

# HEALTH AND SAFETY POLICY

FOR

INTERNATIONAL STUDIES LANGUAGE ACADEMY,

a California Nonprofit Public Benefit Corporation

ISLA is committed to providing a safe, nurturing, healthy, and protective atmosphere in which every member of the community will grow and prosper. ISLA will ensure the safety of the students and staff by complying with the current GUSD charter school standards and policies for health and safety as well as all state and federal laws, including Education Code § 44237. ISLA will develop and implement appropriate and comprehensive health and safety procedures and risk management policies, designed in consultation with its insurance carrier(s) and risk management experts. ISLA will train its employees on the health, safety, and emergency procedures, including child abuse awareness and reporting and shall conduct emergency drills for students and staff.

## **Criminal Background Checks and Fingerprinting**

International Studies Language Academy (ISLA) shall require the following persons to submit to criminal background checks and fingerprinting in accordance with Education Code §§ 44237 and 45125.1: 1) its employees and candidates thereof, 2) employees of vendors or independent contractors providing school site services who may have unsupervised contact with students, and 3) volunteers who will be performing services that are not under the direct supervision of a proposed Charter School employee. ISLA shall maintain on file that it has performed criminal background checks and cleared for employment all employees prior to employment. ISLA shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice to ensure the ongoing safety of its students. ISLA shall comply with the California Department of Justice agency and Custodian of Record guidelines. The designated Custodian of Records shall be responsible for the security, storage, dissemination, and destruction of criminal records furnished to the School and will serve as the primary contact for the California Department of Justice.

## **Role of Staff as Mandated Reporters**

ISLA will adhere to the requirements of California Penal Code § 11166 regarding child abuse reporting and AB 1432 regarding required child abuse and neglect mandated training. ISLA staff must report to the proper authorities if they suspect: sexual assault; neglect; willful cruelty or unjustifiable punishment; cruel or inhuman corporal punishment or injury; and/or abuse in out-of-home care.

The reporting person need only “reasonably suspect” that abuse or neglect has occurred. The reporting person does not have to prove abuse. The principal will work with faculty and staff members to make sure appropriate steps are taken if a mandated reporting situation occurs. Training will reinforce: 1) that it is the employee’s duty and responsibility to report any reasonable suspicions of child abuse and/or neglect; and 2) failure to report an incident of known or reasonably suspected child abuse or neglect is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both.

Staff will not be made to investigate any incident, only report to the principal and/or proper authorities. Suspected cases of child abuse may be brought to the principal or his/her designee for consultation. ISLA staff will complete a written report of the situation and immediately notify the Department of Children Services. If necessary, the Glendale Police Department will be informed of the situation as well. The reporting person will be responsible for providing all the necessary information and child abuse reports to the Department of Children Services and/or Glendale Police Department since the reporter will be most knowledgeable of the situation.

Should it be necessary to remove the child from the ISLA, proposed Charter School staff will obtain the contact information of the agency person removing the child. This information will be placed in the student’s record and be available to the parent(s) and/or guardian(s).

### **Immunizations and Health Screenings**

As indicated in the previous element, ISLA will require its employees to be examined and determined to be free of active tuberculosis as described in Education Code § 49406 or AB 1667. Unsupervised contractors and volunteers will also be subjected to tuberculosis clearance. ISLA will maintain tuberculosis clearances on file.

Students shall be required to provide records documenting immunizations as is required by Health and Safety Code and California Code of Regulations. Students will be screened for vision, hearing and scoliosis as is required by Education Code § 49450 *et seq.* Communicable disease inspection will be conducted periodically. A student suspected of carrying a communicable disease will be excluded from ISLA until guidelines for readmission are met. For outbreaks of lice, ISLA shall follow the suggested preventative routines outlined by the Los Angeles County Health Department.

Pursuant to Education Code § 49452.7(a), ISLA shall provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming seventh grade pupils. The information sheet shall include, but shall not be limited to, all of the following: 1) A description of type 2 diabetes; 2) A description of the risk factors and warning signs associated with type 2 diabetes; 3) A

recommendation that pupils displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes; 4) A description of treatments and prevention methods of type 2 diabetes; and 5) A description of the different types of diabetes screening tests available.

### **Medication in School**

ISLA will adhere to Education Code § 49423. Students may receive assistance from designated staff and/or may carry and/or self-administer medication, pursuant to medical advice. Parents must bring prescribed medication(s) to the office in the original containers, with the name of the prescribing physician, the name of the student, and dispensing instructions. Parents will complete the appropriate form authorizing ISLA staff to administer medication(s). Designated staff will put the medication(s) in a locked cabinet or refrigerator, as may be needed for medication(s) requiring refrigeration. Designated staff will log medication administration times for each student and will establish a tickler system to ensure that medications are dispensed at the appropriate times. This may include calling for students to receive medications at the appropriate times. In cases where medications are long-term prescriptions, designated staff may provide parents with a notice to alert them that additional medication will soon be necessary.

### **Site Compliance: Workplace Safety and Wellbeing**

ISLA will comply with Education Code § 47610. Moreover, it agrees to comply with applicable building and health and safety codes. ISLA shall be a drug, alcohol, and tobacco free workplace. ISLA will develop a Wellness Policy as is required by the National School Lunch Program. The Wellness Policy will include: nutrition education, School meals, and staff wellness. In support of the Wellness Policy, ISLA will encourage the establishment of a staff committee to assist in identifying and supporting, the health, safety, and wellbeing of staff.

ISLA will meet State and Federal guidelines for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. Employees will be trained in the dangers of and response to bloodborne pathogens as prescribed by the Occupational Safety and Health Administration. When exposed to blood or other bodily fluid through injury or accident, staff and students shall follow the appropriate disinfecting procedures.

ISLA will rely upon its employees to ensure that work areas are kept safe and free of hazardous conditions. Employees will be requested to report any unsafe conditions or potential hazards. If an employee suspects a concealed danger is present on ISLA's premises, or in a product, facility, piece of equipment, process, or business practice for which ISLA is responsible, the employee will bring it to the attention of their supervisor or principal immediately. Supervisors will arrange for

the correction of any unsafe condition or concealed danger immediately and will contact the principal regarding the problem.

ISLA is committed to providing an environment that is free from sexual harassment, as well as any harassment based upon the protected classes previously discussed in element 4/D. ISLA's employees will be trained on workplace harassment as is prescribed by law.

Employees will be encouraged to report any workplace injury or accident, to their supervisor as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported. ISLA will carry the appropriate insurance to cover injuries.

### **Health and Safety Plan**

ISLA will keep on file an up-to-date School Health and Safety Plan. The school staff will be trained annually on the safety procedures outlined in the plan. On a periodic basis, ISLA may issue rules and guidelines governing workplace safety and health. Employees will familiarize themselves with the rules and guidelines as strict compliance will be expected. Components of the plan are described below.

### **Emergency Preparedness Procedures**

ISLA will comply with applicable laws and requirements regarding campus safety in the event of an emergency. It will ensure that specific policies and procedures are clearly delineated. Staff will be appropriately trained and will understand their role in the event of an emergency.

### **Fire Drills**

Fire drills will be conducted as prescribed by law. Designated personnel will maintain a record of fire drills held and total required time for complete evacuation. When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose. Before leaving the room, teachers will ensure that windows and doors are closed and that they have their class attendance roster with them. Students who are not in a classroom at the time the fire drill signal is given will link themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. Students will remain with their

teachers at the designated evacuation site until the administrative staff gives the “all clear” signal.

### **Earthquake and Disaster Preparedness**

ISLA will participate with the Great ShakeOut earthquake drill conducted annually in October. Other disaster drills will be conducted as prescribed by law. Students will be made familiar with the “duck and cover” routine. A disaster drill commencing with the “duck and cover” routine will be initiated by an announcement. Staff and students will hear “This is an emergency drill. Duck and cover.” During the “duck and cover” routine in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows. Students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded with an “all clear” announcement or a visible signal from a member of the leadership team.

In the case of a real earthquake or other disaster, everyone must engage in the “duck and cover” routine immediately and remain in position until it is determined that it is safe to leave the building. If remaining in the room becomes dangerous, or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone. If students are on the playground or other outdoor area when a disaster drill is called or during an actual earthquake, students are to drop immediately to the ground, away from trees and power lines, and cover their heads with their hands. They are to remain in that position until given additional instructions.

In the case of lockdowns or disasters other than earthquakes, the administrative staff will contact each room, advise staff of potential dangers, and give further directions or orders. Teachers and students will remain in their classrooms until instructions are received for an all clear or an evacuation. For safety purposes, no one is to leave the rooms. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed. ISLA site maintenance staff will turn off the gas. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

### **Bomb Threats**

If an employee receives a bomb threat, the employee receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police using 911.

Based on the information at hand, the leadership team will make a decision whether an immediate evacuation is warranted. If an evacuation is conducted, the office personnel will coordinate information requests to and/or from law enforcement and parents and guardians. If an immediate evacuation is not warranted, the principal or designee will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. Unassigned staff will report to the office for assignments such as searching offices, bathrooms, and other common areas, including outdoor facilities.

### **Unplanned Evacuations**

A disaster of a significant nature may require the evacuation of ISLA. Immediately upon notification by outside authorities that ISLA must be evacuated, the administrative staff will verify the name and position of the person placing the alert. Once the source is confirmed, the administrative staff will coordinate the evacuation. Teachers will proceed with their students to the nearest school exit indicated on the evacuation map posted for this purpose. Before leaving the room, teachers will make sure they have their class attendance roster with them. Students who are not in a classroom at the time the intercom signal is given will link themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Prior to evacuation, offices, bathrooms, and all other common areas, including outdoor facilities will be searched by unassigned staff members previously designated by the administrative staff. Once at the designated evacuation site, teachers and other staff will ensure that students find their respective teachers. Teachers will then take roll to ensure that students are accounted for. The names of missing students will be given to the office personnel and an individual will be assigned the task of finding any missing students. Teachers will work together to take care of students with injuries, respiratory problems, or other medical conditions. Teachers will be expected to stay with their classes for the duration of the emergency.

Students will remain with their teachers at the designated evacuation site until the principal or designee gives the "all clear" signal. In the event students cannot return to the school site, the principal or his/her designee will notify parents and/or the media as to where the students can be picked up. The office personnel will sign out students as they are being picked up by a parent or other adult listed on the emergency information card. Parents will be asked to remain in a designated area, and students will be escorted to the designated area for release.

### **Immunizations**

All students who enroll for the first time must demonstrate, such as with a Mantoux (PPD) test or with a tuberculosis risk assessment, that they are free of active tuberculosis. Students must

also provide evidence of the following immunizations: polio (four shots), DPT (five shots), MMR (two shots), hepatitis B (three shots). The office will review immunization records for compliance. Students who do not meet the state requirements will be excluded from school until these requirements are met. Documentation from a physician is required for all waived immunization requirements.

### **Injuries**

If a child sustains any type of major injury (e.g., a broken bone), a note from their doctor is required before child may return to school. Students needing any supportive appliances (crutches, cast, wheelchair, etc.) must also have a written order from the prescribing physician. Children with cast and splints are not allowed to participate in physical education activities, but alternative activities are arranged until the cast or splint is removed.

### **Head Lice**

Children with head lice are excluded from school until all nits/eggs are removed and clearance is given for the child to return to class. Parents will be requested to notify the school if their child has a confirmed or suspected case of lice.

### **Special Medication**

Children may only receive medication during school hours with a written request from the parent/guardian and from the physician who is responsible for the medical management of the child. Parents are urged, however, to request that the physician develop a schedule in which taking medication in school is minimized or eliminated. Request should be processed through the office. All medications must be stored at school in the original prescription bottle, labeled with dosage instructions, and be administered in the office. No student may carry his or her own medication or take medication unsupervised except in the case of inhaler where the doctor has given permission. If a child takes medication regularly during non-school hours, you should leave a short term supply in the office to be used in case of an emergency, such as an earthquake.

### **Food Service and other Auxiliary Services Safety**

One aspect of holistic education is teaching healthy lifestyle choices. Good nutrition is vital to a child's physical, emotional, and academic development. Those concerned about the wellness of children should spread a common message to the community, that a child's healthy body and mind has a foundation in the food and beverage choices made available at school and elsewhere. ISLA will follow Department of Health and National School Lunch Program guidelines in its food service program operation and will bid out the food service program via Requests for Proposals (RFP). The food service contract will be forwarded to the California Department of Education's School Food Service Contracts Unit for review, pursuant to Title 7, CFR Section 210.19(a)(5).

Vendor selection must consider equipment needs of the vendors and compliance with National School Lunch Program guidelines and ability to meet Federal reimbursement rates. Contractor's personnel for food service, special education, or other needed service will follow the fingerprint and tuberculosis clearance previously described.

**Safe Place to Learn Act**

ISLA will comply with the Safe Place to Learn Act, as previously described in element 4, section F.

**Federal Education Rights and Privacy Act (FERPA)**

ISLA will follow the guidelines detailed in the Federal Education Rights and Privacy Act, including the annual notice requirement. A sample of the annual notice is found at the end of this element.