



## Health and Safety Procedures

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JULIA LEE PERFORMING ARTS ACADEMY

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## **Health and Safety Procedures**

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### **Assurances**

In accordance with Education Code 47605(d)(1), Performing Arts of Lake Elsinore will be nonsectarian in its employment practices and all other operations. PAALE will not discriminate against any individual (employee or pupil) on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the afore mentioned characteristics).

PAALE will comply with Education Code 44237 and 45125.1 regarding the requirement to fingerprint and obtain background clearance of employees and contractors. New employees not possessing a valid California Teaching Credential must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. The Director shall monitor compliance with this policy and report to the Board of Directors on a quarterly basis. The President of the Board of Directors will monitor fingerprinting and background clearance of the Director. Prior to employment, each employee must furnish an up-to date Mantoux Tuberculosis (TB) test result, and documents establishing legal employment status.

Performing Arts Academy of Lake Elsinore will comply with the provisions of ESSA as they apply to certificated and paraprofessional employees of charter schools. PAALE will employ or retain teachers who hold appropriate California teaching certificates, permits, or other documents issued by the Commission on Teacher Credentialing. The Director will ensure that credentials are processed and maintained in accordance with requirements as set forth by the Commission for Teacher Credentialing and the State's interpretation of Highly Qualified for the purposes of compliance with ESSA.

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

All classified and certificated staff will be mandated child abuse reporters and will follow all applicable reporting laws, and the same policies and procedures used by the District.

### ***TB Testing***

The Charter School will follow the requirements of Education Code Section 49406 in requiring tuberculosis testing of all employees prior to commencing employment.

### ***Immunizations***

The Charter School will adhere to all law related to legally required immunizations for entering students pursuant to Health and Safety Code Section 120325-120375, and Title 17, California Code of Regulations Section 6000-6075. PAALE is prepared to comply with

the updated legislation regarding required immunizations and these records will be kept by the Charter School.

### ***Medication in School***

The Charter School will adhere to Education Code Section 49423 regarding administration of medication in school.

### ***Vision, Hearing, and Scoliosis Screening***

Students will be screened for vision, hearing and scoliosis in the same manner as provided to other students in the district. The Charter School will adhere to Education Code Section 49450, et seq., as applicable to the grade levels served by the school.

### ***Diabetes***

The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7<sup>th</sup> grade students, pursuant to Education Code Section 49452.7. 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 students 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 of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

### ***Emergency Preparedness***

The Charter School shall adhere to a Comprehensive Emergency Management Plan (“CEMP”) and Preparedness. PAALE will meet the needs of the school site in conjunction with law enforcement and the Fire Marshall. The CEMP will be developed, encompassing four phases of emergency management: Prevention and Mitigation, Preparedness, Response, and Recovery. The handbook shall include, but not be limited to the following responses: fire, flood, earthquake, terrorist threats, and hostage situations. If assuming a facility that was previously used as a School site, any existing emergency preparedness plan for the school site shall be used as a starting basis for updating the handbook for the Charter School. PAALE staff will be trained in four responses for any emergency: evacuation, lockdown, shelter-in-place and/or hold and secure.

### ***Lockdown Drills***

Lockdown drills will be held annually. All staff will be alerted via intercom and mass text communication when a lockdown is in progress. Staff will be required to cover windows, turn off lights, and lock doors to their personal work area. Staff will be required to text the all clear notice to command central. While command central clears areas, Administration will check areas for compliance. Once all areas are secure, the release phrase will be given and the drill will end. Students will not be allowed in or out of buildings, areas, or classrooms once a location is secure. In the event of an emergency, Administration will call 911 and follow specific directions from the authorities.

### ***Fire Drills***

Fire drills will be held monthly. Office 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 see that all 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 attach 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.

### ***Disaster Drills (i.e. Earthquake)***

Disaster drills will be conducted at least once per year. 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 the administrative staff. In the event of a real earthquake, everyone must engage in the “duck and cover” routine immediately and remain in position until the teacher determines 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 an 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 event of 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. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed. The school site maintenance staff will turn off the gas. All unassigned staff will report to the office for assignment such as searching offices,

bathrooms, and all other common areas, including outdoor facilities. Teachers will stay with their classes for the duration of the emergency. In the event of an earthquake or other national disaster, all School employees are immediately designated “Civil Defense Workers” and are not allowed to leave School until they are given official clearance to do so by the administrative staff.

### ***Bomb Threats***

The person receiving the call or letter will document 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. Official Submission April 1, 2016 Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word “Safe school drill” will be given and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the telephone company, and parents. If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

### ***Evacuation Plan***

A disaster of significant nature may require the evacuation of the School. Immediately upon notification by outside authorities that the School 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 give the evacuation code word “safe school drill.” Teachers will proceed with their students to the nearest School exit. Before leaving the room, teachers will make sure that they have their class attendance roster with them. Students who are not in a classroom at the time the intercom signal is given will attach 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 designated by the Executive Director/Principal. 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 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. Students will remain with their teachers at the designated evacuation site until the administrative staff gives the “all clear” signal. In the event students cannot return to the school site, the administrative staff will notify parents and/or media as to where 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.

### ***Blood Borne Pathogens***

The Charter School shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. The Board shall establish a written “Exposure Control Plan” designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures.

### ***Drug/Alcohol/Smoke Free Environment***

The Charter School shall maintain a drug, alcohol smoke and tobacco free environment.

### ***Facility Safety***

The Charter School shall comply with Education Code Section 47610 by utilizing facilities that are compliant with the Field Act or facilities that are compliant with the State Building Code. The Charter School agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. In the event the Charter School occupies District-owned facilities, the District shall be responsible for annual testing of the sprinkler systems and fire alarms. The Charter School shall conduct fire drills as required under Education Code Section 32001 and in conjunction with the District (if at District facilities). Emergency Management Plans are updated annually by means of an All Hazards Analysis.

### ***Campus Visitors***

Parents and others are welcome to visit the Performing Arts Academy of Lake Elsinore. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to the PAALE campus must report to the front office to sign in and receive a visitor pass to wear while on campus. PAALE will adhere to the laws and school policies of visitors to school campuses, as stated in the California Education Code (Education Code § 44810 (a); § 44811 (a); § 51101, (a): (1), (2), (12) and Board Rules (1265, 2002), which includes the campus visitor policy being posted.

### ***Comprehensive Sexual Harassment Policies and Procedures***

The Charter School 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. The Charter School has developed a comprehensive policy to prevent and immediately remediate any concerns about sexual discrimination or harassment at the Charter School (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature is very serious and will be addressed in accordance

with the Charter School sexual harassment policy.

These policies and procedures shall be incorporated as appropriate into the PAALE student/parent and staff handbooks and are reviewed on an ongoing basis in PAALE staff development efforts.

***Holding Harmless/Indemnification Provisions***

**LEUSD Required Language:**

To the fullest extent permitted by law, the Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the LEUSD and the Board of Education and their members, offices, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever, arising out of, or relating to this Charter agreement. The Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the LEUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against all claims, damages, losses and expenses including but not limited to attorney's fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by the Charter School, and their officers, directors, employees or volunteers. Moreover, the Charter School agrees to indemnify and hold harmless the District for any contractual liability resulting from third party contracts with its vendors, contractors, partners or sponsors.

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