



# Contra Costa School of Performing Arts

## Regular Board Meeting

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### **Date and Time**

Tuesday November 29, 2022 at 5:30 PM PST

### **Location**

Contra Costa School of Performing Arts

2730 Mitchell Drive

Walnut Creek, CA 94598

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The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at [cocospa.org](http://cocospa.org). Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as notice is provided at least one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.

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### **Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Marie Gil	
<b>B. Record Attendance</b>		Marie Gil	
<b>C. Establishment of Quorum</b>		Marie Gil	
<b>D. Agenda Review and Adoption</b>	Vote	Marie Gil	5 m
The Board will review the agenda and adopt as presented or take action to change the order of items. *Note that should a new Board President be approved, that person will take over any agenda items assigned to Marie Gil.			
<b>E. Approve Minutes</b>	Approve Minutes	Marie Gil	5 m
The Board will consider the approval of the minutes from the Regular Board of Directors meeting held on October 25, 2022.			
Approve minutes for Board of Directors on October 25, 2022			
<b>II. PUBLIC COMMENTS</b>			<b>5:40 PM</b>
The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order.			
Speakers will be given three (3) minutes for items <i>on</i> the agenda, and two (2) minutes for items <i>not</i> on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.			
<b>A. Items on the Agenda</b>		Marie Gil	
<b>B. Items not on the Agenda</b>		Marie Gil	
<b>III. Board Nomination for Officers</b>			<b>5:40 PM</b>
<b>A. Board will review and approve officers.</b>	Vote	Marie Gil	10 m
<b>IV. COMMITTEES</b>			<b>5:50 PM</b>
The Board will hear reports from its committees.			
<b>A. Finance Committee</b>	FYI	David Wendt	5 m
The Board will hear a report from this committee.			
<b>B. Fundraising Ad Hoc Committee</b>	FYI	Fatemeh Bani-Taba	5 m
The Board will hear a report from this committee.			

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>C. Facilities Ad Hoc Committee</b>	FYI	Brandy Byers	5 m

The Board will hear a report from this committee.

<b>D. C3/CTE Advisory Committee</b>	Vote	Brandy Byers	10 m
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The Board will consider approving the creation of a C3/CTE Advisory Committee.

<b>E. Long Term Planning Ad Hoc Committee</b>	Vote	Charles Hill	5 m
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The Board will consider approving the creation of an ad hoc committee to focus on sustainability and long term planning.

<b>F. Enrollment Ad Hoc Committee</b>	FYI	Heather Vega	5 m
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The Board will hear a report from the enrollment ad hoc committee.

**V. FISCAL REPORTS**

**6:25 PM**

<b>A. Monthly Financial Report</b>	Discuss	EdTec Client Managers	10 m
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The Board will hear a presentation and report from EdTec Client Managers on the monthly financial report, including other important updates.

<b>B. Approval of Revised Budget</b>	Vote	EdTec Client Managers	10 m
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The Board will consider for approval of the revised budget.

**VI. Board Policies**

**6:45 PM**

The Board will consider approving Board Policies 15-17.

<b>A. Board Policy 15</b>	Vote	Brandy Byers	5 m
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The Board will consider adopting the policy regarding Administration of Medications, Anti-Seizure Medication, Emergencies, and Head Lice as recommended by the Charter Schools Development Center.

<b>B. Board Policy 16</b>	Vote	Brandy Byers	5 m
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The Board will consider approval of Board Policy 16 regarding Injury and Illness Prevention Program Guidance per the recommendation of the Charter School Development Center.

<b>C. Board Policy 17</b>	Vote	Brandy Byers	5 m
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The Board will consider for approval Board Policy 17 regarding Health Examination and Immunizations as recommended by the Charter School Development Center.

	Purpose	Presenter	Time
<b>VII. ADMINISTRATIVE ITEMS AND ANNOUNCEMENTS</b>			<b>7:00 PM</b>
<b>A. Executive Director Report</b>	FYI	Brandy Byers	15 m
The Board will hear an update on school business from Dr. Byers.			
<b>VIII. CLOSED SESSION</b>			<b>7:15 PM</b>
The Board will move to Closed Session.			
<b>A. Public Employment (§ 54957)</b>	Vote	Heather Vega	15 m
Title: Administration Teachers Classified			
<b>B. Public Employee Discipline/Dismissal Release (§ 54957)</b>			
Title: Public Employee Discipline/Dismissal/Release			
<b>IX. RECONVENE TO OPEN SESSION</b>			<b>7:30 PM</b>
<b>A. Report Out</b>	FYI	Marie Gil	
The Board will report out on actions taken in Closed Session, if any.			
<b>X. Closing Items</b>			<b>7:30 PM</b>
<b>A. Adjourn Meeting</b>		Marie Gil	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors on October 25, 2022

APPROVED



# Contra Costa School of Performing Arts

## Minutes

### Board of Directors

#### Regular Meeting - AGENDA

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#### **Date and Time**

Tuesday October 25, 2022 at 5:30 PM

#### **Location**

Contra Costa School of Performing Arts

Classroom 101

Closed Session: Conference Room

2730 Mitchell Drive

Walnut Creek CA 94598

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**Directors Present**

D. Wendt, F. Bani-Taba, H. Vega, M. Gil

**Directors Absent**

*None*

**Ex Officio Members Present**

B. Byers

**Non Voting Members Present**

B. Byers

**Guests Present**

B. Fleming (remote), J. Flaner, K. Aozasa (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

M. Gil called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Tuesday Oct 25, 2022 at 5:31 PM.

**B. Record Attendance**

Attendance recorded.

**C. Establishment of Quorum**

Quorum present.

**D. Agenda Review and Adoption**

H. Vega made a motion to accept the agenda as written, with the addition to take a break after the completion of Agenda Item V. Committees.

F. Bani-Taba seconded the motion.

The board **VOTED** unanimously to approve the motion.

**E. Approve Minutes**

H. Vega made a motion to approve the minutes from Regular Board Meeting on 09-19-22.

D. Wendt seconded the motion.

A motion was made to accept the minutes of September 19, 2022, with minor amendment to add clarification under Item I. A. Record Attendance and Guests.

The board **VOTED** unanimously to approve the motion.

## **II. PUBLIC COMMENTS**

### **A. Items on the Agenda**

No public comments.

### **B. Items not on the Agenda**

No public comments.

## **III. BOARD OF DIRECTOR MEMBERSHIP**

### **A. Interviews of Prospective Candidates for the Board of Directors**

The Board conducted interviews of prospective candidates for membership on the Board of Directors.

## **IV. Informational Items**

### **A. SPA's Potential Contribution Toward Credentialing**

The Board discussed development of a board policy to address SPA's potential contribution toward individuals attaining their teaching credentials and establishing parameters to follow.

## **V. COMMITTEES**

### **A. C3/CTE Advisory Committee**

No action taken. The Board will continue discussion of this item at the Annual Board Retreat on November 18, followed by an action vote its regular board meeting on November 29.

### **B. Fundraising Ad Hoc Committee**

The Board heard a presentation and report from the Fundraising Ad Hoc Committee Chair Bani-Taba.

### **C. Facilities Ad Hoc Committee**

Dr. Byers provided the Board with a presentation and report from the Facilities Ad Hoc Committee.

## **VI. FISCAL REPORTS**

### **A.**



### **Monthly Financial Report**

The Board heard a presentation from EdTec Managers on the monthly financial reports.

### **B. Approval of Revised Budget**

No action taken. This will be an action item on the Regular Board of Directors November 29 meeting.

### **C. Financial and Enrollment Data Update with Decision Points**

No action taken. This will be an action item on the Regular Board of Directors November 29 meeting.

## **VII. BOARD ITEMS**

### **A. Appointment(s) to the Board of Directors**

H. Vega made a motion to appoint Charles A. Hill, term ending 12/31/23; to appoint Adiagha Mbonisi, term ending 6/30/24; and to appoint Dr. Lynnā McPhatter Harris, term ending 6/30/24, effective today for membership to the Board of Directors of ChartHouse Public Schools.

F. Bani-Taba seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Revised Organization Chart with Job Description for Associate Principal**

D. Wendt made a motion to approve the revised Organization Chart with the job description for Associate Principal as presented.

H. Vega seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VIII. ADMINISTRATIVE ITEMS AND ANNOUNCEMENTS**

### **A. Executive Director Report**

H. Vega made a motion to approve the out of state field trip, Taste of Denver (Mar/Apr 2023), with a credentialed staff chaperone ratio of 1/12.

F. Bani-Taba seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. Vega made a motion to approve an out of state field trip, National High School Dance Festival, Pittsburg, Pennsylvania (Mar/Apr 2023), with a credentialed staff ratio of 1/12.

D. Wendt seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IX. CLOSED SESSION**

### **A. Public Employment (§ 54957)**

The Board of Directors entered into Closed Session.

**B. Public Employee Discipline/Dismissal Release (§ 54957)**

The Board of Directors entered into Closed Session.

**C. Student Placement Discussion**

The Board of Directors entered into Closed Session.

**D. Facilities Contract Discussion**

The Board of Directors entered into Closed Session.

**X. RECONVENE TO OPEN SESSION**

**A. Report Out**

The Board of Directors reconvened to Open Session with Chairperson Gil reporting that no action was taken in Closed Session.

**XI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:37 PM.

Respectfully Submitted,  
M. Gil

# Coversheet

## Board Policy 15

**Section:** VI. Board Policies  
**Item:** A. Board Policy 15  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BP 15 Medication Policy.docx.pdf



S P A

**Contra Costa School of  
Performing Arts**

www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598

**Policy Number: 15.11292022**

**Policy Type: Governing Board Policy**

**Policy Name: Administration of Medications, Anti-Seizure Medication, Emergencies,  
and Head Lice**

### I. Administration of Medications

The following policy regarding the administration of medications is applicable when the staff of Charthouse Public Schools dba **Contra Costa School of Performing Arts** (the “School”) is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

**Requirements for Administration or Assistance:** Before the School will allow a student to carry and self administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- A written statement executed by the student’s authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.
- A written statement by the student’s parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider’s written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care

provider's written statement.

- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the Office Manager.

**Responses to the Parent/Guardian upon Request:** The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement regarding which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

**Termination of Consent:** Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

**Authorized Personnel:** A designated School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

**Storage of Medication:** Medication for administration to students shall be maintained in the mail room in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by the Office Manager or Administration. If

stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

**Confidentiality:** School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the School Administration and School Office Employees.

**Medication Record:** The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication.

The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the pupil is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

**Deviation from Authorized Health Care Provider's Written Statement:** If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice; 2) If discovery is made by an individual other than a licensed health care professional, notification shall be given to the School Director, the student's parent/guardian, any School employees that are licensed health care professionals and the student's authorized health care provider.

### **Specialized Physical Health Care Services for Individuals with Exceptional Needs:**

**Authorized Personnel:** The following individuals may assist students with exceptional

needs who require specialized physical health care services during the regular school day:

- Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5.
- Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse, public health nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
  - Routine for the pupil;
  - Pose little potential for harm for the pupil;
  - Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
  - Does not require a nursing assessment, interpretation, or decision making by the designated school personnel
- Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

#### I. Emergencies

##### A. First Aid and CPR

All teachers are certified in first aid and CPR and are re-certified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

##### A. Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to

resuscitate him/her. The School does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed. The School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

A. Emergency Contact Information

For the protection of a student’s health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached. Education Code § 49408.

A. Emergency Aid to Students with Anaphylactic Reaction

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414 and any regulations promulgated in line therewith.

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available.

For purposes of this policy, “anaphylaxis” means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

I. Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School administration, as soon as possible. The School office employee shall examine the student and any siblings of affected students or members of the same household in accordance with the School’s health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance, and parents/guardians informed about recommended treatment procedures and sources of further information.



In the event of one or more persons is infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the nurse, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the nurse as appropriate to ensure that re-infestation has not occurred.

# Coversheet

## Board Policy 16

**Section:** VI. Board Policies  
**Item:** B. Board Policy 16  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BP 16 Injury and Illness Policy.docx.pdf



# SPA

**Contra Costa School of  
Performing Arts**

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2730 Mitchell Drive, Walnut Creek, CA 94598

**Policy Number: 16.11292022**

**Policy Type: Governing Board Policy**

**Policy Name: Injury and Illness Prevention Program Guidance**

Under California law, all employers must provide and maintain a safe and healthful workplace for employees. To effectuate this requirement, each employer must have a written, effective Injury and Illness Prevention Program (“IIPP”) in place. The mandatory contents of the IIPP are identified in Title 7 of the California Code of Regulations.

California’s Department of Industrial Relations, Division of Occupational Safety & Health (“DOSH”) is the agency charged with enforcing workplace health and safety laws. It also provides a comprehensive on-line guide to developing a workplace IIPP and offers free consultative services by Cal/OSHA staff for developing or improving upon an existing IIPP. These consultants do not assess fines or penalties and do not inform the DOSH of their work with employers.

The general website for the DOSH may be found at:  
<http://www.dir.ca.gov/dosh/dosh1.html>.

The website for the guide to develop a workplace IIPP may be found at:  
[http://www.dir.ca.gov/dosh/dosh\\_publications/iipp.html](http://www.dir.ca.gov/dosh/dosh_publications/iipp.html).

The DOSH also provides a host of other workplace safety publications addressing various issues that may be of assistance to charter schools generally. These include topics relating to bloodborne pathogens, ergonomics, janitor safety work issues, among many others. All publications may be downloaded from the DOSH publication page found at:  
<http://www.dir.ca.gov/dosh/PubOrder.asp>.

# Coversheet

## Board Policy 17

**Section:** VI. Board Policies  
**Item:** C. Board Policy 17  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BP 17 Health Examinations, Immunizations.docx.pdf



# SPA

**Contra Costa School of  
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www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598

**Policy Number: 17.11292022**

**Policy Type: Governing Board Policy**

**Policy Name: Health Examination and Immunizations**

## **Health Examinations**

### **Health Examination Certificates or Waivers**

Upon enrollment, the School will verify that the student's file contains a certificate of the health examinations required under Health & Safety Code section 124040, or a waiver from those requirements.

### **Health Examinations by the School**

The Governing Board recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the School's program are necessary. The School shall conduct health examinations of students as needed to ensure proper care of the students.

**[Vision Appraisals:** Upon first enrollment in the School if it is the student's first entry in a California school, and in grade 8, the School shall appraise the student's vision. The school need not appraise a student's vision in the year immediately following the student's first enrollment or entry if the student's first enrollment or entry occurs in grade 7. The appraisal shall include tests for visual acuity, including near vision and color vision, although the color vision shall be appraised once and only on male students, the results of which shall be entered in the health records and need not begin until the student is in first grade. Classroom teachers are responsible for continuous and regular observation of the student's eyes, appearance, behavior visual performance, and perception that might indicate vision difficulties. Where a student's school performance begins to give evidence that the existence of the problem might be caused by a visual difficulty, a visual evaluation shall be done in consultation with the school nurse.

A student's vision may be appraised by using an eye chart or any other scientifically validated photoscreening test. Photoscreening tests shall be performed, under an agreement with, or the supervision of, an optometrist or ophthalmologist, by the school

nurse or a trained individual who meets requirements established by the CDE.

The vision evaluation may be waived by the parents/guardians if they present a certificate from a physician and surgeon, a physician assistant, or an optometrist setting out the results of a determination of the child's vision, including visual acuity and color vision. Parents/guardians may also avoid the testing and observation if they file with the School Director a statement in writing that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets or principles depend for healing upon prayer in the practice of their religion.

A parent/guardian may file annually with the School's Director a statement in writing, signed by the parent/guardian, stating that he/she will not consent to a physical examination of his/her child. The student will thereafter be exempt from physical examinations, but if there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be sent home and not be permitted to return to school until the School Director is satisfied that any contagious or infectious disease does not exist.

**Scoliosis Screening:** Every female student in grade 7 and every male student in grade 8 shall be screened for the condition known as scoliosis. The screening shall be in accordance with standards established by the State Department of Education. The screening shall take place during the regular school day and any staff time devoted to these activities shall be redirected from other ongoing activities not related to the student's health care. If a student is suspected of having scoliosis, the School will notify the parents. The notice will include an explanation of scoliosis, the significance of treating it at an early age, and the public services available, after diagnosis, for treatment.

The Director, or designee, shall ensure that staff employed to examine students are fully qualified to do so and exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

The School Director may make reports to the Governing Board regarding the number of students found to have physical problems and the effort made to correct them from time to time. The reports shall in no way reveal the identity of students.

The School will provide for the testing of hearing of each student enrolled in the school in kindergarten or first grade and again in second, fifth, eighth, tenth or eleventh and first entry into the California public school system. The School may request a waiver for the hearing screening test for tenth and/or eleventh grade pupils once each school year. The waiver request will include the dates of the school year for which the waiver is requested and an alternative testing plan that will ensure that each pupil at risk of hearing loss will

receive testing services.

Pupils at risk of hearing loss are: those exposed to loud noises, including loud music, pupils that have been referred for testing by a parent or teacher, repeat tests for those pupils for whom there was a previously documented problem, pupils who have not had a hearing test for three years; and any student who has enrolled for the first time in the School.

Each student enrolled in a special education program, other than those pupils enrolled for a hearing problem, shall be given a hearing test when enrolled in the program and every third year thereafter. Hearing tests may be given more frequently as needed, based on the individual education program team's evaluation of each individual student.

The School will provide parents/guardians of children who fail the hearing tests with a written notification of the test results and recommend that a medical and audiological evaluation be obtained under certain circumstances identified in regulation.

Dates and results of all screening hearing testing shall be recorded on each pupil's health record. The School will prepare an annual report of the school hearing testing program using Annual Report of Hearing Testing forms, PM 100, provided by the State Department of Health Services.

The School shall endeavor to follow the equipment standards, test environments, and testing procedures identified in Title 17 of the California Code of Regulations, section 2951.

### Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board desires to cooperate with state and local health agencies to require immunization of all students against preventable diseases.

**Admission:** Students shall not be unconditionally admitted to the School unless prior to his/her first admission to the School, he/she presents an immunization record which shows at least the month and year of each immunization the student has received, in accordance with law. Students may be conditionally admitted in accordance with the regulations promulgated by the Department of Health Services. If a student conditionally admitted fails to fulfill the conditions of admission, the School will prohibit the student from further attendance until that student has been fully immunized as required by law.

The School shall not unconditionally admit or advance any pupil to the 7<sup>th</sup> through 12<sup>th</sup> grade levels unless the pupil has been fully immunized against pertussis (whooping cough), including all pertussis boosters appropriate for the pupil's age.

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

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

**Exemptions from Requirements:** Students who, prior to January 1, 2016, submitted a letter or affidavit on file at any public or private elementary or secondary school stating beliefs opposed to immunization, shall be allowed to unconditionally enroll in the School.

Additionally, a student will be exempted from the immunization requirements, to the extent indicated in the written statement, if his/her parent or guardian files with the School a written statement by a licensed physician or surgeon to the effect that the physical condition of the student is such, or medical circumstances relating to the student are such, that immunization is not considered safe. The statement should include the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician or surgeon does not recommend immunization. However, whenever there is good cause to believe that the person has been exposed to a communicable disease for which immunization is required, that student may be temporarily excluded from the School until the local health officer is satisfied that the person is no longer at risk of developing the disease.

Beginning January 1, 2020, a child who has a medical exemption issued before January 1, 2020 shall be allowed continued enrollment in the School until the child enrolls in the next grade span. On or after July 1, 2021, the School shall not unconditionally admit or readmit a student or admit or advance any pupil to 7<sup>th</sup> grade level, unless the pupil has been immunized in accordance with Health & Safety Code section 120335 or the parent or guardian files a medical exemption form that complies with Health & Safety Code section 120372.

Beginning January 1, 2021, the form that is compliant with Health & Safety Code section 120372 shall be the only documentation of a medical exemption that the School may accept.

If California's Department of Health Services (the "Department") revokes a student's medical exemption, the student has 30 days to commence the immunization schedule required for attendance at the School. During this 30-day period, the student may continue in attendance at the School. Alternatively, the parent/guardian may appeal the revocation through the Department's appeal process. The student will continue in attendance during the pendency of the appeal and will not be required to otherwise comply with immunization requirements unless and until the revocation is upheld on appeal.

The School will file a written report on the immunization status of new entrants to the



School with the Department of Health Services as required by law.