

# Crater Lake



# Charter Academy

**SCHOOL POLICIES**

**SECTION E:  
SUPPORT SERVICES**

Community**ED**

# Crater Lake Charter Academy

Charter Board Policy: EB

Adoption: August 18, 2014

## SAFETY PROGRAM

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The public charter school director will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

## END OF POLICY

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### Legal Reference(s):

ORS 329.095

ORS 338.115 (j)

ORS 654.003 to-654.022

OAR 437-001-0760

OAR 437-002-0020 to-0081 OAR 437-002-0100

OAR 437-002-0140 OAR 437-002-0144 OAR 437-002-0145 OAR 437-002-0180 OAR 437-002-0260 OAR 437-002-0360

OAR 437-002-0368 OAR 437-002-0377 OAR 437-002-0390 to-0182 OAR 437-002-0391 to-0268 OAR 581-022-0606 OAR 581-022-1420

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

### Cross Reference(s):

EBB - Integrated Pest Management

# Crater Lake Charter Academy

Charter Board Policy: EBAC

Adoption: August 18, 2014

## **SAFETY COMMITTEE**

A safety committee shall be established to implement the public charter school's safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on public charter school property.

The administrator will coordinate the public charter school's safety committee efforts and maintain all necessary records.

The administrator will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

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## **END OF POLICY**

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**Legal Reference(s):**

ORS 654.176

ORS 654.182

ORS 338.115(j)

OAR 437-001-0765

**Cross Reference(s):**

EB - Safety Program

# Crater Lake Charter Academy

Charter Board Policy: EBBA

Adoption: August 18, 2014

## FIRST AID

In cases of sudden illness or injury to a student or staff member on school grounds or during a Baker Web Academy sponsored field trip, first aid will be given by school staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency.

The teacher/administrator present is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

Procedures for handling health emergencies will be established and made known to the staff. The charter school and any charter school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, the charter school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

## END OF POLICY

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### Legal Reference(s):

ORS 30.800 ORS 342.126 ORS 338.115(j)  
OAR 437-002-0120 to -0139 OAR 437-002-0161  
OAR 437-002-0360  
OAR 437-002-0377  
OAR 581-022-0705  
OAR 581-022-1420  
OAR 581-022-1440  
OAR 581-053-0517(13)(e)

# Crater Lake Charter Academy

Charter Board Policy: EBCA

Adoption: August 18, 2014

## EMERGENCY DRILLS

The administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. The public charter school will conduct monthly fire drills. Drills and instruction for earthquake emergencies shall include methods of “duck, cover and hold” during the earthquake. Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake, when appropriate, or after a tsunami warning to protect students against inundation by tsunamis.

Instruction on fire and earthquake and tsunami dangers and drills for students shall be conducted for at least 30 minutes each school month. At least two drills on earthquakes shall be conducted each year. At least three drills on earthquakes that include tsunami drills shall be conducted each year<sup>1</sup>.

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## END OF POLICY

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**Legal Reference(s):**

ORS 336.071 ORS 479.140 ORS 338.115(j)  
OAR 437-002-0180 to -0182 OAR 581-022-1420

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# Crater Lake Charter Academy

Charter Board Policy: EDC/KGF

Adoption: August 18, 2014

## AUTHORIZED USE OF CHARTER SCHOOL EQUIPMENT AND MATERIALS

Charter school materials and equipment will be used only for school purposes by charter school personnel on charter school properties.

Exceptions to this policy must be approved by the director and authorized use shall be consistent with ORS Chapter 244.

**END OF POLICY**

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**Legal Reference(s):**

ORS Chapter 244 ORS 338.115(2)

OAR 584-020-0040

OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

# Crater Lake Charter Academy

Charter Board Policy: EEA

Adoption: August 18, 2014

## STUDENT TRANSPORTATION SERVICES

Public charter school transportation services may be provided for public charter school-sponsored field trips that are extensions of classroom learning experiences.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. A person who weighs more than 40 pounds, who is four feet nine inches or shorter and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using public charter school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus driver to the public charter school staff. The public charter school staff will, as soon as possible, inform the appropriate public charter school administrator of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the public charter school administrator.

The public charter school administrator or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

The public charter school bus driver will be responsible for the school bus at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

The public charter school will comply with all state and federal laws and regulations pertaining to school bus transportation.

## END OF POLICY

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<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

### Legal Reference(s):

ORS 327.006  
ORS 327.033  
ORS 327.043  
ORS 332.405  
ORS 332.415  
ORS 338.115 (j)  
ORS 339.240 to-339.250  
OAR 581-021-0050 to-0075 OAR 581-022-1530  
OAR 581-023-0040  
OAR 581-053-0002 to-0015 OAR 735-102-0010

Behind Act of 2001, 20 U.S.C. § 6315 (2006).

No Child Left

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005).

ORS 343.155 ORS 343.533 ORS 343.155 ORS 811.210 ORS 811.215 ORS 815.055 ORS 815.080 ORS 820.100  
to-343.246 to-343.243

to-820.190

Cross Reference(s):

EEACC - Student Conduct on School Buses

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# Crater Lake Charter Academy

Charter Board Policy: EEACC

Adoption: August 18, 2014

## STUDENT CONDUCT ON SCHOOL BUSES

The following regulations will govern student conduct on public charter school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The public charter school administrator will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of public charter school transportation. Such regulations will be available to all parents and students and posted in each school bus.

Students who violate bus rules of conduct may be denied the use of public charter school transportation.

## END OF POLICY

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### Legal Reference(s):

ORS 338.115(j)  
ORS 339.240  
ORS 339.250  
ORS 820.100 - 820.190  
OAR 581-021-0050 to -0075  
OAR 581-023-0040  
OAR 581-053-0002  
OAR 581-053-0010

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

### Cross Reference(s):

EEA - Student Transportation Services

# Crater Lake Charter Academy

Charter Board Policy: EEAE

Adoption: August 18, 2014

## STUDENT TRANSPORTATION IN PRIVATE VEHICLE

Transportation of students will be by the sponsoring district transportation system or by a charter school employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport charter school students other than their own on field trips or other charter school activities if the following conditions have been met prior to the activity:

1. The charter school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the administrator or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the public charter school;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person<sup>1</sup>. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The public charter school will develop procedures to implement this policy.

## END OF POLICY

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### Legal Reference(s):

ORS 338.115(2) ORS 811.210 ORS 801.455 ORS 815.055  
ORS 815.080  
OAR 735-102-0010

<sup>1</sup>"Proper fit" means the lap belt of the safety belt or harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

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# Crater Lake Charter Academy

Charter Board Policy: EEBB

Adoption: August 18, 2014

## USE OF PRIVATE VEHICLES FOR PUBLIC CHARTER SCHOOL BUSINESS

The director will develop regulations for staff use of private vehicles that will safeguard the charter school, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for charter school business, including the transportation of students, without approval in accordance with established charter school procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on charter school business will be reimbursed in an amount established by the Board.

At least two staff members or a parent/guardian and one teacher must accompany a student being transported in a private vehicle.

END OF POLICY

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**Legal Reference(s):**

ORS 30.260 - 30.265

ORS 338.115(2)

ORS 801.455

ORS 811.210

ORS 815.055

yORS 815.080

OAR 735-102-0010

**Cross Reference(s):**

DLC - Expense Reimbursements