

YAV PEM SUAB ACADEMY (YPSA)

Preparing for the Future Charter School



School Health and Safety Plan

Operated by

Urban Charter Schools Collective

HEALTH AND SAFETY POLICIES

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SCHOOL HEALTH

Blood Borne Pathogens

The Urban Charter Schools Collective will comply with all applicable laws and regulations regarding blood-borne pathogens. The objective of the policy is to provide training for UCSC staff, to protect UCSC staff from the health hazards associated with blood-borne pathogens, and to provide the appropriate treatment and counseling should an employee be exposed to blood-borne pathogens.

In an effort to effectively eliminate or minimize exposure to blood-borne pathogens, staff will observe the practice of “Universal Precautions” to prevent contact with blood and other potentially infectious materials. Staff will be trained in techniques to prevent such contacts. As a result, staff shall treat all human blood and bodily fluids as if they are potentially infectious for HBV, HIV, and other blood-borne pathogens.

In keeping with universal precautions, staff shall use personal protective equipment (gloves) when treating scholar or cleaning surfaces where the potential for exposure to body fluids exists. Gloves are to be discarded in the trash and not re-used, and hands washed. Appropriate disinfectant will be used on surfaces and surfaces allowed to dry prior to staff or scholar use.

If an employee or scholar is exposed to another person’s body fluids, wounds and skin sites that have been in contact should be washed with soap and water; mucous membranes should be flushed with water. Immediate evaluation must be performed by a qualified health care professional and a report shall be made by the School Nurse or Principal.

School Based Health Screening

Immunizations

To protect the health of all scholar and staff and to curtail the spread of infectious diseases, the governing board desires to cooperate with state and local health agencies to encourage immunization of all scholar against preventable diseases.

Scholar entering a charter school governed by the Urban Charter Schools Collective shall present an immunization record, which shows at least the month and year of each immunization the scholar has received, in accordance with law. Scholar shall be excluded from the Urban Charter Schools Collective or exempted from immunization requirements only as allowed by law.

Urban Charter Schools Collective understands that there may be difficulty in obtaining required immunizations due to insurance or other factors. To this end, UCSC will allow parents 30 days after receipt of a deficiency notice to obtain the necessary immunizations. Any difficulties in obtaining immunizations should be reported to the School Nurse to assist with community resources.

Vision and Hearing Screening

The governing board recognizes that periodic health screenings of scholar may lead to the detection and treatment of conditions that impact learning. Health screenings also may help in determining whether adaptations of the school program are necessary. UCSC shall notify parents/guardians of the refusal rights of parents/guardians related to health screenings in the school handbook annually.

The School Nurse shall ensure that any staff employed to assist the nurse in screening scholar exercise proper care of each scholar and that screening results remain confidential. Records related to these screenings shall be available only in accordance with law. Any reports made to the State of California or to UCSC regarding the health screenings will not reveal the identity of scholar.

CHDP Examinations

On or before the 90th day after a scholar's entrance into first grade, all scholar must provide a certificate approved by the California Department of Health Services documenting that within the prior 18 months, the child had received the appropriate health screening and evaluation services as provided by Health & Safety Code section 124040. Alternatively, the scholar must provide a waiver signed by the scholar's parents/guardians indicating that they do not want or are unable to obtain the health screening and evaluation services for their child. If the waiver indicates that the parents/guardians are unable to obtain services for the child, the reasons why should be included in the waiver. If the scholar fails to provide the required documentation, the scholar will be excluded from the School for not more than five days. In limited circumstances, up to five percent of the School's first grade enrollment may obtain exemptions from exclusion if the School contacts the scholar's parents/guardians at least twice before the 90th day after entrance to the first grade and they refuse to provide either a certificate or waiver. These exemptions shall only be used in extraordinary circumstances, including, but not limited to, family situations of great dysfunction or disruption, including substance abuse by parents or guardians, child abuse or child neglect.

Exclusions for Communicable Diseases

The School Nurse may exclude scholar from school to help prevent the spread of disease within the school population. Exclusions will be based on local county health guidelines, evidence-based practice guidelines, and the judgment of the School Nurse.

Administration of Medications

The UCSC governing board recognizes that scholar may need to take prescribed or over-the-counter medication during the school day to optimize their health both in and outside school. The school staff is responsible for the administration of medication to scholar attending school during regular school hours, but UCSC recognizes the rights of staff, other than the School Nurse, to choose not to be involved in the administration of medication. If the child is unable to self-administer, voluntary participation of school staff will be garnered to administer the medication. The School Nurse will identify those staff who are authorized to administer medications.

Requests for school staff to administer medication during school hours shall be made by completing both the parent and physician portion of the school Medication Administration Form. If the scholar is allowed to self-administer the medication, it must be indicated on the form. The medication will be brought to school by a parent, and shall be in the original container with the original labeling intact.

The School Nurse, or designee, will keep records of medication administered at the school and will keep all medications in a locked cabinet in the health office. The School Nurse will return surplus medication to the parent/guardian upon completion of the regimen or upon leaving the school.

CPR and First Aid

All teachers and administrative staff will be encouraged to become certified in CPR and first aid, and to be re-certified as needed. The School Nurse will provide instruction on the choking rescue procedure (Heimlich maneuver) for all staff members. Every classroom will have a first aid kit containing basic supplies. Basic first aid will be administered by YPSA staff members. When necessary, the appropriate emergency personnel will be called to assist.

The School Nurse will also establish emergency procedures for individual scholar having medical conditions that require an immediate response such as anaphylactic reactions, asthma, seizures and diabetes. The emergency procedures will be communicated to all staff with a need to know and to any person the parents designate.

Resuscitation Orders

School employees will be trained and expected to respond to emergency situations without discrimination. If any scholar or staff needs resuscitation due to respiratory and/or cardiac arrest, staff shall make every effort to resuscitate him/her. The UCSC prohibits staff members from accepting or following any parental or medical "do not resuscitate" orders. UCSC staff should not be placed in the position of determining whether such orders should be followed.

Health Related Staff Bulletins

Guidelines for Extreme Temperatures

Scholars and staff may be exposed to very high summer temperatures. Heat-related risk is related to temperature, humidity, wind, UV exposure, exertion and time exposed. Scholars and staff may have additional risk factors due to age (both older and younger), hydration status, medications, underlying medical conditions, and skin pigmentation.

In order to decrease heat-related risk, the following actions will be taken:

- Activities will be held in shade with frequent rests
- Activities will be low exertion
- Scholars and staff will have frequent water breaks

- Activities will be held indoors if possible

There is no certain formula, but in general, temperatures below 80 degrees pose little risk. Temperatures from 80-100 degrees increase the risk of heat exhaustion, and in temperatures above 100 degrees, heat cramps and heat exhaustion are likely with prolonged exposure, and heatstroke is possible. Staff will be informed of the signs and symptoms of heat cramps, heat exhaustion and heat stroke. **Heatstroke is a medical emergency and we must call 911.** On the days where high temperatures are expected, the School Nurse or Principal may declare an indoor activity day.

Guidelines for Air Quality

High temperatures in the area may also contribute to days with poor air quality. The School Nurse will subscribe to local Spare the Air email alerts to advise staff of when activities should be altered for the general school population. “Sensitive Groups” such as those with asthma or other medical conditions, will have the option of less strenuous or indoor activity on days when air quality indices are considered unhealthy for those groups.

SCHOOL SAFETY

Natural Disasters and Other Emergencies

The intent of this section is to outline school procedures in the case of an emergency. The objectives of the following plans are to delineate actions to minimize injuries and loss of life, to provide practice opportunities, and to facilitate calm and efficient reunification of scholars with their parents if necessary.

Fire

Drill Frequency-monthly, with alternative exit option every quarter. (See Fire Evacuation Map)

Signal-“fire alarm, please evacuate the building” repeatedly

Drill Procedure

- On-site evacuation_- The teacher leaves the room last; all doors should be locked and lights turned off.
- Staff and scholar will assemble at the black top in their designated places per the school evacuation plan map. Roll call will be taken and teachers will hold up a green card if they have all their scholars, a red card if they do not have all their scholars or a yellow if there is an injured in the group.
- Support staff will account for any missing scholars and staff.
- The principal, office manager, school nurse and plant manager will use radios and check areas assigned to them to help ensure everyone has evacuated.
- Upon hearing the "all clear" from the Principal, teachers will lead their scholars back to class

Actual Fire

- Notify fire department (8-911 from a school phone) or pull the alarm activation levers.
- If it is possible to use extinguishers on small fires without endangerment, support staff may do so.
- The School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.
- Principal will notify all parents of the fire through the use of Connect-Ed using the following script:

Additional considerations

- Occupants should be trained to use alternate exits. Due to possible blockage of a particular exit, fire drills should purposefully require a rerouting of pupils to another safe exit or walking area.
- Drills should also be conducted at recess and lunch periods as well, to promote safe evacuation during those times.
- In the event of a particularly large fire, or a fire close to the black top area (evacuation area) the Principal, School Nurse, Office Manager, and Plant Manager will direct teachers to appropriate spaces in the park next to the school. See Local Evacuation.
- It should be emphasized that the lives of the scholar and staff are of primary importance. Personal belongings, clothing and school records are only of secondary importance. Staff/scholar should not return to classrooms to retrieve personal belongings that they forgot during a crisis. No one shall return to the classrooms/offices until the “all clear” is sounded.

Earthquake

Drill frequency-every three months

Signal-intercom system “attention staff and scholars, we have an earthquake, please duck, cover, and hold,” repeating two additional times

Drill procedures

- Instruct scholar to get under their desk or a table, and shield their head and face with their arms. If there are no tables/desks, instruct scholar to sit down on the floor away from windows and shelves.
- After a couple of minutes, support staff will activate the fire alarm and evacuate the buildings per our fire drill procedures.
- If you are outside, instruct scholar to move away from utility poles, trees, buildings, and other potential hazards. Move to an open space, form an orderly line, and sit down.

Actual Earthquake

- There is no warning, but there may be a sharp thud or blast-like shock at the beginning of the quake. The sound and the motion are frightening and can last many seconds. The initial shock is usually the most severe, but aftershocks can be quite strong and continue for some time.
- During post-earthquake evacuation, the School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.

Lockdown/Intruder during Core Instruction

Drill frequency-every three months

Signal-intercom system “attention staff and scholars, we are now in school lockdown” repeating four additional times.

Drill procedures

- Any scholar outside their classroom will report to the nearest classroom. Teachers will look outside their classroom door to gather **any** outside person to safety.
- Doors and windows will be locked, blinds will be drawn, lights will be turned off, and scholar will move under their desk or a table. If there are no desks or tables, get out of sight as best you can. Teachers will instruct scholar to be calm and quiet so instructions may be heard.
- Teachers will take roll and report to the office via their Outlook email account, directed to the entire YPSA staff. Any missing and/or extra scholar will be reported at that time. If their email is not working, they will call the office. If there are any injuries in the room, they will call the office immediately.
- The support staff will account for 100% of scholar present that day.
- Teachers will wait for further instructions via email, telephone or intercom.
- The Principal will end the lockdown by calling “staff and scholars, we are now off lockdown,” repeating two additional times, from the intercom system

Actual Lockdown

- The Principal will notify appropriate public safety personnel that a lockdown is in place if the lockdown is initiated from our site.
- All staff members and scholars will follow all procedures as practiced.
- The Principal will notify all parents through Connect-Ed (automated telephone message system) using the following script:

Initial message:

Hello families.

This is _____ the principal of _____ School. This message is to inform/update you on an existing situation at our school this morning/afternoon. We are currently in a lockdown mode due to a suspect pursued by the Ventura Police Department near our school. All the children are safe in their classrooms with their teachers at this time. The Ventura Police have secured the perimeter of our school to ensure that our campus is safe. It is best for your children to remain in the safe surroundings of their locked classroom at this time. The Ventura Police Dept. has requested that no one approach the school at this time. Please do not come to School. As soon as the Police give us the go ahead to open the school, we will contact you immediately. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

All clear message:

This is _____, the principal of _____ School and I am happy to report that the situation with the intruder on campus has been resolved safely and the school is no longer in lockdown. (Add any pertinent details.) Scholar will be released from school at the usual time. We appreciate your support and cooperation as we ensure the safety of your children as our number one priority.

Considerations

- Scholar may be frightened. Please discuss the potential reasons for a lockdown and the feelings they may experience prior to every drill.
- If an actual lockdown is extended, scholar may have to use the bathroom. Though it is not ideal, garbage cans or buckets can be used for this purpose. **DO NOT LET ANYONE IN OR OUT OF THE ROOM UNTIL ALL CLEAR IS CALLED.**
- Please reinforce with our scholar that if they are outside during a lockdown, proceed to the NEAREST room for safety.

Lockdown/Intruder Alert during Enrichment

All in-door classes will follow the same procedures as listed above under core instruction. All out-door classes will follow the procedures listed below:

Drill procedures

- Teachers will line up scholars in an orderly manner, and walk them to their assigned classroom.
- Doors and windows will be locked, blinds will be drawn, lights will be turned off, and scholar will move under their desk or a table. If there are no desks or tables, get out of sight as best you can. Teachers will instruct scholar to be calm and quiet so instructions may be heard.
- Teachers will take roll and report to the office via their Outlook email account, directed to the entire YPSA staff. Any missing and/or extra scholar will be reported at that time. If their email is not working, they will call the office. If there are any injuries in the room, they will call the office immediately.
- The support staff will account for 100% of scholar present that day.
- Teachers will wait for further instructions via email, telephone or intercom.
- The Principal will end the lockdown by calling “staff and scholars, we are now off lockdown,” repeating two additional times, from the intercom system

Lockdown/Intruder Alert during Recess

When a Lockdown is in place, all scholars will line up on their assigned number dot or assigned area. Teachers will pick up scholars from their assigned area and walk them in an orderly manner to the closest classroom. Each teacher will follow the procedures listed below:

Drill procedures

- Doors and windows will be locked, blinds will be drawn, lights will be turned off, and scholar will move under their desk or a table. If there are no desks or tables, get out of sight as best you can. Teachers will instruct scholar to be calm and quiet so instructions may be heard.
- Teachers will take roll and report to the office via their Outlook email account, directed to the entire YPSA staff. Any missing and/or extra scholar will be reported at that time. If their email is not working, they will call the office. If there are any injuries in the room, they will call the office immediately.
- The support staff will account for 100% of scholar present that day.
- Teachers will wait for further instructions via email, telephone or intercom.
- The Principal will end the lockdown by calling “staff and scholars, we are now off lockdown,” repeating two additional times, from the intercom system

Bomb Threat

Drill frequency- every six months (local evacuation)

*Signal-*same as fire alarm, instructions will be given during evacuation

Drill procedures-

- Follow local evacuation procedures (to the park).

Actual bomb threat

- The School Principal will communicate with public safety personnel for further instructions, which may include remote evacuation and/or reunification procedures.
- The School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.

Shelter-In-Place/Hazards in Air

- Scholars and Staff will go inside and close all doors and windows. Maximum protection from airborne chemicals will be provided by taping around window frames and doors.
- Ventilation systems will be turned off (heating and air-conditioning, etc.)
- Teachers will take roll and notify front office of absent/injured/additional scholars and staff.
- Everyone will evacuate calmly and quickly **only** after instructed to do so by emergency personnel.

Hazardous Materials/Chemical Spill

Chemicals spills can occur on or near campus. It can potentially be a life-threatening disaster. Warning from fire/police departments may or may not precede the spill.

- Scholars and staff **WILL NOT** attempt to smell, touch, or taste the material
- The Front office and 9-911 will be contacted immediately.
- Potential hazards will be assessed
- First Aid will be administered as needed
- If spill is limited to ground contamination, area will be barricaded.
- The fire Department will determine whether or not the scholars and staff should evacuate or Shelter-in-place.
- If evacuation is ordered, everyone will evacuate quickly and calmly, away from hazards to minimize exposure to chemicals.
- No one will return to site until directed by authorities.

Flood

Drill frequency-every six months, table top exercise

Signal-not applicable

Drill procedures-During a monthly all staff meeting, staff will discuss the following procedures

Actual Flood Risk

- The School will be contacted by SCUSD, city and county public safety personnel if the school is at risk for flooding. Scholar, staff and records may be evacuated per instructions of public safety personnel. Instructions will be given over the intercom and/or school radios.

Actual Levee Break

- Rapidly rising water may necessitate evacuation to the roof tops of permanent (not portable) buildings. School staff should know the location of the nearest ladder and use the ladders to assist scholar to the roof.
- The School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.

Local Evacuation (to the park)

Drill Frequency-every six months

Signal- instructions given during on site evacuation

Drill procedures- Staff and scholar will be instructed by school support staff to evacuate to the park at the south of the school. All staff and scholar will walk along the fence line to the southern- most part of the park and upon arrival will take role and report any missing scholar to school support staff.

Actual local evacuation

- The School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.

Remote Evacuation (to Matsuyama Elementary School)

Drill frequency-every six months, table top exercise

Signal- not applicable

Drill procedures-During a monthly all staff meeting, staff will discuss how to evacuate to Matsuyama Elementary during situations such as a bomb threat or large fire.

Actual remote evacuation

- Staff and scholar will be instructed to evacuate to Matsuyama Elementary. The School Principal will call ahead to Matsuyama to notify the school of our impending arrival.
- The School Nurse and Office Manager will take a school first aid kit and reunification materials as outlined in the Reunification Procedures
- All staff should take their cell phones during evacuation if possible. Support staff will take bullhorns and radios.

Reunification

Drill frequency-every three months, table top exercise

Signal-not applicable

Drill procedures-During a monthly all staff meeting, staff will discuss the reunification process and staff roles.

Actual reunification

- Scholar and parents may be reunited and leave the evacuation site once it has been approved by school administration. A parent, or other authorized adult, must sign a scholar out of the site.
- School support staff will provide the Reunification materials:
 - Emergency Cards
 - Emergency Scholar Release Request forms
 - Reunion Checkout Log
 - clipboards, and pens
 - tables, if possible
- The Principal will assign staff to assist at the Reunion Check Out Site. Team members should not make any statements to the media. Refer all media requests to the Principal.
- Begin the process of reuniting scholar with their parents or an authorized adult (on scholar emergency card).
 - Distribute Emergency Scholar Release Requests to parents.
 - Establish a line in order of arrival.
 - Verify the person requesting to be reunited with a scholar is on that scholar's emergency card.
 - Request a photo ID from the person and write down the information printed on the ID on the Reunion Check Out Log.
 - Fill out the time of release of each scholar on the Reunion Check Out Log *before you send for the scholar.*
 - Send a runner or use a handheld radio to bring the requested scholar to the Reunion Check Out Site.
 - Confirm the scholar knows the person who is there to pick up the scholar.

Considerations

- There is no emergency form, the adult is not listed on the form, or the adult does not have a picture ID.
 - Try to establish relationship to the scholar (grandparent, neighbor, etc.)
 - Attempt to find a staff member to verify the relationship.
 - Determine why the authorized adult is not picking up the scholar.
 - Ask the scholar if he or she is willing to go with the adult.
- Another adult arrives to pick up a scholar who has already been released- Refer to the log and give the adult the name of who picked up the scholar, relationship and time of release.
- Scholar is known to be injured or is deceased-take the parent of scholar who is injured or is deceased to a designated area to meet with the Crisis Intervention Counselors.
- Parents are irate or boisterous and demanding answers about their children:
 - Try to calm the parents and respond to their questions in calm manner.

- Explain the procedures for scholar releases by referring to the procedures
- Refer them to the Principal if unable to calm them
- Ask for assistance from the public safety personnel if the person continues to be disruptive.
- If a spouse wants to see a staff member-have them fill out a request and have a runner take it to the Principal. Do not allow the adult to enter the campus as this may cause other adults to become disruptive.
- Ensure radios are out of the hearing range of parents.

School Learning Environment

Disciplined Life and Positive School

“Disciplined Life” refers to empowering scholars to live a safe and productive life through the development of self-discipline in their everyday lives. Yav Pem Suab Academy (YPSA) understands that for scholars to be successful and productive, they have to be disciplined. Scholars must respect themselves, like themselves and be respected by others to succeed in today’s world. YPSA seeks to develop programs that teach the following:

1. Scholars will be taught to identify areas of their lives important to them, develop goals and learn how to manage time.
2. Scholars will be taught Decision Making techniques that positively impact their lives in and outside of school.
3. Scholars will be taught to develop habits by repeating productive behaviors and developing flexibility and consistency.
4. Scholars will be taught to create boundaries, to maintain focus, to stay on track; and
5. Scholars will be taught how to identify support systems that are trustworthy and accountable.

The YPSA school-wide Disciplined Life program will assist scholars in understanding ways to handle their social, behavioral and personal problems positively and productively. These YPSA systems and supports will emphasize preventive and developmental programs and activities that provide scholars with the lifelong guidelines and related life skills needed to deal with problems before they worsen and to enhance scholars’ personal, social, and academic growth.

A “Disciplined Life” is the key to developing a positive school climate. Scholars will be taught and supported in living a Disciplined Life to create an appropriate school climate so teaching and learning occur with little disruption.

Integrated throughout the curriculum will be Lifelong Guidelines and the LIFESKILLS that lead scholars in living a Disciplined Life and experiencing success in all chosen endeavors. Scholars will continually visit these skills as they matriculate from grade to grade through the classroom and various school programs. The following is a chart of those guidelines and skills:

Behavioral Expectations

YPSA believes as does Fred Jones and Lee Canter that scholar rules should be simple and clear. There should be very few rules, and they should be posted. Canter goes on to say in his model that stating rules/expectations clearly; applying positive consequences when expectations are met and negative consequences when they are not met; and being assertive rather than passive or hostile are key in managing scholar behavior in a positive and productive way. YPSA believes that Lee Canter’s basic rules and expectations will serve as the foundation of its Disciplined Life system.

1. Teachers have basic rights as educators:
 - a. The right to maintain an optimal setting for learning,
 - b. The right to expect appropriate behavior,
 - c. The right to expect help from administration and parents when appropriate.

2. Scholars have basic rights as learners:
 - a. The right to have teachers who help them develop by helping them limit self-destructive and inappropriate behavior,
 - b. The right to have appropriate support from their teachers for their appropriate behavior,
 - c. The right to choose how to behave with advance knowledge of the consequences that will logically and certainly follow.

3. These needs/rights and conditions are met by a discipline plan by which the teacher clearly states the expectations, consistently applies the consequences/rewards, and never violates the best interests of the pupils. The classroom expectations are as follows:

Expectation 1: Teachers have a right to teach,

Expectation 2 Scholars have a right to learn,

Expectation 3: Scholars have a right not to be talked about or put down,

Expectation 4 Scholars have a right not to be touched or hit by other scholars,

Expectation 5: Scholars will not take or vandalize classroom materials or the personal items of others.

4. Around the campus/yard or cafeteria expectations for scholar behavior are as follows:

Expectation 1: Scholars have a right to play in appropriate places using the appropriate game rules,

Expectation 2: Scholars have a right to move about campus without being put-down, touched, or hit by other scholars,

Expectation 3: Scholars will use all campus facilities in an appropriate manner,

Expectation 4: Scholars will be respectful to adults and other scholars at all times,

Expectation 5: Scholars will use the appropriate voice levels based on where they are and what they are doing.

- Level 1 Voices off,
- Level 2 Inside voice,
- Level 3 Presentation voice,
- Level 4 Outside voice.

5. Discipline planning works best when adults clearly state their expectations, consistently applies the consequences/rewards, and never violates the best interests of the pupils. When initiating the classroom plan teachers should do the following:

- a. Stating and teaching expectations early.
- b. Persisting in stating expectations and wishes such as, "I need you to ..." and "I like that." ["I messages don't interfere with the pupil's positive self-esteem. "You are no good, why won't you behave," does interfere.]
- c. Using a clear, calm, firm voice and eye contact.
- d. Using non-verbal gestures that support the verbal statements.
- e. Influencing scholar behavior without threats or shouting.
- f. Practicing the broken record technique [calmly repeating the message every time pupil tries to argue] rather than escalating into an argument

Discipline Flow Chart

The "Discipline Flow Chart" on the following page was developed by the YPSA Staffuly.

Its purpose is to simplify the flow of discipline on the school campus so that scholars, Staffuly and parents can easily understand it. It divides discipline into three levels. The first level is discipline as it relates to the classroom. The second level is discipline as it relates to issues that are unresolved in the first level- discipline that is referred from a teacher or counselor to an administrator. The final level relates to school wide discipline or that discipline that occurs outside of the regular classroom for which the total staff is responsible.

Yav Pem Suab Academy– Discipline Flow Chart

Level I

Level II

Level III

Teacher Responsibility

ADMIN Responsibility

Everyone’s Responsibility

Scholar Infractions:

Not following school or campus rules; tardies; truancy; showing disrespect to scholars and teacher; refusal to work; cheating; vulgarity; hitting/pushing/kicking others; and failure to allow teachers to teach and scholars to learn.

Classroom Discipline Procedures

1. Warning/conference and investigate
2. Teacher imposed consequences i.e., choices, chances, recess academy/ detention*, standards, point deductions
3. Parent phone call/ joint consequences
4. Referral to “**Level II**”
5. Other interventions if problem is improving
 - a. Counselor
 - b. Scholar Transfer (must be approved)
 - c. Send scholar to timeout room
 - d. Develop a special contract
 - e. Referral to community agency

Class Suspension*

6. Restore scholar to regular classroom status

7.
*Scholars sent out of class by teacher will be considered **Class Suspended**. (Must call and confirm the parent’s receipt of a written letter scheduling a conference within 24 hours). Office will send letter home.

Scholar Infractions:

Unresolved Level I and III infractions and 48900 a – r and 48915 c Infractions

Administrative Procedures

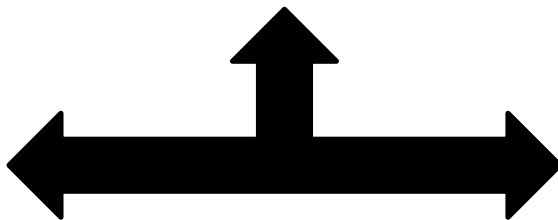
1. Parent/Teacher/Counselor/Scholar Conference
2. Scholar Study Team Conference
3. Home/school joint punishment
4. IEP Meeting should be held for all Special Education scholars before suspension
5. School site intervention program, i.e., Friday School, Recess/PE Academy etc.
6. Administrative Suspensions 1-5 days as a last resort
7. Behavior hearing; new school placement
8. Restore Scholar to regular scholar status
9. Follow Up

Scholar Infractions (outside of class)

Not following school rules; vulgarity; forgery; gambling; theft/possession of stolen property; drugs/alcohol; bus conduct; excessive inappropriate behavior; sexual harassment; weapons; robbery; extortion; fighting; assault; destruction of property; threatening staff or bullying other scholars; absolute defiance: defined as a disruptive, threatening, and loudly profane and aggressive refusal on the part of a scholar to follow staff directions.

Staffulty Procedures:

1. Referral to **classroom** teacher if infraction is minor e.g. talking back; arguing with other scholars; refusal to follow game rules; refusal to immediately follow the directions of an adult,- teacher will use **Level I**.
2. Referral to **Administrator if infraction** is major (**Level III**) e.g., fighting; drugs/alcohol; gambling; weapons; bullying-Admin will inform classroom teacher.



*Teachers will facilitate their own lunch, P.E. or recess detentions. Must call home.

Major and Minor Offenses

Review the following chart to gain an understanding of the difference between major and minor scholar infractions:

Minor	Major
<p>Failure to allow teacher to teach</p> <ul style="list-style-type: none"> ⊗ Not following school rules ⊗ Tardies ⊗ Truancy ⊗ Showing disrespect to teacher ⊗ Refusal to work ⊗ Providing incorrect information ⊗ Cheating ⊗ Vulgarity (swearing) ⊗ Level III Minor infractions <p>Failure to allow scholars to learn</p> <ul style="list-style-type: none"> ⊗ Showing disrespect to scholars ⊗ Throwing objects at scholars ⊗ Inappropriate facial expressions <p>Disrespecting the property of others</p> <ul style="list-style-type: none"> ⊗ Putting items belonging to others in the trash ⊗ Defacing school materials and personal property ⊗ Placing bodily fluids on the work of others <p>Teasing or putdowns</p> <ul style="list-style-type: none"> ⊗ Talking about the family members of others ⊗ Repeating embarrassing information ⊗ Repeating teacher information said to others ⊗ Making facial expressions to tease and harass 	<p>School Wide Major Infractions</p> <ul style="list-style-type: none"> ⊗ Level I Referrals moved to Level II ⊗ Level III Major infractions <p>CA Education Code Section 48900*</p> <ul style="list-style-type: none"> ⊗ Fighting and other use of violence (a) ⊗ Possession of dangerous objects(b) ⊗ Using selling drugs (c) ⊗ Selling drugs(d) ⊗ Robbery or extortion(e) ⊗ Major damage to school/private property(f) ⊗ Stealing school property or private property(g) ⊗ Possessed or used tobacco products(h) ⊗ Committed an obscene act(i) ⊗ Selling drug paraphernalia(j) ⊗ Major disruption of a school activity and defying the valid authority of school officials in a loud boisterous and profane way(k) ⊗ Knowingly receiving stolen property(l) ⊗ Possessed imitation firearm(m) ⊗ Sexual assault and harassment(n) ⊗ Harassed/threatened a witness(o) ⊗ Selling prescription Drug SOMA(p) ⊗ Hazing(q) ⊗ Bullying(r)

<p>Hitting, pushing and touching others</p> <ul style="list-style-type: none"> ☒ Shooting spit wads at other scholars ☒ Pushing other scholars in fun/anger* ☒ Play fighting <p>After warning, conference and investigation, teachers will record the minor infractions and any additional infractions on the referral form and file away.</p> <p>Continued minor infractions of any type can lead to a major infraction.</p> <p>*Hitting and pushing that causes an injury moves infraction to Major.</p>	
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Mandated Reporting

Any employee who knows or reasonably suspects a child has been the victim of child abuse and/or neglect shall report the instance to:

**The Department of Health & Human Services
 Child Protective Services
 (916) 875-5437 (KIDS)**

"Child Abuse" includes the following situations:

- a. A physical injury inflicted by other than accidental means on a child by another person.
- b. Sexual abuse of a child.
- c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- d. Unlawful corporal punishment or injury resulting in a traumatic condition.
- e. Neglect of a child

"Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report: teachers, administrators, supervisors of child welfare and attendance, certificated scholar

personnel employees, employees of a child care institutions, Head Start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

Suspected child abuse and/or neglect should be reported immediately by phone to the 24-Hour Child Abuse Hotline at (916) 875-5437 (KIDS). The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child's parents or any school staff. **School staff risks both criminal and civil liability for failure to report. In addition, school staff that fail to report may also risk loss of their license or credential.** Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School Principal, the School Nurse, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services. When the telephonic report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received. The mandated reporter shall note the name of the CPS official contacted, the date and time contacted, and any instructions or advice received for their own records.

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the Principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall **not** notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

School employees may also be accused of child abuse. Regardless of who a suspected child abuser may be, the major responsibilities of mandated reporters are to 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Registration of Visitors and Guests

Posting of Notices

The School shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the school premises, and any other announcements required by local public safety agencies.

Procedures for Visitors to School Premises

1. Any person who is not a scholar of the school or a school employee shall report his or her presence and the reason for visiting the school to the school office immediately upon entering the school premises. Any person who does not have legitimate business with the school will be instructed to leave the school.
2. The school office staff shall provide a visitor badge identification to be used by all visitors at all times while on school premises. The visitor shall make this badge visible at all times.
3. All visitors shall sign in at the school office providing the time, their name and their location on campus. Visitors must show school district or personal identification if not known to school office staff. Visitors shall sign out on the visitor log and return their visitor identification when exiting the campus.
4. School employees, scholar and volunteers should at all times watch for strangers on the school premises. Employees or volunteers who encounter a person not displaying the appropriate identification should ask the person whether he or she has registered with the school office. Employees and volunteers should immediately inform the office of any person who refuses to comply with registration requirements. Scholar should tell the nearest school staff member that there is a stranger on the campus.
5. Any person who fails to register immediately after entering the school premises, who fails to leave upon the request of school support staff, or who returns after leaving pursuant to such a request will be reported to local school district and local public safety personnel.

School Traffic and Bicycles

Parents, staff and visitors shall adhere to the following guidelines:

1. Drive slowly through the school zone.
2. Pay close attention to the directions of any crossing guard at any crosswalk. He or she is trying to help get scholar cross safely.
3. When approaching the area designated for scholar pick-up and drop-off, remain patient. There shall be no passing around other vehicles.
4. The parking lot is not a safe drop-off and pick-up area. It is small, and it is difficult to see people walking around the cars.
5. When leaving, pull out slowly and look carefully for other people and cars.
6. Do not sound your horn or yell to get your child's attention. If necessary, exit your car and approach them on foot.
7. Do not stop in the street or double-park to pick up your child. Pull over to the curb even if that requires you to park farther away from the school.
8. Do not make U-turns.
9. Please help the school be a good neighbor. Do not block driveways, local traffic, or parked cars.

Bicycles

UCSC encourages the observance of safety laws and practices. Scholars may ride their bikes, skateboards, scooters or rollerblades to school, provided the scholar is wearing a helmet that fits well and is secured. Once the scholar arrives at school, the bike or scooter will be placed in the bike rack and skateboards or rollerblades will be put away in the classroom or office until the end of the school day.

SCHOOL STAFF AND VOLUNTEER REQUIREMENTS

Tuberculosis Surveillance for Staff and Volunteers

No person shall be employed by or volunteer for UCSC unless he or she has submitted proof of an examination that he or she is free of active tuberculosis. Employees or volunteers transferring from other public or private schools within the State of California must provide proof of an examination showing that he or she was examined within the past four years and was found to be free of communicable tuberculosis. It is also acceptable practice for the employee's or volunteer's previous school employer to verify that it has an examination on file showing that the employee or volunteer was examined within the past four years and was found to be free of communicable tuberculosis as long as the month and year of the examination are provided.

The tuberculosis test shall consist of an approved intradermal tuberculin test, which if positive shall be followed by an X-ray of the lungs.

All employees and volunteers shall be required to undergo the foregoing examination at least once every four years, excepting "food handlers" who shall be examined annually. After such examination, each employee shall cause to be on file with the UCSC a certificate from the examining physician showing the employee was examined and found free from active tuberculosis.

The examination for applicants is a condition of initial employment; therefore, the expense shall be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the UCSC's usual reimbursement procedures.

Drug, Alcohol and Tobacco Free Workplace

It is the Urban Charter Schools Collective policy to maintain a drug and alcohol-free workplace. No employee may use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils or on school property at any time. All school buildings and facilities are non-smoking facilities.

Engaging in any of the activities above shall be considered a violation of UCSC policy and the violator will be subject to discipline, up to and including termination. The UCSC complies with all federal and state laws and regulations regarding drug use while on the job.