid if necessary.
- Avoid electrical wires that may have fallen.
- DO NOT LIGHT ANY FIRES!
- Take roll. Communicate the extent of known injuries or missing/unaccounted for students to the site administrator or his/her designee.

ADMINISTRATIVE PROCEDURES:

- Implement site disaster plan.
- Turn on the district's hand-held radios and implement the site plan, setting up a command center for communication.
- Direct and control the activities of staff and students, evacuating buildings to safe areas when all-clear.
- Attempt to notify the District Office Emergency Assistance at (661) 789-6629 as soon as possible.
- The administrator of each school shall conduct at least one drop drill per month and one earthquake/disaster drill per trimester. For specific requirements, refer to the Incident Response Procedure Handbook.

FIRST AID

GENERAL PRINCIPLES

ADMINISTRATIVE PROCEDURES:

Following a disaster, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help others if you know the basic steps of Emotional First Aid.

WHAT IS FIRST AID?

First aid is just what its name implies. It is the initial help received by a person in trouble. Such aid should be concerned only with the immediate situation.

- Attempt to calm the victim, relieve the anxiety and stress.
- Communicate confidence in yourself as well as concern for the victim. Show you care by your attitude and your behavior.
- Accept a person's limitations as real.
- Encourage the person to speak freely about whatever is on his/her mind. Be very patient.
- When the person begins talking, interrupt as little as possible; let them speak.
- Practice "active listening".
- Do not argue with the person or impose your ideas or feelings upon him/her.
- Accept your own limitations, in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help.

FIRE

In the event that a site experiences a fire, either on the grounds or in such close proximity as to be cause for alarm, the following procedures must be followed:

OFFICE PROCEDURES:

- Upon hearing the fire alarm, teachers shall instruct students to gather backpacks and prepare to exit the classroom. Upon hearing the instructions by the Site Administrator to exit, proceed with their students and the classroom emergency bag to a site previously determined by regular fire drill procedures.
- Teachers will call rolls to account for all students. Document any missing or unaccounted for students.
- Teachers shall remain with their students until further instructions are received.

ADMINISTRATIVE PROCEDURES:

- Initiate the regular fire drill procedures immediately.
- Notify the Fire Department by calling “911”.
- Notify the District Office Emergency Assistance line at (661)789-6629.
- Direct and control the activities of staff and students.

FLOODING

ADMINISTRATIVE PROCEDURES:

- If flooding is such that school is canceled, school administrators should report to their sites if possible.
- Should flooding occur while school is in session:
- Notify the District Office Emergency Assistance (DOEA) (661) 789-6629 of any impassable areas.
- Notify parents via School Messenger if you are closing and that their students will remain at a safe location until they can pick them up. ID is required to pick up students.
- Transportation will take bus riders home at their regular time if possible.
- Students who normally WALK home will be released at their regular time (unless the parent picks them up) if flooding is isolated only at the school. If flooding is the result of weather or affects walking routes or outside school grounds, students should be kept at school until their parents can pick them up.
- Implement Student Emergency Request and Release procedures for orderly release of students.

Do not attempt to walk or drive through running water in low areas across roads!

Do not attempt to travel across blocked roads. Roads are closed because they pose a danger!

INCLEMENT WEATHER

ADMINISTRATIVE PROCEDURES:

ICE:

- Implement ingress/egress procedures for ICE (see Safety Plan) to limit entrance/exits to manageable areas.
- Custodial staff should spread de-icer first in the ingress/egress routes and then other areas throughout the campus. Report all iced areas that CANNOT BE DE-ICED by your site custodian to the Maintenance and Operations Department. District grounds personnel will assist. Block off areas and put up warnings to prevent injury.

SNOW:

All district management personnel will report to their sites or departments if possible.

- The Superintendent or Designee will declare school closures ("No School" if weather so warrants).
- Staff should listen to information from our PSD radio station, their local news station, or district website to learn of the status of school closure.
- If snow begins while school is in session, the District Office will notify all sites as to possible closures.
- Transportation will pick up students, if possible. If roads are not passable, children will be kept at the site until transportation can be safely provided, or until students are released to their parents.
- If school is closing due to weather, notify parents via School Messenger if you are closing and that their students will remain at a safe location until they can pick them up. ID is required to pick up students.

HOT WEATHER/COLD WEATHER GUIDELINES:

Inclement weather schedules are to be determined by the site Principal or designee unless a directive from the District Office is issued. For the health and safety of students, and the liability of the district, the guidelines on the following pages must be followed.

- It should be noted that exposure to high temperatures (90 degrees and above) may lead to excessive fluid loss, heat exhaustion, or failure of heat loss mechanisms (heat stroke). Children carry more water composition than fat, thereby dehydrating much more quickly than adults.
- Schools should purchase a thermometer and locate it in an area that does not receive direct sun exposure, according to manufacturer directions.
- Alternative curriculum available for inclement weather periods: Growing Healthy, SDFS prevention curriculum, or refer to California PE framework.

FIRST AID FOR HEAT-RELATED SYMPTOMS

High temperatures occur frequently in the Antelope Valley. It is important to avoid prolonged exposure to high temperatures and high relative humidity, as symptoms of heat-related illness can quickly escalate into an emergency situation. **Muscle cramping, heat exhaustion, and heat stroke** are conditions caused by overexposure to heat. Drinking plenty of water, wearing loose clothing, and avoiding strenuous activities involving direct sun-exposure can help to minimize the risk. Noon Duty personnel receive training regarding Working in Extreme Temperatures at least annually and upon hire.

CONDITION	SIGNS AND SYMPTOMS	FIRST AID
Muscle cramping/ Early signs of heat distress	Normal body temp, but Pale, lethargic Spasms most common in legs and abdomen Nosebleeds Weakness of extremities	Lightly stretch or walk out cramps Give sips of water and increase as tolerated to generous amounts (may use commercial replacement fluids) Move to a cooler area Place cool, wet cloths on head/back of neck Sponge or spray with cool water

Heat Exhaustion	<p>Usually accompanied by exercise</p> <p>Cool, moist (clammy), pale skin (may be flushed at first)</p> <p>Headache</p> <p>Nausea/vomiting</p> <p>Dizziness</p> <p>Weakness of extremities</p> <p>Profuse sweating</p> <p>May have a heat rash</p> <p>Nosebleeds</p> <p>May experience fainting episode</p>	<p>Treat as above, EXCEPT <u>when symptoms progress, allow person to lie down/rest</u></p> <p>Increase cooling measures</p> <p>Monitor breathing and level of consciousness</p> <p><u>Continue fluids unless difficulty swallowing or not fully alert</u></p> <p>Notify school nurse and site administrator</p> <p>Notify parent/guardian</p> <p>Seek medical attention if symptoms persist or progress</p>
Heat Stroke	<p>Internal temperature control not working</p> <p>Breathing may be labored, pulse weak and rapid</p> <p>Red, hot, dry skin – NO SWEATING</p> <p>Changes in level of consciousness (confusion, agitation, loss of consciousness, etc.)</p> <p>Seizures</p>	<p>Medical Emergency – call 911</p> <p><u>Obtain medical care immediately.</u></p> <p>Continue above treatment, external cooling measures (cool, wet compresses)</p> <p>Monitor closely for signs of shock</p> <p>Place in side-lying position, feet slightly-elevated, and monitor airway</p>

OUTDOOR ACTIVITY WEATHER GUIDELINES

	33° - 40°	95° - 99°	100° - 102°	<103°
ASPHALT	WATCH FOR ICE	LIMIT TIME NO SITTING NO PROLONGED STANDING	PROHIBIT ASPHALT USE	PROHIBIT ASPHALT USE DO NOT ISSUE BALLS FOR SPORTS
EXERCISE	WATCH FOR ICE	LIMITED STRENUOUS OR CONTINUOUS RUNNING	STRETCHING ON GRASS OR SHADE AREA NOT ON ASPHALT	NONE UNLESS IN A/C ROOM

ACTIVITIES	INDOOR IF POSSIBLE	SHADE INDOOR NON-STRENUOUS TEAM SPORTS, (softball, volleyball)	QUIET ACTIVITIES IN SHADE OR INDOORS ALTERNATIVE CLASSROOM ACTIVITIES (Health, Science)	MANDATORY NON-PHYSICAL QUIET ACTIVITIES IN SHADE OR INDOORS
WATER		AVAILABLE AND ENCOURAGE	AVAILABLE AND ENCOURAGE	AVAILABLE AND ENCOURAGE

AIR QUALITY ADVISORY

Various weather factors may present conditions that are potentially unhealthy to students, including: excessive heat/high humidity, excessive cold/icy conditions on playgrounds, excessive wind/blowing dust, smog episodes, and high concentrations of Particulate Matter in the air. The District Office (Health Services/Pupil Services) will notify the Superintendent and all sites concerning smog alerts and health advisories concerning unhealthful air quality, based on information from the SCQMD or AVAQMD, and provide instructions to site administration.

Air Pollutant Measurements:

Ozone (O ₃):	Invisible, irritates and impairs breathing
Nitrogen Dioxide (NO ₂):	Brown, impairs breathing
Carbon Monoxide (CO)	Invisible, reduces blood's oxygen
Particulate Matter under 10 microns (PM ₁₀)	Invades deep into lungs, reduces visibility
Fine Particulate Matter under 2.5 microns (PM 2.5)	Invades deep into lungs, reduces visibility

AQI	Level of Health Concern	Cautionary Statements
0 to 50	Good	None
51 to 100	Moderate	<u>Unusually</u> sensitive people should consider limiting prolonged outdoor exertion.

101 to 150	Unhealthy for Sensitive Groups	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.
151 to 200	Unhealthy	<p>HEALTH ADVISORY ALERT</p> <p>Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.</p>
201 to 300	Very Unhealthy	<p>STAGE 1 ALERT</p> <p>Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion and activities; everyone else, especially children, should limit outdoor exertion.</p>
301 to 500	Hazardous	<p>STAGE 2 ALERT</p> <p>Everyone shall avoid all outdoor exertion and activities.</p>
>500	Very Hazardous	<p>STAGE 3 ALERT</p> <p>(extremely rare)</p> <p>Possible state recommendation for individuals to remain indoors.</p>

LOCKDOWN

This action is taken when the threat of violence, gunfire or other emergency is identified and directed by law enforcement or principal, and it is necessary to prevent entry or exit from campus. During Lockdown, students are to remain in the classrooms or designated locations. No persons shall enter or exit the campus during lockdown.

The administrator will make the following announcement:

“Your attention please, we are implementing lockdown procedures. Teachers, please lock classroom doors and keep all students inside the classroom until further notice. If you are outside, students and staff are to proceed to the nearest building or classroom”.

- Check bathrooms and take students into the nearest building and lock the door.
- Following the announcement, call:
- District Office Emergency Assistance at **(661) 789-6629**
- Post a “Lockdown” sign at entrances if it is safe to do so.

MISSING STUDENT

A **Lost** or **Missing** student is defined as a student who is not where they are supposed to be. A lost or missing student can be during school hours or before/after school.

Procedure during school hours:

- Upon discovery that a student is missing, personnel should immediately notify the site administrator.
- The Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN.
- The Administrator will direct a complete campus wide search to locate the student
- The Administrator will notify the District Office Emergency Assistance (661) 789-6629 to request deputy assistance and will provide all necessary information including a picture and/or physical description of the student.
- Administrators will contact the parent to determine if the student may have left school with a family member and/or disclose the nature of the incident.
- The Administrator will notify all parents through School Messenger.
- Upon location the student Administrator will notify the DOEA line to report the student's whereabouts.

Procedure before/after school hours:

Upon notification that a student is missing, personnel should immediately notify the Administrator.

- Administrator will contact the Transportation Director to determine whether the student is an assigned bus rider.
- Transportation will alert all drivers to check their buses for lost/missing students.
- Administrator will notify District Office Emergency Assistance (661) 789-6629 and Sheriff (661) 272-2400 to request assistance and will provide a picture and/or physical description of the student.
- Administrators will contact the parent to determine if the student may have left school with a family member and/or disclose the nature of the incident.
- The Administrator will notify all parents through School Messenger
- Upon the location of the student, the Administrator will notify DOEA (661) 789-6629 to report the student's whereabouts.

OUTSIDE CAMPUS DISTURBANCES

In the event that a sheriff action or criminal disturbance occurs near a school, please observe the following:

PROCEDURES TO BE FOLLOWED:

- If indoors, remain there. Do not release children for **any** reason!
- If outside, move children inside in as orderly a manner as possible.
- **REMAIN CALM!** Panic is contagious!
- Call the School Office and notify of situation.
- Remain indoors until an "all clear" is issued by your principal or law enforcement.

ADMINISTRATIVE PROCEDURES:

- Call 911
- Make sure that all students and staff are indoors.
- Lock down the site. Secure all doors and gates.
- Call District Office (661) 789-6629
- Student Services will notify the Superintendent and M & O - describe the situation and action taken.
- Do not release students outside until an "all-clear" has been received from the District Office or law enforcement.

SNIPER/SHOOTER ON CAMPUS

- Call 911
- Remain on the line until told to hang up and have someone call DOEA at 661-789-6629.
- Alert the school office to call SCHOOL LOCK DOWN.
- Initiate COVER and HIDE procedures.
- Evacuate playgrounds and fields into the nearest building.
- Lock school down. Wait for the Sheriff's Department for evaluation and evacuation. If it becomes necessary, evacuate as needed to a safer area without putting yourself between the shooter and safety.
- If you can safely obtain the information, complete a checklist that follows.

SNIPER/SHOOTER ON CAMPUS

(continued)

SCHOOL NAME _____

SCHOOL ADDRESS _____

Sniper/Shooter on Campus Checklist

HOW MANY gunmen are there? 1 2 3 4 5 6 7 _____

IS anyone injured? YES NO UNKNOWN

WHERE is the gunman?	DESCRIPTION	WHAT kind of weapon(s)?
ON CAMPUS	MALE	RIFLE
CAFETERIA	FEMALE	SHOTGUN
OFFICE	WHITE	HANDGUN
PLAYGROUND	BLACK	AUTOMATIC
CLASSROOM	HISPANIC	SEMI-AUTOMATIC
GYMNASIUM	ASIAN	REVOLVER
RESTROOM	MID-EASTERN	UNKNOWN
ROOF	INDIAN	OTHER
OFF CAMPUS	BLONDE HAIR	
NORTH	RED HAIR	
SOUTH	BROWN HAIR	
EAST	BLACK HAIR	
WEST	GRAY HAIR	
HOUSE	BALD	
APARTMENT	HAT/CAP	
CAR	CLOTHING	
OTHER		
UNKNOWN		

UNAUTHORIZED PERSONS ON CAMPUS

In the event that any person, other than staff, or district personnel, is on campus without a visitor badge authorization from the school administration, follow the prescribed procedures:

PROCEDURES TO BE FOLLOWED:

- Any school employee who notices a suspected intruder on campus should inquire as to the person's identity and the reason for being on campus.
- Persons with legitimate reasons for being on campus should be referred to the Office for authorization.
- UNAUTHORIZED VISITORS must be directed to leave campus; notify the site administrator immediately.

ADMINISTRATIVE PROCEDURES:

- Verify the identity of the person, if possible. Note their name, description, date and time on campus.
- Again, request that the person leave campus, citing code violations 626.8 P.C. and 32210 E.C.
- Notify the District Office (661) 789-6629 of the incident and determine if the Sheriff should be notified.
- If the offender refuses to leave immediately and/or returns to campus, notify the Deputy Liaison at (661) 789-6629, or the Sheriff at 911.
- If a person represents a danger to students and staff and will not leave campus, the site Administrator will call a campus lock-down.

WEAPONS ON CAMPUS

If the individual is presenting the weapon in a threatening or angry manner, follow SNIPER/SHOOTER guidelines.

- DO NOT follow the individual or attempt to confiscate the weapon unless:
- It is voluntarily surrendered.
- It is not immediately accessible to the individual AND they
- are NOT in possession of other weapons.
- It is discovered during any reasonable search.***
- Identify the individual(s).
- Isolate individual(s) --- in the office if possible.
- Use an evacuation plan appropriate to the location of the individual who possesses the weapon.
- Contact Sheriff's Department 911 or School Deputy (661) 789-6629.
- Make notification to the Principal/Assistant Principal.
- Begin pupil expulsion procedures, as appropriate.

WEAPONS ARE: Guns, knives, daggers, razors, tasers, mace, tear gas, pepper spray, clubs, brass knuckles, nunchaku, explosive and incendiary devices.

*****Reasonable Search**

- Reasonable = at its inception there is reason to suspect it will turn up evidence of a student's violation of the law or school rules.
- Use of a metal detector is preferred to "pat" or "frisk" searches.
- No school employee shall conduct a body cavity search or a search that involves removing or arranging the student's clothes to permit visual inspection of underclothes, breasts, buttocks, or genitalia.

APPENDIX II - SCHOOL BOARD POLICIES

The following are policies adopted by the Palmdale School District. You may access these policies and other policies at the Palmdale School District website: www.palmdalesd.org.

Accidents

Board Policy 5141.1 adopted 6/01/1999

Alcohol and Other Drugs

Board Policy 5131.6 adopted 6/01/1999

Bullying

BP 5131.2 adopted 8/21/2012

Complaint Procedures

Board Policy 4144 adopted 10/21/2008

Campus Disturbances

Board Policy 5131.4 adopted 6/01/1999

Conduct

Board Policy 5131 adopted 7/19/2012

Discipline

Board Policy 5144 adopted 1/04/2011

Dress Code (staff)

Board Policy 4119.22 adopted 11/17/2009

Drug and Alcohol Free Workplace

Board Policy 4020 adopted 3/01/2011

Nondiscrimination in Employment

Board Policy 4030 adopted 9/07/2010

Sexual Harassment

Board Policy 4219.11 adopted 10/21/2008

Weapons and Dangerous Instruments

Board Policy 5131.7 5/18/2010

Work Related Injuries

Board Policy 4157.1 adopted 1/18/2000

Safety

Board Policy 5142 adopted 6/01/1999

Visitors/Outsiders

Board Policy 1250 adopted 8/5/2008

PALMDALE SCHOOL DISTRICT
Classified Hourly: REGULAR Time Record

NAME: _____ **PAY PERIOD FROM:** _____ **TO:** _____

(Print your name exactly as it appears on your Social Security Card.)

POSITION: _____ **SITE/DEPT:** _____ **ASSIGNED HOURS PER DAY:** _____

APPROVED BY: _____ **DATE:** _____

ADMINISTRATOR SIGNATURE

	Date	Regular Hours	Leave Type	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

TOTAL OF HOURS: _____ **EMPLOYEE SIGNATURE:** _____

* IMPORTANT INSTRUCTIONS: This time record must be signed by the employee and approved by the administrator.

** If this sheet is incomplete or incorrect in any detail, it will be returned to you and you will not receive a paycheck UNTIL THE FOLLOWING PAY PERIOD.



9139-49 N. 10th Street East
Palmdale, CA 93550
Phone: 661-947-7191 - Fax: 661-537-6178

Crossing Guard BASIC PROCEDURES

- _____ 1. Arrive at each and every shift ON TIME. Stay on duty, at the proper corner/side of the street throughout your entire shift.
- _____ 2. Do not stand in the street until you are in the act of stopping traffic. Raise the stop sign as you step off the curb and do not lower it until you step back on the curb. Require all children to remain on the curb until you direct them to cross.
- _____ 3. Always look both ways before leaving the curb. At intersections, extra caution is required for vehicles turning onto the street you desire to cross. Watch for breaks in traffic and take advantage of such periods to stop traffic, thus preventing a sudden interruption of the traffic flow which could cause a serious traffic accident.
- _____ 4. The hand held stop sign provided shall be used at all times when children are crossing. An orange vest and hat is provided to increase your visibility to traffic. You must wear the uniform (vest and hat) OVER any jackets or other hats at all times while on shift.
- _____ 5. Use the whistle the District has provided you when entering the street or other times as needed.
- _____ 6. NEVER take for granted approaching traffic will stop even though you are displaying the hand held stop sign. Be alert for vehicles that do not appear to be reducing speed in preparation to stop.
- _____ 7. When a break in the flow of traffic is observed, the Guard shall raise the stop sign ABOVE HEAD LEVEL; advance to a position in the center of the roadway, and require all traffic to halt. When all traffic movement has stopped the Guard shall make a clear and distinctive signal for children to cross. Hand signals may be given with the arm extended toward the children and brought across the body in a sweeping motion in conjunction with a verbal command or blow of whistle.
- _____ 8. DO NOT allow children to run across the street.

- _____ 9. DO NOT allow children to ride bicycles or skate boards across the street.
Require them to dismount and walk their bikes or skateboards. If bike riders are not wearing helmets, report that information to the school Administration.
- _____ 10. NEVER allow children to cross by themselves. You MUST cross students even if their parents are with them. You must cross adults even if no students are with them. Even if no vehicles are approaching, always use the same procedure to cross.
- _____ 11. Require children to stay within the marked crosswalk area when crossing.
- _____ 12. Require adults and children to cross at the marked crosswalk only.
- _____ 13. NEVER put down the stop sign until all children have crossed and are all on the curb.
- _____ 14. DO NOT leave the middle of the street until all children are on the curb. Once students are on the sidewalk, then proceed to your post. Do not walk with them to the curb.
- _____ 15. TWO Guards working together should stand on opposite sides of the crosswalk. One Guard working should stand on the side that students are coming from to enter the crosswalk.
- _____ 16. After students are all on the curb, walk back to your corner with the sign raised over head until you have reached the curb. Then lower the sign when you are standing at the curb.
- _____ 17. NEVER talk on or answer your cell phone during your shift unless you must call 911 in an emergency.
- _____ 18. NEVER leave your post during your shift unless it is an extreme emergency. Then contact your Supervisor for temporary coverage.

- _____ 19. DO NOT call out an absence at the last minute. Contact your Supervisor as soon as you know you may be absent or at least 4 hours ahead so a substitute can be assigned.
- _____ 20. I have been trained and understand my duties to report suspected child abuse.
- _____ 21. I have been trained and understand working in extreme temperatures.
- _____ 22. I have been trained and understand rules about sexual harassment.
- _____ 23. I have been trained and understand emergency procedures of the District.
- _____ 24. I have been trained and understand District policy on school bullying.
- _____ 25. I have been trained and understand proper procedures and uniform requirements

Employee signature

Date

Witness signature

Date

