



## **Ocean Charter School Compliance Policies and Procedures**

### Criminal Background and TB Clearances

OCS maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff and temporary employees) and contracting entities (service providers, vendors, and independent contractors.) All employees and individuals employed by contracting entities are cleared by the Department of Justice through LiveScan screening and are required to provide documentation of current TB clearance before they are allowed to commence work for OCS. Subsequent criminal activity notifications for employees are made to OCS by the Department of Justice through our state agency online account, which is reviewed by our HR Coordinator on a bi-monthly basis. Any subsequent criminal activity notification received for a current employee is reported immediately to OCS's administrator. Employee TB clearances are reviewed by our HR coordinator on a monthly basis and employees are required to provide updated TB clearance every 4 years, per NCLB requirements. Each employee and contracting entity is on notice (via the employee handbook and as stated in each contract for service) that maintaining these clearances is a condition of on-going employment.

### Teacher Credentialing

Teachers of core/college preparatory subjects (including English Language Arts, Social Studies, Science, and Mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit or other documents equivalent to that which a teacher in other public schools would be required to hold per NCLB. The status of OCS teacher's credentials is reviewed monthly by our HR Coordinator. Any change in credential status is reported immediately to OCS's administrator.

### Governing Board Member Contact information

The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member, Board member's resumes and the Board meetings calendar. These contacts and documents are available through the school's website, in the public Google documents archive, and in the board document binders located at each campus and are maintained by our administrative staff under the direction of our administrator. The parent handbook directs parents to this information.

### Lottery and Enrollment Forms

OCS complies with the pre and post lottery enrollment forms guidelines. Enrollment applications and forms are provided to the administrator for review and finalization before distribution.



## **Ocean Charter School Compliance Policies and Procedures**

### Staff Training in Health, Safety and Emergency Protocols

OCS ensures that all staff receives annual training in health, safety and emergency protocols and our administrator maintains a calendar for and conducts emergency response drills for students and staff, including but not limited to; School Safety Plan, Child Abuse Awareness, and Blood-borne Pathogens Training. In addition to the trainings provided annually by OCS, employees are required to maintain a current first aid and CPR training certificate. The status of each employee's first aid and CPR certification is reviewed by our HR Coordinator monthly. Each employee is on notice (via the employee handbook) that maintaining these certificates is a condition of on-going employment.

### English Learner Master Plan

OCS has implemented the LAUSD English Learner Master Plan. The plan is reviewed by the Directors 4 times per year, (August, October, January and June) and as needed, based on the changing English Learner population of the school.

### Discipline Foundation Policy

OCS complies with LAUSD's Discipline Foundation Policy. The policy is reviewed annually by the Directors and is distributed to our parent community via the parent/student handbook. The policy in the handbook describes the school-wide student behavior plan that conforms to the Discipline Foundation Policy principles, and also includes OCS's alternatives to suspension.

### Suspension and Expulsion Reporting

OCS maintains all data involving placement, tracking and monitoring of student suspensions, expulsions, and reinstatements. This outcome data is readily available to LAUSD upon request. OCS's Compliance and Reporting Clerk also submits student suspension and expulsion data provided by the Directors to the Office of Data and Accountability on a monthly basis.

### Facilities Compliance

OCS's occupancy and use of facilities is in compliance with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disabilities Act. OCS's Executive Director maintains the certificate of occupancy and all other relevant documents issued by city and county agencies to show compliance.

### State and Federal Laws Related to Public Entities

OCS complies with all federal and state laws related to public entities, including, but not limited to Brown Act, Political Reform Act, Public Records Act and Forms



## **Ocean Charter School Compliance Policies and Procedures**

700. OCS's Executive Director and Board secretary shall be responsible for ensuring that all records related to compliance with these laws are maintained.

### Articles of Incorporation

OCS ensures that its Articles of Incorporation are current and appropriate for its operation. These documents are maintained by OCS's Executive Director and Board secretary.

### By-Laws

OCS's By-Laws are current, Governing Board-approved, and signed by the Board secretary.

### Eligibility for Public Programs

OCS meets the provisions of eligibility and/or participation of state and federal programs and/or grants including, but not limited to: Title programs, child nutrition programs, Prop 20-State Lottery, Education Protection Act, Special Education §56000, SB 740 and all other federal and state programs utilized by OCS. Eligibility is evidenced by our fiscal policies and procedures and maintained by OCS's Business Manager.