

HEALTH AND SAFETY PROCEDURES

The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall require all of the following:

(i) That each employee of the charter school furnish the charter school with a criminal record summary as described in Section 44237.

(ii) The development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (J), inclusive, of paragraph (2) of subdivision (a) of Section 32282.

(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.

- California Education Code Section 47605(c)(5)(F)

The health and safety of Jardin staff and pupils is a high priority. Jardin will comply with all required health and safety laws and regulations applicable to charter schools, including those required by CAL/OSHA, the California Health and Safety Code, and EPA, and with all provisions of the Healthy Schools Act set forth in Education Code section 17608 et seq.

HEALTH, SAFETY AND EMERGENCY PLAN

Jardin has a Health, Safety and Emergency Plan in place. Jardin will ensure that staff has been trained in health, safety, and emergency procedures and will maintain a calendar and conduct emergency response drills for students and staff. Jardin shall periodically review and modify as necessary, its Health, Safety and Emergency Plan, and keep it readily available for use and review upon LACOE request.

Staff Responsibilities

Employees will be encouraged to report any workplace injury, 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. On a periodic basis, Jardin may issue rules and guidelines governing workplace safety and health. All employees will familiarize themselves with the rules and guidelines, as strict compliance will be expected.

CRIMINAL BACKGROUND CHECKS AND FINGERPRINTING

Jardin shall require all employees of Jardin, and all volunteers who will be performing services that are not under the direct supervision of a Jardin employee, and any onsite vendors having unsupervised contact with students to submit to criminal background checks and fingerprinting. Jardin will maintain on file and available for inspection evidence that Jardin has performed criminal background checks for all employees and documentation that vendors have conducted required criminal background checks for their employees prior to any unsupervised contact with students. Jardin shall also ensure that it receives subsequent arrest notifications from the Department of Justice to ensure the ongoing safety of its students.

ROLE OF STAFF AS MANDATED CHILD ABUSE REPORTERS

All non-certificated and certificated staff is mandated child abuse and neglect reporters at Jardin. This includes special education staff that may be on campus at any given time. All staff is trained on recognizing and reporting child abuse each year and is expected to comply with state reporting laws.

At a minimum, this means that all staff know they are required to report suspected child abuse and/or neglect as soon as possible via phone to applicable county agencies or law enforcement and to follow up within 36 hours with a written report and through the online reporting system for Los Angeles.

Additionally, Jardin maintains reporting forms for staff that may need them. All staff receives training on how to fulfill their duties as mandated reporters.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075.

Jardin will require its employees, and any volunteer, vendor, or independent contractor who may have frequent or prolonged contact with students, to be assessed and examined (if necessary) and determined to be free of active tuberculosis as described in Education Code section 49406. Jardin shall maintain TB clearance records on file.

Jardin shall provide for the immunization and health screening of its students, including but not limited to screening for vision, hearing, and scoliosis pursuant to

Education Code Section 49450, et seq. Jardin will maintain records documenting student immunizations.

TUBERCULOSIS RISK ASSESSMENT AND EXAMINATION

Faculty and staff, and volunteers who have frequent or prolonged contact with students, will be assessed and examined (if necessary) for tuberculosis prior to commencing employment and working with students, and for employees at least once each four years thereafter, as required by Education Code Section 49406.

MEDICATION IN SCHOOL

Jardin will adhere to Education Code Section 49423 regarding administration of medication in school and will abide by all guidance as issued by the California Department of Education and applicable law. The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

EMERGENCY PREPAREDNESS

Jardin shall adhere to Emergency Preparedness Procedures drafted specifically to the needs of Jardin. These procedures shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations.

BLOOD BORNE PATHOGENS

Jardin shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the work place. Whenever exposed to blood or other bodily fluids through injury or accident, staff and students shall follow the latest medical protocol for disinfecting procedures.

DRUG FREE/ALCOHOL FREE/SMOKE FREE ENVIRONMENT

Jardin shall function as a drug, alcohol and tobacco free workplace.

FACILITY SAFETY

Jardin shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the California Building Standards Code. Jardin agrees to test fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. Jardin shall conduct fire drills as required under Education Code Section 32001.

SUICIDE PREVENTION POLICY

The Charter School shall maintain a policy on student suicide prevention in accordance with Education Code Section 215. The Charter School shall review, at minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy.

NUTRITIONALLY ADEQUATE FREE OR REDUCED-PRICE MEAL

The Charter School shall provide each needy student, as defined in Education Code Section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code Section 49553(a), during each school day.

SCHOOL SAFETY PLAN

The Charter School shall adopt a School Safety Plan, to be reviewed and updated by March 1 of every year, which shall include identification of appropriate strategies and programs that will provide or maintain a high level of school safety and address the Charter School's procedures for complying with applicable laws related to school safety, including the development of all of the following pursuant to Education Code Section 32282(a)(2)(A)-(J):

- child abuse reporting procedures
- routine and emergency disaster procedures
- policies for students who committed an act under Education Code Section 48915 and other Charter School-designated serious acts leading to suspension, expulsion, or mandatory expulsion recommendations
- procedures to notify teachers of dangerous students pursuant to Education Code Section 49079
- a discrimination and harassment policy consistent with Education Code Section 200
- provisions of any school-wide dress code that prohibits students from wearing "gang-related apparel," if applicable
- procedures for safe ingress and egress of pupils, parents, and employees to and from the Charter School
- a safe and orderly environment conducive to learning
- the rules and procedures on school discipline adopted pursuant to Education Code Sections 35291, 35291.5, 47605, and 47605.6
- procedures for conducting tactical responses to criminal incidents

COMPREHENSIVE SEXUAL HARASSMENT POLICIES AND PROCEDURES

Jardin is committed to providing a school that is free from sexual harassment as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability.

Jardin has developed a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at Jardin (including employee to employee, employee to student, and student to employee misconduct.) A copy of the policy shall be provided as part of any orientation program conducted for new and continuing pupils at the beginning of each quarter, semester, or summer session, as applicable, and to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired. The Charter School shall create a poster that notifies students of the applicable policy on sexual harassment in accordance with Education Code Section 231.6, and shall prominently and conspicuously display the poster in each bathroom and locker room at the school site and in public areas at the school site that are accessible to, and commonly frequented by, pupils.

BULLYING PREVENTION

The Charter School shall adopt procedures for preventing acts of bullying, including cyberbullying. The Charter School shall annually make available the online training module developed by the CDE pursuant to Education Code Section 32283.5(a) to certificated school site employees and all other school site employees who have regular interaction with children.

PROCEDIMIENTOS DE SALUD Y SEGURIDAD

Los procedimientos que seguirá la escuela chárter para garantizar la salud y la seguridad de los alumnos y el personal. Estos procedimientos exigirán lo siguiente:

- (i) Que cada empleado de la escuela chárter proporcione a la escuela un resumen de antecedentes penales, según lo descrito en la Sección 44237.
- (ii) El desarrollo de un plan de seguridad escolar, que incluirá los temas de seguridad enumerados en los subpárrafos (A) a (J), inclusive, del párrafo (2) de la subdivisión (a) de la Sección 32282.
- (iii) Que la escuela chárter revise y actualice el plan de seguridad escolar antes del 1 de marzo de cada año.- Código de Educación de California, Sección 47605(c)(5)(F)

La salud y la seguridad del personal y los alumnos de Jardin es una alta prioridad. Jardin cumplirá con todas las leyes y regulaciones de salud y seguridad aplicables a las escuelas chárter, incluyendo las exigidas por CAL/OSHA, el Código de Salud y Seguridad de California y la EPA, y con todas las disposiciones de la Ley de Escuelas Saludables establecidas en el Código de Educación, sección 17608 y siguientes.

PLAN DE SALUD, SEGURIDAD Y EMERGENCIAS

Jardin cuenta con un Plan de Salud, Seguridad y Emergencias. Jardin se asegurará de que el personal haya recibido capacitación en procedimientos de salud, seguridad y emergencias, y mantendrá un calendario y realizará simulacros de respuesta a emergencias para estudiantes y personal. Jardin revisará y modificará periódicamente, según sea necesario, su Plan de Salud, Seguridad y Emergencias, y lo mantendrá disponible para su uso y revisión a solicitud de LACOE.

Responsabilidades del Personal

Se animará a los empleados a reportar cualquier lesión o accidente en el lugar de trabajo a su supervisor lo antes posible, independientemente de la gravedad de la lesión o accidente. Si se requiere atención médica inmediata, los supervisores ayudarán a los empleados a obtenerla, después de lo cual se deberán reportar los detalles de la lesión o accidente. Periódicamente, Jardin podrá emitir normas y directrices que rijan la seguridad y la salud en el trabajo. Todos los empleados se familiarizarán con las normas y directrices, ya que se espera su estricto cumplimiento.

VERIFICACIÓN DE ANTECEDENTES PENALES Y TOMA DE HUELLAS DACTILARES

Jardin exigirá a todos sus empleados, así como a todos los voluntarios que presten servicios sin la supervisión directa de un empleado de Jardin, y a cualquier proveedor que tenga contacto no supervisado con estudiantes, que se sometan a una verificación de antecedentes penales y a la toma de huellas dactilares. Jardin mantendrá en sus archivos, disponible para su inspección, evidencia de que Jardin ha realizado las verificaciones de antecedentes penales de todos los empleados, así como documentación que acredite que los proveedores han realizado las verificaciones de antecedentes penales requeridas para sus empleados antes de cualquier contacto no supervisado con estudiantes. Jardin también se asegurará de recibir notificaciones de arresto posteriores del Departamento de Justicia para garantizar la seguridad continua de sus estudiantes.

FUNCIÓN DEL PERSONAL COMO DENUNCIANTES OBLIGATORIOS DE ABUSO INFANTIL

Todo el personal, con y sin certificación, es denunciante obligatorio de abuso y negligencia infantil en Jardin. Esto incluye al personal de educación especial que pueda estar en el campus en cualquier momento. Todo el personal recibe capacitación anual para reconocer y denunciar el abuso infantil y se espera que cumpla con las leyes estatales de denuncia.

Como mínimo, esto significa que todo el personal sabe que debe denunciar cualquier sospecha de abuso o negligencia infantil lo antes posible por teléfono a las agencias del

condado o a las fuerzas del orden correspondientes, y que debe dar seguimiento dentro de las 36 horas con un informe escrito y a través del sistema de denuncia en línea de Los Ángeles.

Además, Jardín mantiene formularios de denuncia para el personal que los necesite. Todo el personal recibe capacitación sobre cómo cumplir con sus obligaciones como denunciantes obligatorios.

REQUISITOS DE VACUNACIÓN Y EVALUACIÓN MÉDICA

Todos los estudiantes matriculados y el personal deberán proporcionar registros que documenten sus vacunas, tal como se exige en las escuelas públicas de conformidad con las Secciones 120325-120375 del Código de Salud y Seguridad y las Secciones 6000-6075 del Título 17 del Código de Regulaciones de California.

Jardín exigirá a sus empleados, así como a cualquier voluntario, proveedor o contratista independiente que tenga contacto frecuente o prolongado con estudiantes, que se sometan a una evaluación y examen (si es necesario) y se determine que están libres de tuberculosis activa, según lo descrito en el artículo 49406 del Código de Educación. Jardín mantendrá un registro de la ausencia de tuberculosis.

Jardín se encargará de la vacunación y los exámenes de salud de sus estudiantes, incluyendo, entre otros, exámenes de visión, audición y escoliosis, de conformidad con el artículo 49450 y siguientes del Código de Educación. Jardín mantendrá registros que documenten las vacunas de los estudiantes.

EVALUACIÓN Y EXAMEN DE RIESGO DE TUBERCULOSIS

El profesorado, el personal y los voluntarios que tengan contacto frecuente o prolongado con estudiantes serán evaluados y examinados (si es necesario) para detectar tuberculosis antes de comenzar a trabajar con ellos, y los empleados al menos una vez cada cuatro años a partir de entonces, según lo exige el artículo 49406 del Código de Educación.

MEDICAMENTOS EN LA ESCUELA

Jardín cumplirá con la Sección 49423 del Código de Educación en relación con la administración de medicamentos en la escuela y acatará todas las directrices emitidas por el Departamento de Educación de California y la legislación aplicable. La Escuela Charter cumplirá con la Sección 49414 del Código de Educación en relación con los autoinyectores de epinefrina y la capacitación del personal.

PREPARACIÓN PARA EMERGENCIAS

Jardín cumplirá con los Procedimientos de Preparación para Emergencias, diseñados específicamente para las necesidades de Jardín. Estos procedimientos incluirán, entre otros, las siguientes respuestas: incendios, inundaciones, terremotos, amenazas terroristas y toma de rehenes.

PATÓGENOS TRANSMITIDOS POR LA SANGRE

Jardín cumplirá con las normas estatales y federales para el manejo de patógenos transmitidos por la sangre y otros materiales potencialmente infecciosos en el lugar de trabajo. En caso de exposición a sangre u otros fluidos corporales por lesión o accidente, el personal y los estudiantes deberán seguir el protocolo médico más reciente para procedimientos de desinfección.

AMBIENTE LIBRE DE DROGAS, ALCOHOL Y HUMO

Jardin funcionará como un lugar de trabajo libre de drogas, alcohol y tabaco.

SEGURIDAD DE LAS INSTALACIONES

Jardin cumplirá con la Sección 47610 del Código de Educación utilizando instalaciones que cumplan con la Ley Field o con el Código de Normas de Construcción de California. Jardin se compromete a probar anualmente los extintores y las alarmas contra incendios en sus instalaciones para garantizar que se mantengan en buen estado de funcionamiento en todo momento. Jardin realizará simulacros de incendio según lo exige la Sección 32001 del Código de Educación.