



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: RADIO USAGE POLICY
POLICY NUMBER:
DATE OF ORIGINAL POLICY: 3/3/17

EFFECTIVE DATE: 3/3/17
DATE OF NEXT REVIEW: 5/2020
DATED: 5/5/2017

I. PHILOSOPHY:

The purpose of this policy is to document employee responsibilities for the proper, secure, and lawful use of the Shonto Preparatory Schools Radio Communications System(s).

This policy applies to all authorized full time, part time and temporary employees of Shonto Preparatory Schools; all contractors and third parties that are granted access to the Shonto Preparatory Schools Radio Communications System(s).

II. POLICY STATEMENT:

Shonto Preparatory Schools maintains radio communications systems. These systems are provided to assist in the conduct of business within the School District. Shonto Preparatory Schools is licensed to provide radio-coordinated activities for the various School departments and divisions. Radio communication is the method that has proven the most effective in improving group operations to meet the increasing demand better customer service. All radio systems are licensed and governed by the Federal Communications Commission (FCC). Violations of FCC rules or regulations can result in the revocation of the license to operate, and in Federal disciplinary action against individual violators.

III. EXCEPTIONS TO POLICY:

None.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

PERMISSIBLE COMMUNICATIONS: As noted by Federal law; Title 47, Part 90, of the FCC rules and regulations, to assure the following:

1. Communications directly relating to the safety or protection of persons or property.
2. Communications considered essential to the efficient conduct of School business, subject to the condition that no harmful interference is caused to safety communications of other licensed stations.
3. Communication shall be done in English or using proper radio 10 codes.

These rules are clear in their meaning; however, they do allow sufficient latitude for essential communications resulting in better services to the public.

PROHIBITED USES OF SCHOOL RADIO COMMUNICATION SYSTEM(S)

1. FCC rules prohibit the use of any profane or indecent language on the radio.
2. Personal messages unrelated to School business are prohibited, unless of an emergency nature.
3. Do not reprimand over the air.
4. Do not click your microphone or make odd noises on the air.
5. Do not transmit anything other than your voice.
6. Do not intentionally transmit over someone else unless an emergency exists.



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OPERATION

1. All radios shall remain on the SPS channel, to test a radio, call another person or base station, do not click microphone. Example: "701 to Security radio check". Wait for response. Security and bus drivers shall conduct radio checks prior to departing campus.
2. A Radio Basic Operation sheet is attached.
3. Departments assign radio call signs (numbers) to individuals. You must obtain a call number to utilize the radio system(s).
4. One Security check or "Code 20" shall be conducted on each bus during their route in the A.M. and P.M.
5. Each bus driver shall radio in when they have completed their route(s) and are returning to the school. Example: "705 10-98 10-19 back to school". Once that is heard security shall respond to the transmission with "10-4".

Employees are responsible for:

1. Understanding and adhering to the Radio Communications System(s) Policy.
2. Understanding the Radio Basic Operation Guidelines.
3. Using common sense and good judgment in the use of School 2-way radio system(s) as determined by this School Policy.
4. Advising Management of breaches of this policy.
5. Maintaining reasonable precautions to safeguard their 2-way radio from unauthorized use.
6. Employees are financially responsible for any damages to or loss of a radio.

Management is responsible for:

1. Understanding this policy and related policies and documents.
2. Advising their employees about this policy and appropriate use.
3. Notifying the department head when circumstances warrant monitoring or disciplinary action of an employee's misuse/abuse of 2-way radio operations.

PROCEDURES:

The Department of Support Services will provide all employees with a copy of this Radio Communication Policy. Employees required to engage in radio communication will be required to acknowledge their understanding of this policy by signing the policy acknowledgment. When the acknowledgment has been endorsed by the employee's supervisor a copy shall be forwarded to the Human Resources Department for inclusion in the employees personnel file.

If a violation of this Policy occurs or is suspected, the appointing authority or designee should Document the circumstances, approach the department head of the suspected violation, and report incidents to Department of Support Services and initiate disciplinary action as appropriate under the circumstances.



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DAILY USE PROCEDURES

Shonto Preparatory School has recently upgraded its radio system. In doing so each department has a channel that has been created for them to alleviate the amount of radio traffic on one channel. The following is a list of the SPS channels and who will be on each channel.

SPS Channel – This channel will be used by the schools and security only to communicate. *If the school is in need of contacting any of the other department they will then switch to the correct channel.* This channel shall also be used during emergency situation or when the need for all departments to communicate is needed.

Security Channel- This channel will be used by security personnel and SPS first responders. Security personnel have radios that are set up to scan all SPS frequencies.

Transportation Channel – This channel will be used by the transportation department during their bus runs. (Security and school sites may be on this channel as well during A.M. and P.M. runs)

Maintenance Channel – This channel will be used by the Maintenance staff.

Admin Channel – This channel will be used by the administration when needed.

Dorm Channel – This will be used by the residential programs to communicate between the two residential halls and wings.

Radio Basic Operation Guidelines

There are about a hundred radios, both mobile and portable, in the Shonto Preparatory Schools Communications System(s). Your cooperation is essential if the system is to be effective. The following are some guidelines to proper radio operation.

1. To turn the radio on, turn the volume control clockwise, a click will be heard, and adjust the volume by listening to other units or call for a radio check. Some older radios have a power-on button or switch instead of turning on via the volume control.
2. In some vehicles the radio is operative only when the ignition switch is turned on and the radio switch is on. In these vehicles it is suggested that the radio switch be left in the on position at all times.
3. To talk, hold the microphone or portable radio about 2 to 3 inches from your mouth at an angle of approximately 30 degrees and push the transmit button. Speak clearly and distinctly into the microphone. Speak in a normal voice; do not raise your voice or whisper.
4. After pushing the transmit button, hesitate for a second before talking. There is a signal being transmitted as soon as you push the button, which will cover up the first part of your voice, if you begin talking too soon.
5. To receive, simply release the transmit button.
6. Before calling someone, listen to see if the radio channel is clear of transmissions. If channel is busy, wait until the current parties “clear” off the air. To call, push the transmit



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- button, wait a second, then identify yourself. For example; “482 to 11”. This would mean that call sign 482 is trying to get in contact with call sign 11.
7. Wait for their response then go ahead with your message. If you don't get an answer right away, try again in a few seconds.
 8. When someone calls you on the radio you should respond accordingly. For example, when call sign 11 hears 482 calling, the response should be; “11 go ahead”.
 9. When you have finished with your conversation, clear the air by stating; “(your call sign), clear”.
 10. If, during the course of your working day, you go for a long period of time without hearing anything over your radio, call someone for a radio check. If after several attempts you are unable to get an answer, turn the radio off and arrange to have repairs made.
 11. To turn the radio off, turn the volume control counter-clockwise until it clicks.
 12. Know what you want to say before you push the transmit button. The radio is not and should not be used like a telephone.
 13. All conversations should be brief and business-like, no personal greetings.
 14. If your message is going to require a lengthy discussion, arrange to meet with the individual, or contact them by telephone. Don't tie up the radio.
 15. If the message can wait until later, or tomorrow, wait until then.
 16. While it is not necessary to have a license to operate a ‘school-issued’ radio, individuals using them should be trained in their operation and use.
 17. Supervisors are responsible for insuring that their personnel are trained to use the equipment assigned to them, including their radios.

Radio Procedure During SPS Emergencies

LOCKDOWNS

When a lockdown emergency has been declared the following procedure shall be followed in regard to radio usage.

1. Once a person becomes aware of the emergency they will immediately go to the nearest radio or contact the front office or building administrator and the following announcement shall be made. “This is (state your building location) we are going into lockdown. Lockdown, lockdown, lockdown (location) is now in lockdown.”
2. Once the administrator in charge or the incident commander hears the call they will then repeat the message. Example “This is the Superintendent, we are now in lockdown. Lockdown, lockdown, lockdown. All administrators switch to Admin Channel.” ALL OTHERS SHALL REMAIN ON THE SPS CHANNEL.
3. If support services administrative assistant is in the office they will go to the dispatch council and send out an emergency alert tone on all channels and will repeat the message of “lockdown, lockdown, lockdown, we are now in lockdown all administrators switch to admin channel”.
4. All administrators shall switch their radios to the admin channel and shall call in stating their department name. Example: “Support Services on admin channel.”
5. Communication shall continue on this channel till the situation is cleared.
6. Once the incident is cleared the following message shall be read to ensure that the situation has been officially cleared. “This is (state your name and title) it is all clear, all clear, all clear.” **Keep in mind that if both your name and title are not in the all clear message, all staff should remain in lockdown.**



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Once the situation has been cleared, the support services administrative assistant shall send a notification tone out on all channels and clear all channels and announce on channels to have all radios switched back to the Shonto repeater channel.

OTHER EMERGENCIES

When other emergencies are encountered such as, fire, transportation, medical or any other emergency, staff and administrators may be required to switch to the appropriate channel as requested by first responders. If the need to switch to a different channel is required the following procedure shall be followed.

1. The first responder or administrator shall state that there is an emergency and state the group they would like to have switched to a channel. Example: "This is security with a medical emergency requesting all first responders and administrators to switch to security channel."
2. If support services administrative assistant is in the office they will go to the dispatch council and send out an emergency alert tone on all channels and will repeat the message and announce which channel to switch too.
3. Once you have switched to the appropriate channel you shall let the requesting person know that you are on that channel. Example: "This is business manager on security channel."
4. Once the situation has been cleared, the support services administrative assistant shall send a notification tone out on all channels and clear all channels and announce on channels to have all radios switched back to the Shonto repeater channel.

AM BUS RUNS:

1. Starting at 5:00am on school days, the security officer on duty will switch their radios (portable and mobile), to the transportation channel. The radios shall remain on that channel till 8:30am or until authorized by Officer in Charge.
2. Once transportation units start asking for radio checks security will also acknowledge the radio check as well and will also document these radio checks in their daily logs. This will ensure that the busses have communication with the security unit(s) on duty.
3. At 6:00am when lead bus driver arrives they will start to monitor the transportation radio as well and will also acknowledge any radio checks that are being requested. The lead driver will continue to monitor the transportation frequency throughout the day.

PM BUS RUNS:

1. Starting at 2:30pm the lead driver, as well as the security officer on duty will start to monitor the transportation frequency. The lead driver will also acknowledge the radio checks that are being requested and will also document these radio checks in their daily logs.
2. Security and the lead driver shall continue to monitor the transportation channel until all buses have either called in as 10-7 (out of service) for the day and/or all busses are back on campus. This will ensure that there is radio communication with the busses that are still out doing their runs and also to ensure that there is communication with busses on activity runs.

All other officers that come on duty during this time will also switch their radios to the transportation frequency.



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SPS Radio Codes

10-1	Receiving Poorly	10-38	No Radio Communication Area
10-2	Receiving Well	10-39	Progress on Assignment
10-3	Stop Transmitting	10-42	Home
10-4	OK / Affirmative	10-43	No Pending Assignment(s)
10-5	Relay	10-45	Meet Unit at _____.
10-6	Busy	10-46	Pending Assignment(s)
10-7	Out of Service	10-48	Use Caution
10-8	In Service	10-77	Gas up Unit
10-9	Repeat	10-93	Deliver Message To _____.
10-10	Off duty: Subject to Call	10-94	Message Delivered
10-12	Visitor(s) Present	10-97	Arrived at Location
10-13	Weather/Road Conditions	10-98	Assignment Completed
10-14	Escort		
10-17	Papers/Package	CODE 2 - URGENT	
10-18	Hurry/Quickly	CODE 3 - EMERGENCY	
10-19	Return/Proceed/Enroute	CODE 4 – NO Assistance Required	
10-20	Location	CODE 101 – Female	
10-21	Telephone	CODE 37 – Male	
10-22	Cancel	Code 103 - Office	
10-23	Stand-by	CODE 105 – Open Door/Gate	
10-30	Contrary to Regulation	CODE 106 – Close Door/Gate	
10-31	Demonstration/Protest	CODE 961 – Accident w/out Injuries	
10-34	Motorist Assist	CODE 962 – Accident w/ Injuries	
10-35	Confidential	CODE 963 – Accident w/ Fatality	

V. DEFINITIONS:

FCC:	The Federal Communications Commission.
2-way radio:	A device that will transmit and receive voice communications. Shonto Preparatory Schools has various base-stations, mobile (vehicle mounted) and hand held 2-way radios.
School-issued radio:	A 2-way radio issued by the school that has been programmed with approved channels and licensed frequencies.
Transmit	Depressing the button that activates the microphone on a two-way radio. Releasing the button stops the transmission.
Squelch	A control on some radios that adjusts the sensitivity of the receiver.
Radio Abuse	The misuse of school 2-way radios that include but not limited to the Prohibited Uses listed below.

VI. DELEGATION OF AUTHORITY:

Shonto Preparatory Schools Department of Support Services is responsible for the oversight of the Shonto Preparatory Schools Radio Communications system(s), including radio equipment, sites and frequencies. The Department needs to be notified as to the assignment or reassignment of these assets so inventory can be serviced and maintained. All requests for equipment, services, frequencies, repairs, and installations need to go



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through the Shonto Preparatory Schools Department of Support Services so that standards and procedures are met.

VII. REPORTS:

None

VIII. FORMS:

The following forms shall be used in conjunction with this policy.

1. Radio Basic Operation Guidelines
2. Shonto Preparatory Schools Employee Radio Communications Systems Policy Acknowledgment

IX. EXPIRATION DATE:

This policy expires three (3) years after its acceptance, unless reapproved.


X. SIGNATURE BLOCK

Submitted by: Lemual B. Adson Date: 3/3/17
Superintendent

First Reading: March 3, 2017

Second Reading: April 7, 2017

Third Reading: May 5, 2017

Established: 
Martha Tate, President,
Shonto Governing Board of Education, Inc.