

## **TREE OF LIFE CHARTER SCHOOL**

### **Health and Safety Policies**

#### ***Fingerprinting and Background Checks***

Tree of Life Charter School (TOLCS) shall comply with the provisions of Education Code section 44237 and 45125.1 regarding the fingerprinting and background clearance of employees and contractors who work with students prior to employment or contract services or any unsupervised contact with pupils. It is the policy of TOLCS to require fingerprinting and background checks for its employees, as required by law, prior to employment at TOLCS. Prospective employees are required to pay any fingerprint processing fees, and TOLCS will pay for DOJ and FBI fees for the background check and reports. All prospective employees must abide by all applicable laws and agree to abide by the policies of TOLCS, including the submission of fingerprints and the approval for TOLCS or its designee to perform background checks. This requirement is a condition of employment. The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary.

Additionally, TOLCS may, on a case-by-case basis, require campus volunteers or an entity providing school site services to comply with the requirements for fingerprinting, unless TOLCS determines that the volunteers or the employees of the entity will have limited contact with pupils, and that contact will be under the supervision of a TOLCS employee. In determining whether a contract employee will have limited contact with pupils, TOLCS must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others.

#### **Procedures for Background Checks**

The Principal of TOLCS shall review Department of Justice reports on prospective employees, contractors, and volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237 or 45125.1, except with respect to her or himself, in which case the President of the Board will review. The Principal shall monitor compliance with this policy and report to the Board of Directors the results of criminal record summaries.

#### ***Tuberculin Examinations***

1. No person shall be employed by TOLCS unless they have submitted proof of an examination within the last sixty (60) days that they are free of active tuberculosis by a medical practitioner licensed under Chapter 5 of Division 2 of the Business and Professions Code. A person who transfers his or her employment from one school or school district to TOLCS shall be deemed to meet the requirements if that person can produce a certificate which shows that he or she was examined within the past four (4) years and was found to be free of communicable

tuberculosis, or if it is verified by the school previously employing him or her that it has a certificate on file which contains that showing.

2. This examination shall consist of an X-ray of the lungs or an approved intradermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs.
3. All employees/volunteers shall be required to undergo this examination at least once every four (4) years.
4. After such examination each employee shall file a certificate with TOLCS showing the employee was examined and found free from active tuberculosis.
5. This policy shall also include student teachers serving under the supervision of a designated master teacher and all substitute employees.

### ***Immunizations/Physical Exams/Health Screenings***

#### **Immunizations**

TOLCS 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.

California law requires that an immunization record be presented to the school staff before a child can be enrolled in school. TOLCS requires written verification from a medical practitioner or immunization clinic of the following immunizations: a) Diphtheria.

- b) Measles.
- c) Mumps, except for children who have reached the age of seven years.
- d) Pertussis (whooping cough).
- e) Poliomyelitis.
- f) Rubella.
- g) Tetanus.
- h) Hepatitis B.
- i) Varicella (chickenpox).
- j) Tdap booster for students entering 7<sup>th</sup> grade.

Exceptions are allowed under the following conditions:

- a) A parent or guardian submits a written statement from a licensed physician (M.D. or D.O.) which states:
  - That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
  - Which vaccines are being exempted.
  - Whether the medical exemption is permanent or temporary.
  - The expiration date, if the exemption is temporary.
- b) A personal beliefs exemption filed with a California school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Personal beliefs exemptions may be transferred between schools in California, both within and across school districts. However, if the personal beliefs exemption documentation is no longer available, students must meet immunization requirements. This form must be signed by an authorized health care practitioner licensed in California and by the parent or guardian. Beginning January 1, 2016, new

Personal Beliefs Exemptions are no longer accepted for students enrolling on or after that date (SB277) or entering 7<sup>th</sup> grade. A personal beliefs exemption filed in 2015 at entry into transitional kindergarten may remain valid until the completion of 6th grade.

c) Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption. Pupils who fail to complete the series of required immunizations within the specified time allowed under the law will be denied enrollment until the series has been completed. The school shall see that the immunization record of each pupil admitted conditionally is reviewed every 30 days until that pupil has received all the required immunizations (CCR, Section 6070 (f)). Any immunizations received subsequent to conditional admission shall be entered in the pupil's immunization record.

#### Physical Examinations

All pupils are to have completed a health screening examination on or before the 90<sup>th</sup> day after the pupil's entrance into first grade or up to 18 months before entrance, or such pupils must have obtained a waiver pursuant to Health and Safety Code Section 124085.

#### Health Screenings

TOLCS shall screen for vision, hearing and scoliosis following procedures enumerated in Education Code Section 49450, et seq. The school shall arrange for vision and hearing screenings for K, 2<sup>nd</sup>, and 5<sup>th</sup> grades yearly. Color screenings for boys shall happen in 1<sup>st</sup> grade. Scoliosis screenings shall be arranged as needed for seventh grade level girls and eighth grade level boys. If staff or parents/guardians notice that a student appears to be having difficulties possibly related to vision or hearing problems, screenings shall be recommended as part of the Student Study Team process, and arrangements for the screening to be done shall be made.

#### ***Communicable, Contagious, or Infectious Disease Prevention Policy***

COVID-19 Precautions: Each of the classrooms has a quiet HEPA rated (down to 0.1 microns) air purifier. The school will also supply parents with COVID-19 Rapid Antigen tests whenever requested or if a student has symptoms. If a student or staff test positive for COVID-19, they will follow the isolation period that the CDPH recommends. All students and staff will be supplied with masks and strongly encouraged to wear them. Unvaccinated or incompletely vaccinated staff will participate in surveillance testing weekly according to CDPH's order on August 11, 2021. The school will keep records of the surveillance testing. Here is the link for the order: [Order of the State Public Health Officer Vaccine Verification for Workers in Schools](#)

TOLCS recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the handling and the cleaning up of blood and body fluids. The Board desires to protect the entire school community without segregation, discrimination, or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease. All students and employees shall be provided appropriate periodic instruction in basic procedures recommended by the State Department of Education and other public health agencies and associations.

Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff.

#### Preventing Spread of Illness

A daily health inspection and greeting shall be given upon each student's arrival at school (inquiry and visual check). If a student shows symptoms of illness, the parent/guardian will be contacted to take the child home. Students may be sent home if any symptoms of illness or disease appear during the day, including any temperature above 99.6 degrees F. indicating fever. In such cases, a student will be immediately isolated from the others and the parents/guardians will be contacted.

Parents/Guardians are instructed to keep a student home if he or she:

- Has a fever or has had one during the previous 24-hour period.
- Is taking an antibiotic for a contagious disease and has not yet received clearance from a medical practitioner to return to school.
- Has a heavy nasal discharge or constant cough not due to allergies.
- Has head lice and has not yet been treated (all nits 1/4" from scalp or closer must be removed from hair).

#### Head Lice

To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the Principal as soon as possible. The staff shall examine the other students. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information. Parents/Guardians in the infected student's class shall be notified.

If there are two or more students affected in any class in the school, an exposure notice with information about head lice shall be sent home to all parents/guardians. Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to school after treatment and when reexamination by the staff shows that all nits 1/4" from scalp or closer and adult lice have been removed.

#### ***Exposure Control Plan for Blood-borne Pathogens***

TOLCS shall meet state and federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the workplace. The Board shall determine whether any employees have occupational exposure to blood-borne pathogens and other potentially infectious materials. In accordance with TOLCS's "Exposure Control Plan," employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination. The Principal may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. Prevention measures shall include latex gloves in all First Aid kits, availability of a CPR face mask, and availability of eye goggles. Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures.

## Science Laboratory Instruction

Students involved in science laboratory experiences shall be protected from contamination from body fluids of other persons and from contaminated instruments. Whenever possible, laboratory experiences involving body fluids will be conducted by way of teacher demonstration rather than by student participation.

### ***Administration of Medications***

The TOLCS staff is responsible for the administration of medication to students attending school during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. TOLCS, upon request from the parent/guardian and verification from a medical practitioner, will endeavor to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance.

#### *Guidelines:*

- The primary responsibility for the administration of medication rests with the parent/guardian, student, and medical professional.
- Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.

All medication (prescription and over-the-counter) administered at school requires the following:

1. All prescription medication must be in a container labeled by a licensed pharmacist and labeled with the student's name.
  2. All over-the-counter medication must be in the original manufacturer's container with the student's name clearly written on the container.
  3. All prescription and over-the-counter medication requires a written statement by the medical practitioner detailing the method, amount, and time schedule the medication is to be taken, updated each new school year and when any changes are made.
  4. A written statement signed by the parent/guardian indicating the desire that the school staff assist the pupil in the manner set forth in the medical practitioner's statement must be on file at school. Medication forms shall be available in the school office and in each classroom.
- The parent/guardian shall sign a release/consent form, which is to be kept on file at the school.
  - Designated staff shall keep records of medication administered at the school.
  - All medication will be kept in a secure and appropriate storage location and administered per medical practitioner's instructions by designated staff.
  - Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
  - Designated staff shall establish emergency procedures for administration of medication for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes). This will include training of at least one designated staff member to administer epinephrine with an auto-injector and to ensure the school has at least one epinephrine auto-injector on site.

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

All classified and certificated staff are designated as mandated child abuse reporters and shall follow all applicable reporting laws. Staff shall annually receive Mandated Reporter training concerning the elements outlined in AB1342 and shall review annually the procedures for contacting Mendocino County Department of Child Protective Services.

### ***Safe Facilities***

TOLCS will be housed in a facility that meets California Building Code requirements (Part 2 (commencing with Section 101) of Title 24 of the California Code of Regulations), as adopted and enforced by the building enforcement agency with jurisdiction over the area in which the charter school is located.

Surveys and management plans will be maintained and updated for all hazardous building materials (lead, asbestos, etc.), and all hazardous materials used and stored in and around the school will be handled and dispensed properly. Inspections will be performed monthly to ensure that daily operations do not compromise facility safety and health in any manner. This will include maintaining safe access / egress paths (both routine and emergency), access to emergency equipment, checking fire extinguishers, eliminating obstructions to airflow, inspecting playground equipment, etc.

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

TOLCS is committed to providing an environment free of illegal drugs, tobacco and smoking, ENDS (electronic nicotine delivery systems), alcohol, and weapons in order to promote safety in the workplace, employee and student health and well-being, and a work and learning environment that is conducive to attaining high work standards.

Bringing to the workplace, possessing or using, or being under the influence of intoxicating beverages or drugs on the school premises or at any school-sanctioned activity or function is prohibited and will result in disciplinary action up to and including termination for employees and suspension or expulsion for students.

**Smoking and use of ENDS are not allowed anywhere on the school campus.** It is the responsibility of each staff member and student to adhere to this rule, and to inform his or her guests of our policies.

Firearms, knives, explosives, or other dangerous weapons are not allowed on campus.

TOLCS reserves the right to use appropriate means to provide a safe work environment for its employees. These means may consist of but are not limited to:

- Search of school property;
- Search of employee or student property, including employee or student handbags and vehicles, brought onto school property.

### ***First Aid and CPR***

TOLCS recognizes the importance of taking appropriate preventive or remedial measures to minimize accidents or illness at school or during school-sponsored activities. To this end, TOLCS expects parents/guardians to provide emergency information and keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

#### **Accidents**

Every classroom shall have a First Aid Kit containing appropriate supplies, student emergency information, and emergency first aid guide. The teacher of each classroom will be responsible for ensuring that the class First Aid Kit is complete. All staff shall hold current pediatric and adult First Aid and CPR certification and shall be recertified prior to expiration of certificates. Staff will be trained annually in procedures to administer epinephrine with an auto-injector for emergency treatment of life-threatening allergic reactions. Opportunities for adult and pediatric CPR and First Aid training shall be offered to all staff and volunteers.

If a student suffers a very minor injury, it will be treated at school. In the event of a more serious injury, the staff will make an immediate attempt to contact a parent/guardian. If one cannot be reached, they will call the child's physician as listed on the emergency contact form. If necessary, an ambulance or paramedics (911), or Poison Control (1-800-222-1222) will be called. Until the arrival of a parent/guardian, physician, or ambulance, the staff will be in charge and make all decisions about the care of the child. Parents/guardians will be expected to assume responsibility for any resultant expense not covered by our insurance.

Accidents and injuries will be recorded as Incident Reports, located in the blue folders in each class's caddy, by staff attending to them. The reports will be compiled in a binder in the office. A parent/guardian will be sent a Parent Square letting them know about the injury.

### ***Food and Nutrition***

TOLCS wants to serve as a model of exemplary nutrition to our students and their families. We want our students to be healthy, to grow strong bodies and minds, to understand nutrition issues that are often hidden and ignored by mass-media advertising, and to learn to make reasonable and healthy nutrition choices.

1. All food served at the school during school hours or in the child care program, including snack foods or lunch foods brought from home, will follow the school's general nutrition policy and contain no refined sugars or artificial sweeteners. Refined sugars include sucrose, dextrose, glucose, high fructose corn syrup, refined fructose, corn syrup, sugar, organic sugar, and brown sugar. Acceptable sweeteners include fruit juice, coconut sugar, agave nectar, honey, molasses, pure maple syrup, dehydrated maple syrup, dehydrated cane juice, dates, stevia, and xylitol. Foods brought to school containing unacceptable sugars and sweeteners will be removed and a reminder note will be sent home.

2. All food served at the school during school hours will be of the highest nutritional quality, using whole grains and organically grown products whenever possible. No hydrogenated fats, artificial flavors, or artificial colors will be allowed as ingredients.
3. When eating away from school at a restaurant during school hours, no items with refined sugars or artificial sweeteners may be ordered. Whenever possible, staff should investigate the menu in advance and talk about healthy choices with the children. Drinks such as water, juice, and milk should be encouraged. In general, staff should make an effort to choose restaurants that have several healthy choices, rather than relying on fast food places.
4. Birthday and test day snacks brought from home that contain refined sugar or artificial sweetener may not be eaten during school. Parents/Guardians will need several reminders about appropriate snacks that may be eaten at school, such as fruit kabobs, fruit leathers, cookies and cakes made with fruit or honey instead of sugar, fruit juice gelatin, frozen fruit juice bars, fruit “sundaes” with yogurt and nut topping, crackers and cheese, popcorn, fruit smoothies, and juice.
5. Staff members are not exempt from the food and nutrition policies. Staff members are the adult models to whom the children look for behavioral examples.
6. Students are not allowed to share their lunch or snack food brought from home with others. This prevents students from accidentally eating food to which they may have an allergy or sensitivity, or their family prefers them not to eat, and it also prevents food bullying.
7. Students may take a 15 minute snack break in the morning at their discretion during the hours permitted in each class. They may take one food from their lunch container to eat for snack.
8. On-site food and beverage sales for fundraising purposes will follow the on-site policies listed in items 1 and 2 above.
9. Off-site food and beverage sales for fundraising purposes have no restrictions. However, it is more consistent with our school image to provide organically produced, healthy items.

### ***Cleaning and Maintenance***

TOLCS wants to serve as stewards and protectors of our planet, so we want to eliminate unnecessary waste and use earth-friendly products. We also want our environment to be cleaned in a way that is healthy to the living things in it and takes into consideration people’s sensitivities and allergies. We want our work environment to be healthful, aesthetically pleasing, safe, and uncluttered. As part of our Practical Life Curriculum, students learn responsibility and daily living skills through helping to maintain and clean their school environment. In addition to this learning aspect of maintenance, involving students and families in these activities helps to develop a sense of community and pride in our school.

1. All cleaning products, purchased or made, should be as non-toxic as possible.



2. Whenever possible, organic, earth-friendly cleaners without added perfumes should be used.
3. Whenever possible, non-disposable, re-usable tools and supplies should be used. (For example, cloth towels, cloth dusters, washcloths, cloth and sponge mops, etc. are preferable to paper towels, disposable dust wipes, and disposable paper/fiber mop heads.)
4. In order for students to learn housekeeping and cleaning skills, as well as responsibility for their environment, students will undertake the daily cleaning of their classroom, including washing tables and work surfaces, dusting and cobweb removal, sweeping and/or vacuuming, windows and mirrors, and tidying. Procedures will be taught through modeling and demonstration to students by the staff. Each student will complete satisfactorily at least one school maintenance job each day.
5. We expect students to clean up any messes they have made while working, eating, or playing inside or outside their classroom, leaving their area and materials clean and ready for the next person. Students should put away materials when they are finished with them or before getting out a different work or changing activities. If something needs to be left out to continue later, it should be put in a place where it will be out of the way and labeled with the student's name. If more than one person is using equipment, the last persons to use it should put it away.
6. Daily cleaning includes any food preparation or restroom areas the students and staff use. The school will provide once daily restroom cleaning by a licensed and bonded cleaning service or maintenance employee. Adult staff will be responsible for any additional toilet and urinal cleaning that needs to take place during the day, using procedures to prevent transmittal of blood-borne pathogens. Gloves will be provided and used by staff for incidental restroom cleaning that becomes necessary.
7. Cleanliness will help prevent pest problems. No chemical pesticides that are toxic will be used in our environment. Organic deterrents, such as citrus peel sprays, vinegar solutions, or boric acid powder, are acceptable.
8. Students and staff will recycle and dispose of trash in the proper receptacles. Food other than meat products should be put in the compost bucket or bin. Vegetable matter may be chopped and put in the worm box. Plastic, metal, glass, and paper should be put in their proper recycling containers.
9. Deep-cleanings by family volunteers will be scheduled during school breaks in winter, spring, and summer. These may include cleaning and acrylic floor finish, carpet cleaning, moving furniture to vacuum corners and hidden areas, furniture and materials cleaning. Additional cleaning duties, including the above, will also be performed by a maintenance employee.
10. It is the Guide's responsibility to ensure that the classroom environment is prepared for the students' use. This includes making sure that broken materials are repaired, missing materials are replaced, supplies getting low are reordered, the environment is aesthetically pleasing and uncluttered, standard of cleanliness and tidiness is high.
11. Lighting affects virtually every function of the body, so it is important to health. Natural sunlight provides the best quality. Replace lights that flicker or hum in a timely manner. Guides need to make sure classroom lighting is sufficiently bright (30-50 FC or 300-500

LUX) to prevent eyestrain during work times when students are reading, writing, or otherwise needing to see well.

12. Fresh air provides the oxygen our bodies need to function. Open windows on pleasant days. Make sure that intake vents on air conditioning systems are not blocked. Have filters cleaned or replaced regularly. To help students stay focused, recommended temperatures for thermostat are 68 degrees in the winter and 74 degrees in the summer.
13. Playground areas need to be checked daily for safety. Repair or remove any potential hazards; cordon off or block access to hazards that cannot be removed. Before care staff will do a walk-through of playground and bathrooms each morning.
14. The Parent Council Maintenance committee and school's maintenance employee are responsible for any regular repair and maintenance of the school that is not regularly done by students and staff. The School Administration will arrange for maintenance of the HVAC systems and carpet cleaning, if not done by the maintenance employee.
15. We expect parents/guardians and families to participate in school maintenance in at least one of the following ways: 1.) Participate in a school work day, usually held on weekends; 2.) Help classes with cleaning by doing a weekend or evening cleaning; 3.) Help with weeding, pruning, or other yard work; 4.) Help with normal use repairs, such as repainting, replacing lights, etc.

### ***Playground and Restrooms***

- ☐ ☐ The playground always needs adult supervision during group physical education and break times.
- ☐ ☐ Students who want to work outdoors must have previously shown that they are responsible and self-disciplined. Each class should have a training and contract signed with each student before they may have the privilege of working outside. They must receive permission from their Guide, notify their Guide of their work location, and must

sign-out on either a board or sign-out sheet. The Guide or assistant staff must be able to visually supervise the outdoor location from the classroom.

- ☐☐ Students using an outside restroom must follow their class procedures, and they must sign-out on a sign-out sheet. (Class procedures may include the number of students that may use the restroom at a time, whether permission must be asked first or not, whether students may go alone or need a companion, preferable times, bathroom pass, etc.)
- ☐☐ All play or sports equipment needs to be returned to its storage place after use. Any equipment that is not returned and has to be picked up by staff will not be available for student use the following week. Students should be guided to put away equipment when they are done using it, and everything should be put away before morning and lunch lineups. Students should not be allowed into their classrooms until it has been verified that all equipment has been put away, clothing picked up, and trash thrown away. At the end of After School Care, all equipment should be put away, clothing picked up, and trash thrown away. On the last day of the week, equipment carts should be brought inside for safekeeping over the weekend or holiday.
- ☐☐ Equipment that is broken on purpose or through misuse or is lost by a student needs to be replaced by that student.
- ☐☐ Playground conflicts should be resolved by standard conflict resolution procedures: each person can state what happened and describe feelings using I-messages and observations, discrepancies in versions can be discussed, think back to the causes and discuss them, propose solutions and preventions that meet everyone's needs, decide and agree on an action, evaluate the results.
- ☐☐ If there is only one adult supervisor and an emergency occurs or a student needs first aid, see if another adult is available. If no one is available, call all of the children inside while the emergency is being taken care of.
- ☐☐ To prevent injuries and to promote an attitude of respect for each other's bodies, tackle games and roughness will not be allowed.

### ***Wheeled Vehicles***

- ☐☐ In accordance with Fairgrounds and TOLCS insurance policies, bicycles, skates, roller blades, skateboards, unicycles, shoes with wheels in the sole, or any other wheeled vehicles are not allowed to be ridden on campus. If the student is riding or using them to or from school, they must get off the vehicle or take off the wheels before they enter the Fairgrounds and campus.
- ☐☐ Students riding wheeled vehicles to school must wear a protective helmet as required by California State law.
- ☐☐ Parents/Guardians of students not following these policies and procedures will receive a phone call, and the student may be restricted from using these forms of transportation in the future as a consequence.

### ***Fire and Disaster***

The school has in place an Emergency Response Plan that is updated annually. This plan details staff responsibilities and the procedures to be used in case of fire, earthquake, assault/fight, bomb threat, intruder/hostage, and lockdown. It includes the procedures for warning and notification of families, sheltering, and evacuation. All classrooms and office rooms have emergency exit plan maps posted and fire extinguishers. All classrooms have smoke detectors and fire alarms. All classrooms and the office have emergency supply kits that include first aid supplies.

A brief summary of fire and earthquake procedures follows:

1. For fire drills, notify the alarm company first.
2. Pull fire alarms.
3. Exit the building following the posted plan and making sure all persons have exited. Last person out will shut the door.
4. Walk to safety area indicated on emergency exit plan maps.
5. Take attendance count to make sure everyone is safe. Hold up a green card if everyone is safe or hold up a red card if there is a problem.
6. During a drill, one person returns to test all of the alarm pulls and shuts off system.
7. Walk in an orderly way back to class when all is clear.
8. Check and initial fire extinguishers at the end of the fire drill each month.
9. Conduct fire or emergency drills once a month.
10. Conduct earthquake drills once every 3 months in your classroom. After preparing students about what to do, say, "Earthquake drop!" Students and staff should drop to the floor under heavy tables, curl up face down, tuck their heads and cover with their arms. Count aloud to 60. Exit the building to one of the evacuation sites. The school participates in the statewide earthquake drill each October.
11. Record drill dates on the record sheet in office.
12. In case of other disaster where evacuation is necessary, parents/guardians will be called to pick up their children. If the parent/guardian cannot be reached, another person authorized on the student's emergency form will be contacted. If none of the persons on the student's list can be contacted, the student will stay with a staff member until the parent/guardian can be reached. In case of disaster where transportation is prohibited, the Fairground will let us know which building to gather in.

### ***Eye Protection***

1. Students and staff need to use eye goggles when using hammers, drills, saws, or any tool that may cause a particle to become airborne.
2. Students and staff need to use eye goggles when working with chemicals or burners during science lab.

### ***Students Using Tools***

1. Students need to be supervised by an adult while using tools.
2. Students need to wear eye goggles when hammering, drilling, or sawing.

3. Students need to be shown by an adult the safe and proper way to use tools.
4. Students who show they are not able to use tools safely will not be allowed to continue using them.

### ***Students and Science Lab***

- ☐ ☐ Students need to use eye goggles when working with chemicals or burners.
- ☐ ☐ Clothing protection and hand protection should be worn as necessary and determined by the staff depending on the experiment.
- ☐ ☐ Students must receive lab safety training and pass a written lab safety test before being allowed to work in the lab independently.
- ☐ ☐ A small fire extinguisher needs to be immediately available in the lab area.
- ☐ ☐ An eye wash station or eye wash squirt bottle needs to be filled and available in the lab area.
- ☐ ☐ A hose-off area needs to be available immediately outside the classroom, in lieu of a shower, for treatment of chemical spills on the body.

### ***Computer and Internet Use***

- ☐ ☐ Students need to receive lessons from the staff on computer use, start up, shut down, etc. before using a computer.
- ☐ ☐ Students need to be shown how to correctly insert disks or other memory storage devices, and to always remove and store them after use.
- ☐ ☐ A computer use sign in/out sheet is recommended to monitor who is using the computer and how much time each person spends with it.
- ☐ ☐ Students using the Internet must have a permission form signed by their parent/guardian each school year.
- ☐ ☐ Students using the Internet must abide by the school's safety policies, which must be posted in the classroom near the computers.
- ☐ ☐ Students must always get permission from staff before using the Internet. Students log in using their Google accounts. This ensures that staff members always know who is on the Internet.
- ☐ ☐ Students using computers roughly or incorrectly will not be allowed to continue using them. Students not following the computer and Internet use policies will not be allowed to continue using them.
- ☐ ☐ Students who follow the policies may bring and use their own laptop computer at school for research, project, and writing purposes.
- ☐ ☐ Laptops should be used on a table and be at least 8" from the student's body.

### **Safety Rules for Students Accessing the Internet**

1. You must get permission from a Guide each time before you use the Internet. You must have a plan for use, and the Guide must be available to check the sites you visit.

2. Tell your Guide right away if you come across information or a web page that makes you feel uncomfortable.
3. Never give out personal information such as your full name, address, telephone number, or personal e-mail on the Internet. Use your first name only.
4. Never send a person your picture or anything else on the Internet without checking first if it is safe and allowed with your parent/guardian or Guide. Parent/Guardian permission is required before your picture can be posted on our Website.
5. Do not use the school computers and Internet for personal e-mail.
6. Never agree to actually meet someone you've "met" online unless you have your parents'/guardians' permission. Even then, meet in a public place and bring along one of your parents/guardians.