

4. Health and Safety

Your child's health impacts his/her ability to attend school and reach his/her full academic potential. In order for the District to provide a safe and healthy environment for your child, we need to be informed of any health or medication needs on an ongoing basis. All related paperwork for the health requirements listed below can be obtained from your child's school site.

4.1. Student and Family Privacy Rights

Board Policy mandates that personal information concerning students and their families should be kept private in accordance with the law. Parents have the right to exempt their children from participating in (a) surveys that request personal information, and/or (b) physical exams or screenings. For example, every other year the District administers the California Healthy Kids Survey, a confidential and anonymous survey to students in grades 5, 7, 9 and 11 to help schools assess student health-related behaviors. Parents will be notified in writing in advance of this survey, as well as any other health surveys or screenings, and the procedure to opt out will be clearly explained. Students are screened for vision and hearing in grades K, 2, 5, 8, and 10 and by teacher referral. Parents must submit a note in writing to the school in order to opt out of vision and hearing screening.

4.2. Administration of Medication

Students who need to take prescribed or over-the-counter medication during the school day may be assisted by designated school personnel or allowed to self-administer certain medication as long as it is in accordance with law, Board policy, and administrative regulations. Berkeley High students receive these services at the Health Clinic on campus. It is necessary for the District to have a written statement from the student's physician and a written statement from the student's parent/guardian before (1) a designated employee administers or assists in the administration of any prescribed medication to any student; or (2) any student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours.

Please see Board Policy 5141.21 on page 30 for more information.

The form is available at all schools, on the BUSD website, and on page 52. This form should be filled out and signed by the child's physician and the parent/guardian.

4.3. Special Care Plans

Students with conditions requiring special care during their school day must have a physician signed care plan on file to guide designated school personnel in procedures required for the student's health and safety. Care plans for diabetes, seizures, asthma, and severe allergies are available on the BUSD website, to be completed by the student's medical provider on at least an annual basis and as the child's care needs change.

4.4. Medical Emergencies

If your child is in need of minor first aid, it will be administered in accordance with District first aid training. If medical attention appears to be necessary, but not required immediately, the parent/guardian or other emergency contacts listed will be contacted to pick the child up. Should immediate medical attention be necessary, the school will call an ambulance. If a person is suffering, or reasonably believed to be suffering, from an anaphylactic reaction, trained school personnel may use an epinephrine auto-injector to provide emergency medical

assistance. Every effort will be made to contact the parent or other emergency contact person(s).

4.5. Immunizations and Other Health Requirements

To be admitted to school, children must be fully immunized in accordance with the law. Children shall be excluded from school only as allowed by law.

If you need assistance or information on free clinics, call the Alameda County Immunization Project at 510-267-3230.

Parents are required to provide documentation that their child has been immunized against the following:

Kindergarten–12th grade

- *Polio*

- 4 doses meet the requirement, or
- 3 doses for ages 4–6 years if at least 1 was given on or after the 4th birthday or
- 3 doses meet the requirement for ages 7–17 years if 1 was given on or after the 2nd birthday

- *Diphtheria, Pertussis, and Tetanus (DPT)*

- 5 doses meet the requirement, or
- 4 doses meet the requirement for ages 4–6 years if 1 dose was given on or after the 4th birthday, or
- 3 doses meet the requirement for ages 7–17 years if 1 dose was given on or after the 2nd birthday

- *Pertussis (Tdap):*

- 1 dose given after the 7th birthday is required for 7th grade students and students new to the District in grades 8-12.

- *Measles, Mumps, Rubella (MMR)*

- 2 doses meet the requirement; both must be given on or after the first birthday (one dose can be measles vaccine only; 1 dose must be MMR)

- *Hepatitis B*

- 3 doses meet the requirement, or
- 2 doses of 2-dose formulation meet the requirement for ages 11–15 (must be documented as a 2-dose formulation of Hepatitis B vaccine)

- *Varicella (chicken pox)*

- 1 dose required in kindergarten through sixth grade (2010-2011 school year) or students under age 13 entering a California school for the first time, or
- No dose is required if a physician or clinic has documented on the child's immunization card "had disease"

Health and Safety Codes 120325-120380; Education Code Sections 48216, 49403. Parent permission must be given in writing before any child can participate in any immunization program sponsored by the District.

Physical Examination

California State Law requires students have a physical examination within eighteen (18) months prior to entering first grade or within ninety (90) days after entry. Parental waivers are available under certain conditions. Free periodic health assessments are available to low-income children through the CHDP Program. If you need assistance getting low-cost insurance for children and youth, please contact Berkeley Public Health Division CHDP Program at (510) 981-5333.

Oral Health Assessment Requirement

California law requires that children have an oral health assessment (dental checkup) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have been done within the 12 months before your child enters school also meet this requirement. The law specifies that a licensed dentist or other licensed or registered dental health professional must do the assessment. Parent waivers are available under certain conditions. If you need assistance finding a low-cost pediatric dental provider please contact Berkeley Public Health Division at (510) 981-5300.

4.6. School-Linked Health Services Program

There may be times when families or the District have concerns about a child's health or safety at school. The District's partnership with the City of Berkeley School-Linked Health Services program can assist elementary school families with resources and referrals for a variety of health-related issues. These include health/dental insurance, health care providers, consultation on health-related issues, and health education workshops for students, families and staff. Call Berkeley Public Health at 981-7677 for more information.

In order to provide the highest level of service possible, the District requests that you consider signing a *Parent Authorization for Release of Information to the City of Berkeley Public Health Division*. This consent form allows the District to share your child's information contained on his/her Student Emergency Card, Immunization Record, and results from health screenings conducted at school with the School-Linked Health Services program. Staff may contact you to offer assistance with follow-up medical or dental appointments, and referrals for no/low cost health insurance. This form is sent home with each student at the beginning of the school year and consent expires one year from the date of signature.

Oral Health Screenings

The City of Berkeley School-Linked Health Services Program partners with the Alameda County Office of Dental Health to provide free dental screenings, dental sealants, and preventative dental education to all 2nd and 5th grade students. Parents have the right to refuse this program and must submit written documentation prior to the screening. This program is not meant to replace regular, professional dental care.

4.7. Safety Drills and Procedures

Each school site is required to hold regular fire, earthquake, and lockdown drills. The purpose of these drills is to provide students and staff practice with evacuation, lockdown, and shelter-in-place procedures. Additionally, each site has a comprehensive school safety plan, which includes emergency preparedness, available for review. District staff has received training in armed intruder preparedness.

4.8. Use of Pesticides

Pesticides are not used in Berkeley Schools. Should a situation arise where pesticide use is unavoidable, all applicable City of Berkeley requirements are observed, signs are posted 24 hours in advance of the pesticide application, and remain in place 72 hours after the pesticide application.

4.9. Nutrition Services

The District is dedicated to serving the most delicious/nutritious food available. The District uses natural and organic products when possible, serves fresh fruits and vegetables every day, and has salad bars in all of our schools. All of our food is freshly prepared. Free and reduced price lunches are available for income eligible families. The district has eliminated the \$.40 associated with the reduced cost for lunch, so if your

family is approved for reduced benefits, your children will eat lunch at no cost to the parents.

The District has implemented a Universal Breakfast Program at all of our schools, providing breakfast for every student at no cost.

For additional information, please call Marni Posey, Director, Nutrition Services, at 644-6200.

4.10. Sexual Harassment

Sexual harassment is against the law in all schools in California (Education Codes 200, 212.6, 48900.2). Sexual harassment is also in violation of Berkeley Unified School District Board policy. All forms of sexual harassment, whether student to student, staff to student, staff to staff, or student to staff, are unlawful at BUSD schools. (Note: Education Code 48900.2 does not apply to students in grades K – 3.)

Definition of Sexual Harassment

Sexual harassment includes unwelcome verbal, visual, or physical conduct of a sexual nature which may have a negative impact upon the victim's academic or work performance or create an intimidating, hostile, or offensive educational/work environment.

Specific Examples of Sexual Harassment

Sexual harassment may include, but is not limited to:

- Unwelcome written, verbal, physical, and/or visual contact with sexual overtones such as slurs, crude jokes, touching, blocking movement, sexual cartoons or drawings, and obscene language.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Sexting (sending sexually explicit images or text).
- Postings with sexual overtones on social media sites.

Note that possession of sexually explicit images involving minors may also be a criminal offense.

Sexual Harassment by a Student: Action Steps for Victims and Witnesses

If a student or staff member is sexually harassed by a student, the victim may tell the student who has engaged in sexual harassment to stop, if the victim feels comfortable doing so. In addition, any student or school staff member who has been sexually harassed by a student and any student or staff member who has witnessed a student engaging in sexual harassment must report the incident immediately to a school administrator (vice principal or principal) and/or District administrator.

Consequences for Students Who Engage in Sexual Harassment

Consequences for a student who has engaged in sexual harassment can include any of the following actions depending upon the severity of the harassment and whether or not the student has previously engaged in serious misbehavior: counseling, conferencing with the student and parent/guardian, a written apology, a referral to student court, restorative justice), detention or in-school suspension, suspension, expulsion, and a police report.

Sexual Harassment by a Staff Member (or Other Adult): Action Steps for Victims and Witnesses

Any student or school staff member who has been sexually harassed by a school staff member or any adult at school and any student or staff member who has witnessed an adult engaging in sexual harassment must report the incident immediately to a responsible adult (vice principal or principal).

Consequences for Adults Who Engage in Sexual Harassment

Consequences for a staff member who has engaged in sexual harassment can include personnel action including a verbal and written reprimand, a referral to counseling, reassignment, termination of employment, or other disciplinary action, a suspension or revocation of professional credentials, and a police report. In addition, an adult who engages in sexual harassment can face civil and criminal consequences.

Support for Victims of Sexual Harassment

Students who have been sexually harassed can get support from the school counselor or administrator. Staff members who have been sexually harassed can get support through BUSD's Employee Assistance Program. Additional resources are listed on the BUSD website at <http://www.berkeleyschools.net/departments/titleix>

Protections for Victims of Sexual Harassment

Reasonable efforts will be made to maintain the confidentiality of anyone who reports sexual harassment. Retaliation towards a student or staff member who reports that they have been sexually harassed is illegal.

<p>For further information, please see BUSD's Sexual Harassment Policy in Sections 9.11 and 9.12.</p>
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4.11. Surveillance Cameras at Schools

For the safety of students and staff, surveillance cameras that include video only (no audio) are installed in several locations at some elementary schools, at every middle school and high school in BUSD, and at the adult school. Surveillance cameras are not located inside any school bathrooms or locker rooms. Surveillance videos are viewed by school administrators and safety officers and may also be viewed by police, as allowed by law, and used as evidence in disciplinary matters. Board Policy 3515 regarding the use of surveillance cameras at schools includes guidelines regarding viewing live video feed when an immediate safety threat exists. Surveillance cameras will be installed at all schools.

4.12 Accommodations for a Lactating Student

Reasonable accommodations are provided to a lactating student on a school campus to allow the student to express breast milk, breastfeed an infant, or address other needs related to breastfeeding. A lactating student may seek assistance regarding accommodations from the Manager of Student Services in Room 112 of the District Office at 2020 Bonar Street, and may also seek support from the Health Center at BHS (for BHS students) or from a counselor or administrator at the school.