

FREQUENTLY ASKED QUESTIONS



Q: There is a gopher hole in the middle of the playing field, what do I do?

A: Contact your site Office Manager or custodian to input a work order into the SPMMS Work Order Program to resolve.

Q: My room is too hot on hot days and too cold on cold days. Who do I call?

A: Contact your site Office Manager or custodian to input a work order into the SPMMS Work Order Program to resolve.

Q: Who is in charge of the District Safety Committee?

A: Rick Manderscheid @ 361-8260

Q: I have a broken handle on my faucet, who do I call?

A: Contact your site Office Manager or custodian to input a work order into the SPMMS Work Order Program to resolve.

Q: Is there any kind of timeline required to get a response?

A: YES!!! Be sure to read Article VII of the SMEEA Contract to be familiar with the safety language and timelines

RESOURCES...WHERE TO FIND THEM

Board Policy Binders: located in each site office and soon to be made available on the network.

- Consult your site administrator first
- For weekend or after hours emergencies call: 911

For help with student related issues contact:

- Mark Muller, Pupil Personnel Services:
361-8141 or 361-8144

On the Web:

www.leginfo.ca.gov/calaw.html – has a convenient search engine

www.cdfa.org/edcode.html – entire code with pointers to specific sections

You may also call the SMEEA office for help at: 922-6000

SMBSD

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SANTA MARIA, CA, 93454

Safety at School

This brochure is prepared for teachers and staff of the Santa Maria-Bonita School District. Article VII of the SMEEA contract requires that a yearly Safety Handbook be provided for all teachers and that handbook is to be prepared by a Safety subcommittee: Mark Muller, Veda Flores, Rick Manderscheid. To cover all the Ed Code and Board Policy related to safety would require several hundred pages. This brochure is intended to serve as a reference source on where to find more specific information on safety issues as well as names, phone numbers and web pages to get additional help



BOARD POLICY STUDENT RELATED SAFETY ISSUES

(Found in the Board Policy Binders)

<u>Index/Location</u>	<u>Title</u>
450	Comprehensive Safety Plan
1312.1	Complaints Concerning School Personnel
5020	Parents Rights & Responsibilities
5112.1	Exemptions from Attendance
5112.2	Students Exclusions from Attendance
5113	Absences & Excuses from Attendance
5131	Conduct
5131.1	Bus Conduct
5132	Students Districtwide Dress Code & School Uniform Policy K-8
5137.7	Weapons and Dangerous Instruments
5141.4	Child Abuse & Neglect Reporting Procedures
5144	Discipline Punishment
5144.2	Suspensions & Expulsions (Students w/Disabilities and/or Handicap)
5145.7	Student Sexual Harassment

Primary contacts for help with Board Policy Issues:

Mark Muller: 361-8141 – Director of Pupil Personnel

BOARD POLICY FACILITIES RELATED SAFETY ISSUES

(Contact Ed Fassiotto at 361-8255)

Senate Bill 198 governs issues regarding the Employee Injury and Illness Prevention Program. Call for help with specifics.

- Board Policy and Administrative Regulations regarding facilities are in sections: 35140 through 35163 and 5142, also, you may call Rick Manderscheid – M & O Supervisor – at 361-8259 for help with any facilities safety related questions.

CHILD ABUSE

1. Duty to Report: All district employees shall report known or reasonably suspected child abuse to a child protective agency by telephone (805-346-7127 or 1-800-346-0166) immediately or as soon as practically possible and in writing on Department of Justice Form (DOJ228572) within 36 hours. Forms are located in the school office or call Pupil Personnel at 361-8144.

2. Telephone report must be made immediately or as soon as practical upon suspicion. The report will include:

- a. Name of the child
- b. Present location of the child
- c. Nature and extent of any injury
- d. Any other information requested, including the information that led the mandated reporter to suspect child abuse.

3. When child abuse occurs on school property or while a student is under school supervision follow mandated reporting duties as above. Notify principal or immediate supervisor.

HOW TO REPORT A SAFETY ISSUE

It is important that issues related to facilities begin with a notification to your site administrator FIRST!

Facilities issues.....

1. Contact your site Office Manager or custodian to input a work order into the SPMMS Work Order Program.
2. Fill in appropriate data.
3. Give to your site administrator.

*Note; for potential safety concerns , M&O personnel will respond on the same day and provide the site administrator the status regarding the reported concern.

OTHER UNSAFE WORKING CONDITIONS

Report the problem to your site administrator FIRST!

1. You must advise the Office Manager or custodian within 2 days of discovering an unsafe condition.
2. In accordance with the SMEEA Contract, you MUST receive a written response from the site administrator no later than five days after filing. The response must explain what actions will be taken to respond to the condition and a projected response date.
3. Should circumstances prevent actions in response by the projected date, the Member shall be notified on or before that date of a new projected date for action.