

 Meadows Arts and Technology Elementary School	Health & Safety Policy	
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Reference Number: BO-HS1-12142015	Original Author: MATES Board	Policy Status: Active

PURPOSE:

Education Code section 47605(b)(5)(F) provides the requirement that each charter school develop health and safety policies as described within the school’s approved charter. The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm.

SCOPE:

This policy shall serve as the MATES policy and procedures for Health and Safety. It shall direct strategies, plans and actions related to the Health and Safety of all MATES affiliates.

GENERAL POLICY STATEMENT:

The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. As such, the Board will establish and the Executive Director will execute a comprehensive school safety plan.

POLICY DETAILS:

1. Comprehensive Safety Plan

- 1.1. The MATES Executive Director (“Director”) shall develop a comprehensive school safety plan (“Safety Plan”).
- 1.2. The Safety Plan shall take into account the School's staffing, available resources, and building design, as well as other factors unique to the site.
- 1.3. The Safety Plan shall be reviewed and updated by September 1 of each year unless an alternative deadline is agreed to in advance by the Board.
- 1.4. The Director shall forward the Safety Plan to the Board for approval.
- 1.5. The Board shall review the Safety Plan in order to ensure compliance with state law and Board policies.
- 1.6. The Board shall approve the plan at a regularly scheduled meeting.
- 1.7. The Executive Director or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.

2. Environmental Safety

- 2.1. The Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Executive Director or designee shall coordinate with Conejo Valley Unified School District (“CVUSD” or the “District”) administration to regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.
- 2.2. Strategies addressed in the plan shall include, but not necessarily be limited to, the following:
 - 2.2.1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities
 - 2.2.2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm
 - 2.2.3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles
 - 2.2.4. Minimizing exposure to lead in paint, soil, and drinking water
 - 2.2.5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials
 - 2.2.6. Ensuring the proper storage, use, and disposal of potentially hazardous substances
 - 2.2.7. Ensuring the use of effective least toxic pest management practices
- 2.3. In developing strategies to promote healthy school environments, the Executive Director or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.
- 2.4. MATES shall discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- 2.5. The Executive Director or designee shall provide maintenance and facilities staff teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the school.
- 2.6. The Executive Director or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at the school site. The notification shall provide information about actions to remedy the hazard and may recommend health screening of staff and students.

3. Hazardous Substances

- 3.1. The Board recognizes that potentially hazardous substances are used in the daily operations of the School. The Executive Director or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.
- 3.2. Insofar as possible, the Executive Director or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.
- 3.3. Hazard Communication Program
 - 3.3.1. The Executive Director or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.
 - 3.3.2. Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

4. Disruptions

- 4.1. In order to help maintain an educational environment that provides for student safety, the Board is committed to keeping the School free from disruptions and to keeping unauthorized persons from entering school grounds. The Executive Director or designee shall provide for the prompt removal of any individual from school grounds whose presence and/or actions disrupt or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or threatens to cause property damage in accordance with law or Board policy.
 - 4.1.1. This policy is intended to cover the disruption of school activities by non-student and non-employee individuals. For language regarding disturbances by students see the Student Code of Conduct and Disciplinary Policy and Procedures (SN-SCC). Employees who cause a disruption may be subject to disciplinary action in accordance with the Personnel Policy (PP-PP1) and/or the employee's Employment Agreement.
- 4.2. The Executive Director or designee shall establish a plan describing actions to be taken, including staff responsibilities, when an individual is causing a disruption. In developing such a plan, the Director or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention in the event of a disruption.
- 4.3. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Board policy, as further explained below. Staff who believe that a disruption may occur or has occurred shall immediately contact the Executive Director.

- 4.4. The Executive Director or designee may direct a person to leave school grounds when there is a reasonable basis for concluding that the person is committing, or has entered campus with the purpose of committing, an act that is likely to interfere with the peaceful conduct, discipline, good order, or administration of school activities or with the intent to inflict damage on any person or property. He/she may also ask a person to leave who uses loud and/or offensive language which could provoke a violent reaction or a person who has otherwise established a continued pattern of unauthorized entry on school grounds. Such removal shall be up to fourteen (14) days. This shall not apply if that person is a student, school employee, or other person required by his employment to be on school grounds. (Penal Code §§ 415.5, 626.7, and 626.8)
- 4.5. The Executive Director or designee may also direct a specified drug offender to leave school grounds, unless that person is a student at the School, a parent/guardian of a child attending the School, or he/she has prior written permission for entry from the Executive Director or designee. (Penal Code § 626.85.)
- 4.6. The Executive Director or designee may direct a person who is required to register as a sex offender to immediately leave school grounds, unless he/she is on school grounds for lawful business and with the Director's permission. If such a person does not leave school grounds, the Director or designee shall inform the person that he/she may be guilty of a crime. The Director or designee shall notify law enforcement as appropriate.
- 4.7. When directing any person to leave school premises, the Executive Director or designee shall inform the person that he/she will be guilty of a crime if he/she:
 - 4.7.1. Remains on school premises after being directed to leave; (Penal Code § 626.8)
 - 4.7.2. Returns to the campus without following the School's posted visitor/volunteer registration requirements; or (Penal Code § 626.7)
 - 4.7.3. Returns and reenters the school premises prior to the date provided in the notice. (Penal Code §§ 626.8 and 626.85)
- 4.8. Appeal Procedure
 - 4.8.1. Any person who is asked to leave a school building or grounds may appeal to the Executive Director or designee. This appeal shall be made no later than two (2) school days after the person has departed from the school building or grounds. After reviewing the matter with the person making the appeal, the Executive Director or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding.
 - 4.8.2. The decision of the Executive Director or designee may be appealed to the Board. Such an appeal shall be made no later than two (2) school days after the Director or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final.

- 4.9. Gun Free School Zone - Possession of unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1,000 feet of school grounds without the written permission of school authorities. (Penal Code §§ 626.9 and 626.10)
- 4.10. The School is a drug, alcohol, and tobacco free school. Use of such products on the campus and on the adjoining sidewalks, walkways or driveways is strictly prohibited.
- 4.11. Nothing in this policy shall prevent the School from seeking a restraining order and/or workplace violence injunction to protect students and/or staff.

5. Sex Offender Notification

- 5.1. In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the Board believes it is important that MATES respond appropriately when a law enforcement agency notifies MATES about registered sex offenders who may reside or work within District boundaries.
- 5.2. The Executive Director or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Executive Director or designee also shall establish procedures for notifying appropriate staff as necessary.
- 5.3. To protect MATES and its employees from liability, employees shall disseminate sex offender information in good faith, and only in the manner and to the extent authorized by the law enforcement agency.
- 5.4. The Executive Director or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's Internet website.

6. Head Lice Policy

- 6.1. The Governing Board believes that a head lice management program is necessary and should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation.
- 6.2. School employees shall report all suspected cases of head lice to the school health clerk or designee as soon as possible.
 - 6.2.1. The Office informs the student's classroom teacher(s), as well as the YMCA if the student is enrolled in the YMCA childcare program. Other staff members are informed as appropriate. The staff works to ensure the privacy of the student identified with the confirmed case of head lice.
 - 6.2.2. When three (3) or more students in any class have been identified as having a head lice infestation, all students in the class may be examined.
 - 6.2.3. In consultation with the school health clerk, the Executive Director may also send information about head lice to all parents/guardians of the students in that class.

- 6.3. The health clerk or designee shall examine the student and other students who are siblings of the affected student or members of the same household.
 - 6.3.1. If a student is found with active, adult head lice, or nits he/she shall be excluded from attendance.
 - 6.3.2. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information.
 - 6.3.3. The student shall be allowed to return to school when there are no nits and/or lice and shall be checked by the health clerk or designee before returning to class.
 - 6.3.4. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to three (3) weeks.
- 6.4. The Executive Director or designee shall send home the notification required by law for excluded students. (Ed. Code § 48213)
- 6.5. In consultation with the school health clerk, the Executive Director or designee may establish a routine screening program to help prevent the spread of head lice.

7. Administration of Medication

- 7.1. The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.
- 7.2. Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 Plan, as applicable.
- 7.3. Section 604 of Title 5 of the California Code of Regulations authorizes a parent/guardian to administer medication to his/her child or designate an individual to administer the medication as specified below. In addition, California law allows students to carry and self-administer medication needed for the treatment or management of certain medical conditions, when the school has received a written request from the student's parent/guardian and written authorization from the student's authorized health care provider, as specified in the accompanying administrative regulation. Students have legal authorization to self-administer diabetes medication pursuant to Education Code section 49414.5 auto-injectable epinephrine for anaphylactic reactions pursuant to Education Code section 49423, and inhaled asthma medication pursuant to Education Code section 49423.1. Pursuant to 5 CCR section 605, districts and or charter schools may choose to allow students to carry and self-administer other types of medication beyond those specifically authorized by the Education Code.
 - 7.3.1. For administration of medication to other students during school or school-related activities the Executive Director or designee shall develop

protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, which includes the student's physician, surgeon, or physician assistant, request the school's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

7.3.2. Any medication prescribed by an authorized health care provider, the student's physician, surgeon, or physician assistant, including but not limited to, emergency antiseizure medication for a student who suffers from epileptic seizures, auto-injectable epinephrine, insulin, or glucagon may be administered by the contracted school nurse, health clerk, or other designated school personnel only when the Executive Director or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Ed. Code §§ 49414.7 and 49423; 5 CCR § 600)

7.3.2.1. This written statement shall detail the name of the medication, method, amount and time schedules by which the medication is to be taken, and a written statement from the student's parent/guardian indicating the desire confirming that MATES may assist the student with the administration of medication as set forth in the statement of the student's physician, surgeon, or physician assistant.

7.3.2.2. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, asthma inhaler, and/or diabetes medication, MATES shall obtain both:

(1) A written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, asthma inhaler, and/or diabetes medication; and

(2) A written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing MATES and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.

7.3.3. MATES will ensure any school personnel who volunteer to administer such medication are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. MATES will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from,

anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

- 7.3.4. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Ed. Code §§ 49414, 49414.5, 49414.7, 49423, and 49423.1)
- 7.3.5. The Executive Director or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.
- 7.3.6. Additionally, the trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. MATES will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. MATES will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
- 7.3.7. For purposes of this section, “Anaphylaxis” means a potentially life-threatening hypersensitivity to a substance, and the following:
 - (a) Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma.
 - (b) Causes of anaphylaxis may include but are not limited to, an insect sting, food allergy, drug reaction, and exercise.
- 7.3.8. School nurses and other designated school personnel who volunteer to administer medications to students at school, shall do so in accordance with the applicable laws, Board policy, and administrative regulations and shall be provided defense and indemnification for any and all civil liability, if necessary.

8. Infectious Diseases

- 8.1. The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.
- 8.2. The Executive Director or designee shall regularly review resources available from health experts to ensure that school programs are based on the most up-to-date information.
- 8.3. The Executive Director or designee shall ensure that the School’s comprehensive health education program provides information about the prevention of infectious diseases, including the nature of bloodborne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall

also ensure that the School has sufficient infection prevention supplies that are easily accessible to staff.

- 8.4. Universal Precautions Pursuant to Section 5193 or Title 8 of the California Code of Regulations, employers with one or more employees having occupational exposure to bloodborne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials.
- 8.5. Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.
 - 8.5.1. The Executive Director or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.
- 8.6. The Executive Director or designee shall exclude students only in accordance with law and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.
- 8.7. Both federal and state law (20 USC § 1232g and Ed. Code §§ 49060-49069) require that student health information remain confidential. In the event that a parent/guardian authorizes the School to disclose the fact that the student has an infectious disease, such as a student's HIV status, any decision to inform staff should be made by the Executive Director or designee, the student and his/her family, in consultation with School legal counsel.
 - 8.7.1. Parents/guardians are encouraged to inform the Executive Director or designee if their child has an infectious disease so that School staff may work cooperatively with the student's parent/guardians to minimize the child's exposure to other diseases in the school setting. The Executive Director or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

9. Health Examinations

- 9.1. The Governing Board recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the School program are necessary.
- 9.2. In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in the School, the School shall administer tests for vision and hearing as required by law.
- 9.3. Students shall have their vision and hearing tested by qualified personnel authorized by the School. (Ed. Code §§ 49452 and 49454)
- 9.4. All students shall be tested for visual acuity in grades K, 2, 5. Gross external observation of the student's eyes, visual performance, and perception shall be made by the School nurse and the classroom teacher. (Ed. Code § 49455)

- 9.4.1. For male students, color vision shall be tested one time, after the student reaches grade 1. Results of the test shall be entered into the students' health record. (Ed. Code § 49455)
- 9.4.2. Evaluation of a student's vision may be waived at the parent/guardian's request if the parent/guardian presents a certificate from an authorized health care provider specifying the results of an examination of the student's vision, including visual acuity, and, in male students, color vision. (Ed. Code § 49455)
- 9.4.3. Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. The report of a visual defect, if made in writing, shall be made on a form prescribed by the Superintendent of Public Instruction. (Ed. Code § 49456)

10. Child Health and Disability Prevention

- 10.1. The parent/guardian of a student in kindergarten or first grade shall submit to the Executive Director or designee a certification form developed by the California Department of Health Services (DHS) and signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. (Health & Safety Code 124040, 124085)
- 10.2. The Executive Director or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code sections 124025-124110 to assist low-income families in obtaining the health screening. (Health & Safety Code § 124100)
 - 10.2.1. The notice and certification form shall be included with the notification of immunization requirements provided to parents/guardians prior to their child's enrollment in kindergarten and shall encourage completion of the health screening simultaneously with immunizations. The notice shall also be provided to the parent/guardian of any student who is enrolling in first grade without having attended kindergarten at the school.
 - 10.2.2. During the first 90 days of the school year, the Executive Director or designee may contact any parent/guardian of a first-grade student who has not provided either the certification form or the waiver to ensure that the parent/guardian understands the health screening requirement and, if appropriate, his/her possible eligibility for the CHDP program.
 - 10.2.3. The Executive Director or designee shall exclude from the School, for not more than five (5) school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. (Health & Safety § Code 124105)

10.2.4. The Executive Director or designee may exempt a student from exclusion when his/her parents/guardians have been contacted on at least two (2) occasions between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver. (Health & Safety Code § 124105)

11. Immunizations

11.1. MATES will adhere to all law related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations sections 6000-6075.

11.2. California law requires that an immunization record be presented to the school staff before a child can be enrolled in school. The School requires written verification from a doctor or immunization clinic of the following immunizations:

11.2.1. Students entering kindergarten will need the following immunizations:

- (a) Diphtheria, Pertussis, and Tetanus (DPT): Five (5) doses;
- (b) Polio: Four (4) doses;
- (c) Measles Mumps, and Rubella (MMR): Two (2) doses;
- (d) Hepatitis B: Three (3) doses;
- (e) Varicella (Chickenpox): One (1) dose.

11.2.2. Students entering seventh grade must show proof of the following immunizations:

- (a) Tetanus, reduced Diphtheria, and Acellular Pertussis (Tdap): One (1) dose;
- (b) Measles, Mumps, and Rubella (MMR): Two (2) doses.

11.3. The School's verification of immunizations will be completed with written medical records from the student's doctor or immunization clinic.

11.4. Any student leaving the United States for a short vacation to or long stay in any country considered by the Center of Disease Control and Prevention ("CDC") to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST contact the County Tuberculosis Clinic for a TB Screening upon return.

11.5. Students may be conditionally admitted in accordance as set forth in Title 17, California Code of Regulations section 6035. If a student who was conditionally admitted fails to fulfill the conditions of admission, the School will prohibit the student from further attendance until that student has been fully immunized as required by law.

11.6. Immunization records shall be part of the mandatory permanent pupil record and shall be kept in accordance with the School's record-keeping policy.

11.7. If the Charter School discovers that an admitted student has not received all required immunizations, the School will notify his/her parent/guardian. If, within ten (10) school days of the notice, the child does not provide documentation of having received all required immunizations, the Charter School shall exclude the student from attendance.

- 11.8. If the student's parent/guardian has filed a letter or affidavit with the School prior to July 1, 2016 stating that a specific immunization is contrary to his or her beliefs, and identifying which immunizations have and have not been given to the student, that student may be exempt from the immunization requirements and continue to be enrolled at the School without showing proof of the required immunizations until the student enrolls in the next grade span. However, this letter or affidavit must be accompanied by a form from the State Department of Public Health, filled out by the student's health care practitioner, indicating the health care practitioner has informed the parent or guardian of the benefits and risks of immunizations, and the health risks of specific communicable diseases. The parent or guardian must also sign this form.
- 11.8.1. "Grade span" is defined as: birth to preschool; kindergarten and grades 1-6, inclusive, including transitional kindergarten; and grades 7-12 inclusive.
- 11.9. A student will also be exempted from the immunization requirements, to the extent indicated in the written statement, if his/her parent or guardian files with the School a written statement by a licensed physician to the effect that the physical condition of the student is such, or medical circumstances relating to the student are such, that the immunization is not considered safe.
- 11.9.1. This statement must contain a statement identifying the specific nature and probable duration of the medical condition. However, whenever there is good cause to believe that the person has been exposed to a communicable disease for which immunization is required, that student may be temporarily excluded from the School until the local health officer is satisfied that the person is no longer at risk of developing the disease.
- 11.10. The School will file a written report on the immunization status of all new entrants to the Charter School with the Department of Health Services as required by law.
- 11.11. The Executive Director, or designee, may arrange for qualified medical personnel to administer immunizations at the School to any student whose parent/guardian has consented in writing.

12. Oral Health Assessment

- 12.1. No Later than May 31 of the relevant school year, the parent/guardian of a kindergarten student, or first-grade student who was not previously enrolled in kindergarten in a public school, shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment. The parent/guardian shall submit to the Executive Director or designee a California Department of Education standardized form which has been completed and signed by the dental health professional. (Ed. Code § 49452.8)
- 12.2. The Executive Director or designee shall notify parents/guardians of the oral health assessment requirement. The notification shall, at a minimum, consist of a letter that includes all of the following:

- (a) An explanation of the administrative requirements of the law
 - (b) Information on the importance of primary teeth
 - (c) Information on the importance of oral health to overall health and to learning
 - (d) A toll-free telephone number to request an application for Healthy Families, Medi-Cal, or other government subsidized health insurance programs
 - (e) Contact information for county public health departments
 - (f) A statement of privacy applicable under state and federal laws and regulations
- 12.2.1. The notification and certification form shall be provided to parents/guardians when they register their child for school.
- 12.3. The student may be excused from complying with the oral health assessment if his/her parent/guardian indicates on the CDE standardized form that it could not be completed for any of the following reasons:
- (a) Completion of an assessment poses an undue financial burden on the parent/guardian.
 - (b) The parent/guardian lacks access to a licensed dentist or other dental health professional.
 - (c) The parent/guardian does not consent to an assessment.
- 12.4. Students who are not assessed, or for whom the parents/guardians fail to return the CDE standardized form, shall not be excluded from school attendance.
- 12.5. By December 31 of each year, the Executive Director or designee shall report data on oral health assessments to the county office of education in accordance with Education Code section 49452.8.

13. Background Checks

- 13.1. All employees and contractors of MATES are required to submit to a criminal background check and furnish a criminal record summary as required by Education Code sections 44237 and 45125.1.
- 13.2. New employees not possessing a valid California Teaching Credential must submit two (2) sets of fingerprints to the California Department of Justice (“DOJ”) for the purpose of obtaining a criminal record summary.
- 13.3. The Executive Director monitors compliance with this policy and reports to the MATES Board of Directors on a quarterly basis.
- 13.4. The Board President monitors the fingerprinting and background clearance of the Executive Director.
- 13.5. Volunteers who volunteer outside of the direct supervision of a credentialed employee must be fingerprinted and receive background clearance prior to volunteering without the direct supervision of a credentialed employee.

14. Mandated Child Abuse Reporters

14.1. All non-certificated and certificated staff of MATES are mandated child abuse reporters and follow all applicable reporting laws.

15. TB Assessments

15.1. The School complies with Education Code section 49406 with regard to risk assessments for tuberculosis and/or screening as required by law..

16. Emergency Preparedness

16.1. MATES adheres to an Emergency Preparedness Policy and Plan drafted specifically to address the need of MATES current campus and facilities. The Emergency Preparedness Policy and Plan are incorporated herein by reference.

NON-COMPLIANCE TO POLICY:

Lack of adherence to this policy by MATES personnel may result in the employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The Executive Director and MATES Board will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BB-HS1-07202009	7/20/2009	Original Version
BB-HS1-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
BB-HS1-05212012	5/21/2012	Reviewed and modified in accordance with review every two years requirement.
BB-HS1-05142013	5/14/2013	Revised to include head lice policy
BB-HS1-12142015	12/14/2015	Revised to include: Administration of Medication, Infectious Diseases, Health Examinations, Child Health and Disability Prevention, Immunizations, Oral Health Assessment, Background Checks, Mandated Child Abuse Reporters, TB Assessments, and Emergency Preparedness.