

PSR-Policy SPS-501
Reporting Accidents and Incidents

Reporting Accidents and Incidents

1. Accident – An accident report must be completed for any student injured at school or at a school related function. The person responsible for supervision at the time of the accident is responsible for completing the report. It is important that the information on the form be completed as fully and accurately as possible. The report will be completed prior to the end of an employee's working day and submitted to the Principal and Executive Director.

Any staff member injured while in their capacity as an employee of Phoenix School must report the occurrence immediately to the Principal or Executive Director. Staff members must file a report of injury to the Business Manager as soon as practicable. This allows Phoenix School to comply with State mandated Worker's Compensation reports, which are due within twenty-four (24) hours of the injury.

Accidents/injuries are tracked by Human Resources. Incidents are tracked by JSS members.

2. Fighting – Staff members are responsible for maintaining a safe environment for Phoenix School students and staff. In the event of a fight between two or more students, staff members will:
 - A. Make reasonable efforts to stop the behavior based on staff ability and comfort levels while maintaining safety.
 - B. Remain on the scene to witness, and send a student to get assistance from another staff member, unless the situation becomes dangerous for the staff person, who should maintain their personal safety as a priority
 - C. As soon as possible and prior to the end of the staff person's workday, fill out an incident form describing the event and submit it to the Principal and/or Executive Director.
 - D. Be available for staff debriefing as scheduled by the Principal and/or Executive Director.

The Action Review Committee (ARC) will review all occurrences of student-related violence within 48 hours of the occurrence and make a recommendation to the Principal on proposed disciplinary consequences.

3. Illegal Activities – Staff members are legally bound to report any and all illegal activities committed by students. Report of any illegal behaviors will be made as soon as possible to either the Principal or the Executive Director.
 4. Reporting Child Abuse- Consistent with Oregon Revised Statutes (ORS) 419B.005, any staff member having reasonable cause to believe that any child with whom they come in contact with in an official capacity has suffered abuse, or any person the staff member comes into contact has abused a child shall report or cause a report to be made immediately to the Principal. A report to Child Protective Services or to a law enforcement agency within the county where the person making the report is at the time of contact shall be filed by the staff member. Administration will be available to support
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the staff member as needed throughout the reporting process. Reporting child abuse is confidential and staff identity is protected.

Any staff member having reasonable cause to believe that child abuse has occurred or that a report needs to be made in the manner prescribed under ORS 419B.005 shall notify the Principal or Executive Director as soon as circumstances allow.

The Administration, under ORS 419B.005 may, at the investigators discretion, designate a staff member(s) to be present to facilitate the investigation.

5. Mandatory Reporting of Firearm or Destructive Device – Consistent with Oregon Revised Statutes (ORS) 339.315, any employee of Phoenix School who has reasonable cause to believe that a person, while in any school, is or within the previous one hundred and twenty (120) days has been, in possession of a firearm or destructive device shall report the person's conduct immediately to the school Administration and/or to the immediate supervising staff member in charge at the time. The administrative person contacted, having reasonable cause, shall immediately report the matter to the appropriate law enforcement agency. If such an action is taken in the absence of the Executive Director, the Executive Director is to be made aware of the incident as soon as possible.

Oregon law, (Senate Bill 344 Section 13-3) grants immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification to any person participating in good faith in making the notification required by law.

PSR-Policy SPS-502
A Safe & Secure Campus

A Safe & Secure Campus

Phoenix School is committed to maintaining the physical and mental health and well-being of our students, staff, and visitors. To do so, all staff are expected to meet all applicable federal and state requirements for a safe and healthy campus and to actively participate in meeting all health, fire, and safety standards set by the state and local fire marshals, Douglas County Public Health Network, SAIF, OSHA, Roseburg Public Schools District #4, Roseburg Police Department, and the applicable accreditation standards of the appropriate international K12 accreditation body (*Cognia* as of 2020).

For information regarding emotional safety and well-being, please see our Trauma Informed Policy.

Emergency Evacuation & Closures

Staff members are expected to follow the school's emergency evacuation policy in a safe and timely fashion. Evacuation routes will remain posted in each classroom. The signal for the emergency evacuation will be one constant sounding of the fire alarm. See the Emergency Preparedness Manual for incident specific evacuation plans and specific needs.

The procedure followed shall be:

1. Students are to leave the room expeditiously and quietly, taking nothing with them. Students nearest windows will close them. Students reaching the doors first will hold them open until all others are out of the room.
2. Teachers and instructors should turn out the lights and close the classroom doors.
3. Teachers and instructors will direct students from the respective room and accompany the class out of the building.
4. Staff and students are to leave the building and walk to pre-designated safe areas. Upper floor classrooms and offices to the flagpole area; lower level classrooms and offices to the grassy area by the greenhouse. No one shall remain on the paved areas surrounding the Phoenix School building(s).
5. Teachers and instructors will take roll or check to see that all their students are out of the building.
6. Teachers and instructors are responsible for maintaining the safety and order of their groups.
7. Front Office staff will take the visitor's log with them upon exit from the building and will ensure that all visitors present are accounted for in the evacuation zone(s).
8. Principal and designated floor level staff check bathrooms, classrooms, offices, and all other areas during an evacuation or drill.
9. All staff, students, and visitors are required to evacuate during drills, unless assigned to drill duties.

Repercussions of not evacuating is a criminal offense per Oregon statute.

Fire Drills

1. Policy and Procedures

The following are minimum guidelines for fire drills and building evacuation:

- A. There will be one (1) fire drill each month.
- B. Two (2) drills are considered essential during the first two (2) weeks of fall term to attain the desired evacuation proficiency.
- C. At least one (1) drill during the first trimester shall be called:
 - (a) When pupils are in the auditorium.
 - (b) When pupils are in the lunchroom.
 - (c) When pupils are engaged in informal activities during intermission.
- D. After the first three (3) fire-exit drills of the first trimester, all other drills shall be planned with one (1) or more blocked exits.
- E. Drills shall be called at various periods of the day upon different days of the week.
- F. Drills shall be conducted during periods of good weather. Inside drills will not fulfill the fire drill regulations.
- G. Maps shall be drawn of each building showing the primary and alternate exit routes for each room. Exit routes will be posted in all rooms. Directions shall indicate the assembly area(s) outside the building.
- H. All students must receive formal instruction in procedures to be followed in case of fire or other needs to evacuate buildings.
- I. A system of room inspections will be developed to see that all rooms are free of occupants. Recognizing that the evacuation of students, staff, and visitors is of the utmost concern, windows and doors should be closed upon evacuation when it is reasonable to do so. Also, when reasonably possible, teachers should take the class attendance and grade book with them when evacuating the building.
- J. Directions, record keeping, and other details relating to fire drills are part of each school's handbook of information and procedures
- K. See "E.M.P." Red folder and binder in each classroom or containment of people.

2. Applicable Statutes

The following are pertinent excerpts from the Oregon Revised Statutes pertaining to fire drills in schools, fire escapes, doors and exits, and instruction in fire dangers. These are provisions with which all school administrators (Executive Director, Principal, Business Manager, etc.) should be fully informed:

"479.050 Certain fire escapes to extend to ground or have approved counterbalanced stairways. The fire escape shall extend clear to the ground or have an approved counterbalanced stairway, when the State Fire Marshal deems such to be necessary, as in the case of schools, factories, hotels, hospitals, detention homes, and buildings of public assembly."

"479.140 School fire regulations. (1) The State Fire Marshal and deputies and assistants shall require teachers of public and private schools and educational institutions to have one fire drill each month and to keep all doors and exits unlocked during school hours.

"(2) After July 1, 1965, all painting or finish applied to interior combustible surfaces, except floors and trim, of public and private school building and educational institutions shall be of a fire-retardant material meeting flame spread regulations for interior finish established by the State Fire Marshal pursuant to ORS 476.030."

"479.150 Outward-swinging doors required in public buildings. (1) The outside doors, doors serving as exits from hazardous areas and all doors located in the path of exit leading thereto, in every theater, church, school building, public hall, and every other building used for public purposes where people congregate, shall be so swung and hinged that they will open outward as determined in accordance with rules adopted by the State Fire Marshal pursuant to ORS 476.030. Revolving, sliding and overhead doors shall not constitute any part of the door width required for exit facilities as determined in accordance with rules adopted by the State Fire Marshal pursuant to ORS 476.030.

(2) No owner, lessee, tenant, or person having control of any building enumerated in subsection (1) of this section shall fail to provide doors opening outward as required therein."

"336.071 Emergency drills and instruction; maintenance of exit doors. (1) All schools are required to instruct and drill students on emergency procedures so that the students may respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on fires and earthquakes. In addition, schools that are in a coastal zone shall include tsunami drills and instruction as part of the earthquake drills and instruction.

(2)(a) Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

(b) Drills and instruction on earthquake emergencies shall include methods of "duck, cover and hold" during the earthquake. Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake when appropriate or after a tsunami warning to protect students against inundation by tsunamis.

(3) At least 30 minutes in each school month shall be used to instruct students on fire, earthquake, and where appropriate, tsunami dangers and drills. At least two drills on earthquakes shall be conducted each year. In schools in a coastal zone, at least three drills on earthquakes and tsunamis shall be conducted each year.

(4) All schools shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.

(5) Units of local government and state agencies associated with emergency procedures training and planning shall assist schools in the instruction and drilling of students in emergency procedures.

(6) As used in this section, "school" means any:

(a) Kindergarten through grade eight public or private school; or

(b) Educational institution having an average daily attendance of 50 or more students.

3. Fire Drill Reports

The Executive Director and Business Manager will coordinate the Facility Coordinator to maintain a report file on all fire drills. The report for each fire drill should contain, at a minimum, the date, the time of day the fire drill occurred, the actual length of time for the fire drill, special conditions such as blocked exits, recess time, lunch time, etc. and a notation concerning any unusual problems encountered.

EARTHQUAKE DRILLS

1. The recommendations for earthquake drills are as follows:
 - A. When the earthquake drill announcement is made, the teacher should tell the students to duck and cover. The students need to be taught that these three words mean to drop to their knees, bow down and cover their heads with their hands, turn their backs to room windows and when possible get under furniture.
 - B. Pathways (homeroom) Teachers shall coach and instruct students to become familiar with these words and what they mean:
 - a. "Duck and cover" as explained above.
 - b. "If outside, stay outside", means that they would be less likely to be injured outside than in a building.
 - c. "After quake evacuate", means that when the earthquake stops, they should go outside where they will be less likely to be injured from falling debris or subsequent tremor disturbances.
 - C. Coach students, that in any situation to follow staff directions in case of an emergency.
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PSR-Policy SPS-506
Lock-Down Drills

LOCK-DOWN DRILLS

1. Roseburg School District Practice requires that each school develop plans to respond to a variety of emergency situations, not the least of which is the potential for an armed intruder on campus. Lock-down procedures are in place at each site that must be practiced and drilled periodically for all grades K-12. The recommendation for lock-down is as follows (please see the Emergency Preparedness Manual for further information).
 - A. Notify staff of lock-down drill by making a clear announcement over the public address system. Per our tiered security system, the announcement for a full lock down will be "Level 4 Lock-Down".
 - B. Teachers should immediately signal students to take cover within the classroom or other venue and lock the doors to prevent entry. If students are in a regular classroom setting, take cover out of view of the windows and doors, silence phones, and remain quiet. If outside, immediately drop to the ground and await direction to evacuate.
 - C. Give the "all clear" signal via public address system to indicate a return to normalcy. Unlock doors and continue regular activity. In the case of an actual emergency, either school authority or police, including evacuation of the building, will provide further direction.
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PSR-Policy SPS-507
Restroom Policy

Restroom Policy

Phoenix School maintains separate restroom facilities for male and female students and staff members. Students and staff members can access facilities that correspond to their gender identity. Gender-specific restrooms may meet the needs of many students and staff members, however, not all students and staff members feel safe in gender-specific, multi-user facilities. To that end, students, staff members and the school community are welcome to use single-user restrooms available in our school.

PSR-Policy SPS-508
Suicide Prevention and Intervention Policy

Suicide Prevention and Intervention Policy

1. Prevention
 - A. **Staff Training** – a basic suicide prevention training will be offered annually and is required to be attended by all staff. Question, Persuade, Refer (QPR) is a highly recommended certification for all personnel.
 2. Intervention
 - A. **Staff Roles and Responsibilities** – it is imperative that any mention of suicide or signs of suicidal behaviors are taken seriously. Staff are **NOT** expected to provide suicidal assessments or therapeutic intervention to any student or staff that is reporting suicidal thoughts. Staff **ARE** expected to intervene in the following scenarios and in the following ways:
 - a. When you overhear a student mention suicide in any form (i.e. “I want to kill myself”, “I just wish I weren’t here”, etc.) – **alert Journey Support Squad (JSS) immediately. (The JSS personnel are the Principal, JSS Coordinator, etc.)**
 - b. When a student is exhibiting signs indicative of suicidal behavior as outlined in the yearly suicide prevention training – **alert JSS immediately.**
 - c. When you find anything in writing/graphics that indicate suicidal ideation or behavior (i.e. notes left in class, graffiti in the bathroom, art, social media, etc.) – **alert JSS immediately.**
 - d. When a student discloses to you that they are worried about a friend who is having suicidal thoughts – **get the name of the student and alert JSS immediately.**
 - e. When a student discloses to you that they are having suicidal thoughts – **do not leave this student alone and get them to a member of JSS immediately.**
 - f. If you are made aware of a suicide attempt currently happening off campus – **get the Principal immediately.**
 - g. If a suicide attempt is made on campus – **get the Principal immediately.**
 - B. Alerting JSS Protocol
 - a. If a student discloses to you that they are actively suicidal, do not leave that person alone and walk them up to JSS. First, ask the student if they have a member of the JSS with whom they would feel most comfortable speaking. If no preferred staff of JSS is identified, the Mental Health Counselor is the first point of contact unless they are off campus.
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- b. For scenarios a through d, find any member of the JSS team that you can connect with *in person* to relay the information *immediately*.

C. Incident Reporting

- a. If any staff are involved in a situation related to suicide, they will coordinate efforts directly with the Principal on documentation needs.

JSS Protocol

During a suicide prevention or intervention action, members of the JSS will:

1. Ensure that every staff or student who has expressed suicidal thoughts in any form will be properly assessed and referred for appropriate therapeutic intervention.
2. Ensure that parents/guardians are notified.
3. Coordinate debriefing and support with staff and students when necessary.

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

Text Line 741741 (crisistextline.org)

PSR-Policy SPS-509
Security Camera Policy

Security Camera Policy

The Phoenix School authorizes the use of security cameras (CCTV) on school property to ensure the health, welfare, and safety of all staff, students, and visitors to school property; and to safeguard school facilities and equipment. Security cameras (CCTV) may be used in locations as deemed appropriate by the Administration.

The school shall notify staff and students through student and staff handbooks that security cameras (CCTV) surveillance may occur on school property.

Students or staff in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Other individuals such as visitors, parents/guardians, etc. may be referred to law enforcement agencies.

Security camera (CCTV) recordings may become a part of a student's educational record or a staff member's personnel record. The Phoenix School shall comply with all applicable state and federal laws related to record maintenance and retention.

PSR-Policy SPS-510
Student Search & Seizure

Student Search & Seizure

In an effort to maintain safety and to preserve the educational environment for everyone at Phoenix School, staff may have cause to search a student and their property.

Requirements for Search and Seizure

A search requires “reasonable suspicion” per Oregon statute and the procedures used for the search must be fair and equitable. Phoenix School will base the decision to search on facts and circumstances known on the basis of reasonably reliable information. This information must be sufficient to warrant a person of reasonable caution to believe that an offense has been or is being committed. An anonymous “tip” by itself provides insufficient cause as the knowledge is lacking to evaluate whether such information is reliable. However, an anonymous tip with specificity of information and a reliable source is cause to search.

Procedure for Initiating a Search

When a staff member is privy to facts and circumstances that may rise to the level of reasonable suspicion, the staff member shall report the facts and circumstances directly to the Principal. The Principal will evaluate the information to determine whether there is reasonable suspicion that an offense has or is being committed.

The administrator shall conduct the search with a staff member as witness and shall reasonably make provisions for privacy and due process.

In order to ensure the immediate safety of staff or students, a staff member may warrant that a student search and seizure must proceed immediately without an administrator present to conduct the search. Under these circumstances, a staff member shall conduct the search with a second staff member as witness and shall reasonably make provisions for privacy and due process. The Principal must then be notified of the search and its circumstances at the earliest possible time. These staff members should communicate this information to an administrator using the digital shared file for incident reports.
