



## Health & Safety Policies

### California Online Public Schools

California Online Public Schools non-profit Board of Directors operates the following charter schools to which this policy applies:

- California Online Public Schools Central Coast
- California Online Public Schools Central Valley
- California Online Public Schools Monterey Bay
- California Online Public Schools North Bay
- California Online Public Schools Northern California
- California Online Public Schools Southern California

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**Approved by CalOPS Board of Directors on May 28, 2019**  
**Revised August 2024**

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To go into effect immediately upon approval Applicable to all California Online Public Schools.

The California Online Public Schools (the “Corporation”) Board of Directors (“Board”) has approved the following Health and Safety Policies to provide a safe environment for students and staff, and reduce the liability of the California Online Public Schools (the “School”).

The School will work with the Schools’ insurance carriers, sponsoring districts, and other appropriate entities to ensure that this policy is implemented. The School will comply with applicable local, state and federal laws regarding Health and Safety. The School Safety Plan will be consistent with these Health and Safety Policies.

The appropriate sections of these policies and/or the implementation of these policies will be incorporated into the Employee Handbook, and Student and Family Policy Catalog. The Superintendent is responsible for implementation of these Health and Safety Policies.

### School Employees

1. All employees will provide a current Tuberculosis Risk Assessment and/or appropriate Tuberculosis examination documentation in accordance with the current procedures and timelines implemented by Human Resources and/or the Schools’ designated Administrative staff. New employees will provide this within two weeks of employment. School staff will not be permitted to attend in-person school events until a current Risk Assessment or clearance has been provided.
2. Credentialed employees will maintain current certification in CPR as required by their credential. The School may additionally require employees who work in direct contact with students to have First Aid certification. Employees will be informed of the current requirements or guidelines by Human Resources and/or the School’s designated Administrative staff.
3. In accordance with Ed Code Sections 44830.1 and 45122.1 , all employees will submit fingerprints for a criminal background check prior to employment. No employee can be employed by the School unless their criminal clearance has been received, reviewed and approved in accordance with the current procedures implemented by the School.



4. Volunteers or outside contractors or vendors may also be subject to a criminal background check. Such persons who only have “limited contact” with students, as determined by the Corporation in its sole discretion, will be exempt. The Superintendent or designee will consider the circumstances as listed in Ed. Code Section 45125.1 (c) when deciding whether there is more than “limited contact”. The Superintendent or designee will ensure that appropriate measures are taken to protect the safety of students that may come in contact with any person affiliated with the organization who has not received criminal record clearance.
5. The School will maintain a drug, alcohol and tobacco-free workplace, including e-cigarettes and vaping. The School’s Employee Handbook will include the current guidelines regarding drug testing. Employees who violate the drug, alcohol or tobacco policies are subject to disciplinary action in accordance with current school policies and the Employee Handbook.
6. The Schools’ employees will participate in Blood-Borne Pathogen Training annually, or as otherwise required by law. The training will include preventing contact with blood-borne pathogens as well as procedures if employees come into possible contact with blood-borne pathogens.
7. Employees are expected to use safe work practices at all times and to immediately report and correct any unsafe conditions that may occur. The School will develop guidelines for basic workplace safety policies, procedures and training, and will inform employees that they are responsible for immediately reporting any work related injury or illness to their supervisor or Human Resources.
8. The School will post Employee Safety information as required by law at any school office location.
9. The Corporation will maintain Workers’ Compensation insurance coverage for its employees. The Corporation may also, at the discretion of the Board, implement a separate disability insurance policy for full time employees. Worker’s Compensation insurance may not include coverage for volunteers or other members of the community who participate in School events.
10. All employees will receive regular training on preventing and reporting harassment (including sexual harassment) and the School Safety Plan will include a statement that the learning and work environment is to be free from harassment.
11. All employees will participate in annual training on child abuse reporting, and Human Resources will monitor completion of the training to be sure employees have completed it within the legally required timelines. The training will provide procedures and resources to employees for reporting suspected abuse or neglect. Additional information on the procedures will be included in the School Safety Plan.

## Facilities

1. Safety considerations will be given a high priority in selecting a facility for the school office(s).
2. The School will operate in a facility that meets local building and fire safety codes.
3. The School will consult with the local Fire Marshall, as required, to ensure fire safety has been adequately addressed.
4. The facility will be equipped with an operational fire extinguisher. A functional fire alarm system, or suitable alternative, such as a sprinkler system, will also be in place. The School Safety Plan will address additional procedures to be implemented in case of fire or natural disasters.
5. All visitors to the School office(s) will sign in at the front desk. The School reserves the right to control who is in the school facility.

## Fire/Natural Disaster/Intruder



1. The School will develop a School Safety Plan. In addition to plans for natural or man-made disasters, the School Safety Plan will also include procedures in case of a human threat (e.g. intruder/active shooter) at a School facility or School event venue. Procedures for staff training regarding emergency incident will be included in the Plan.
2. The School Safety Plan will include emergency site evacuation plans for the school offices. The evacuation plan will be coordinated with any other plans or requirements of the landlord and/or property management company, when applicable. The evacuation diagrams will be posted in the School offices in appropriate locations.
3. In the event of closure of the School offices due to an emergency closure, a process developed by Superintendent or designee will be in place to notify the Schools' families. The current notification process will be included in the Charter Petitions.
4. The School will maintain an emergency first aid kits at each office. The Site Administrator or designee is responsible for making sure the emergency kit is updated periodically. The School Safety Plan will include additional information on providing emergency medical care and/or first aid.
5. The School will maintain a list of all employees who regularly work on site at the School offices. This list, as well as the sign-in list of visitors, will be removed from the office in the case of an emergency evacuation.

## Student Safety

1. The School will develop school safety guidelines and a Student Code of Conduct. These guidelines will be published in the Student and Family Policy Catalog. The safety guidelines will include an Internet safety policy. The Student Code of Conduct will include prohibition against threatening or harassing behavior, including sexual harassment, towards other students, staff, or other members of the school community.
2. If a student consistently breaks the rules and/or creates an environment that is not safe for fellow students, steps will be taken in accordance with the School's discipline policy as set out in the Suspension and Expulsion Policy.
3. The School Safety Plan will contain information about how School staff can protect the safety of students online, as well as at School events or at one of the school offices.

## Student Health

1. The School is a virtual school and while outbreaks of a contagious illness are unlikely, the School shall notify all families if an unusual outbreak occurs that is related to a School activity.
2. Students entering the public school system in first grade, or for the first time if older, shall provide the school with the results of a health exam, or an appropriate waiver, during the enrollment process, in accordance with applicable laws.
3. The School will maintain health information and emergency information on each student. The School will ensure that students' records are updated. School staff members will have access to students' emergency contact information for emergency purposes.
4. The School will maintain a drug, alcohol and tobacco free environment (including e- cigarettes and vaping) at the school site and all school events. Students who violate this policy are subject to disciplinary action in accordance with the Schools' discipline policies in the Suspension and Expulsion Policy.
5. All employees will be notified in the Employee Handbook and during the annual Child Abuse Training of their responsibility to report any suspected instances of child abuse to the proper authorities. The School Safety Plan also contains procedures and resources for reporting suspected abuse.



6. Since CalOPS students do not attend the School in a classroom setting, administration of medications or prescription drugs remains primarily the responsibility of the parent or guardian. Students who require medication during the regular school day may be assisted in the administration of that medication by trained school personnel during school-sponsored field trips that occur during the regular school day.
7. The School does not currently provide health screenings, such as vision, hearing, dental or scoliosis screening, for students. In the case where a student's health may be affecting the student's academic performance, the Special Education staff may assist families in undergoing such screenings.

## Field Trip/ School Event Safety

1. Parents maintain responsibility for student safety during school events. The School will develop appropriate procedures for field trips and other school events and these will be made available to families in the Student and Family Policy Catalog, and to staff through procedural manuals and/or the School Safety Plan. Release forms and other permission slips will be utilized by the School staff for School events.  
While the School strongly discourages it, students over the age of 18 may attend field trips or other School events without adult supervision, and may drive to such events in accordance with the School's Field Trips & Excursions Policy in the Student and Family Policy Catalog. Students who attend school events without adult supervision are responsible for appropriate conduct in accordance with the School's guidelines.  
Under limited circumstances, as laid out in the Field Trips & Excursions Policy, students over the age of 16 may drive to certain School events with parental permission and in accordance with any applicable state law.
2. First Aid measures may be administered by trained school staff members in case of accident or injury during a School event. The School Safety Plan will address emergency medical situations at School events and will provide additional procedures for various types of incidents.

## Communicable, Contagious, or Infectious Disease Prevention

1. The School recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the disinfecting of surfaces within the school facility and the proper handling and the cleaning up of blood and bodily fluids.
2. FCS 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.
3. All students will provide their School with documentation of immunization or valid medical exemption in accordance with current California law applicable to independent study programs. The School will maintain this documentation as part of the student's permanent record. Students without evidence that they have received the proper immunizations and who do not have valid medical exemption on file will be excluded from participation at any classroom-based instruction.
4. All employees shall be provided appropriate periodic instruction in basic procedures recommended by the California Department of Education and other public health agencies and associations.
5. 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, as per state requirements. Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.
6. The School shall strictly comply with its Exposure Control Plan for Infectious Diseases and Bloodborne



Pathogens (“Exposure Control Plan”) to reduce the spread of infectious diseases in the workplace. Whenever exposed to blood or other bodily fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures, as further outlined in the Exposure Control Plan.

## Legal Requirements

1. The Corporation, on behalf of the School, will ensure that other legally required policies and procedures related to Health and Safety are in place, including, but not limited to a School Safety Plan, a Suicide Prevention Policy, prevention of bullying, information on access to mental health resources and prevention of human trafficking, etc. These items may be included in the Student and Family Policy Catalog, when appropriate.
2. The School will implement the California Healthy Youth Act, as applicable to charter schools. Initially, the schools will provide the required instruction in grades 7 and 10, but this is subject to change in future years if it is determined that alternative or additional grade levels should receive this instruction. The School will implement the required parent opt outs for the instruction, as described in Ed. Code Sections 51930-51939.

