

## **Attachment H Facilities Information**

**Required Safety Compliance Documentation** Before a charter school may occupy any site, it must ensure the subject site is clean, safe, and complies with all mandatory requirements set forth in the school's approved charter petition (including, but not limited to, conditions pertaining to occupancy and use of the site, site compliance, pest management, and asbestos management) and applicable laws. Additionally, a charter school may not exceed the operating capacity of a site and shall operate within any limitations or requirements provided by the formal documentation from the appropriate jurisdictional authority.

### **The District requires charter schools to annually submit the following documentation:**

**1) Certificate of Occupancy or Temporary Certificate of Occupancy**

A Certificate of Occupancy (or Temporary Certificate of Occupancy) is issued pursuant to a building permit for new construction, additions, and changes of occupancy after all the necessary construction has been approved by the inspector. It is evidence that the Department of Building and Safety has determined that the construction was done according to the requirements of the code for the given occupancy to be housed in the building. Ensure that your most recent Certificate of Occupancy and/or Temporary Certificate of Occupancy is current, appropriate for educational use, current enrollment, and grade levels served.

**2) Fire Permit** (certifying as part of the Charter School Compliance Monitoring)

A Fire Permit certifies that a thorough and comprehensive fire life safety inspection has been conducted annually to protect lives and property of those who access the facility (CFC Division II Section 103, 104).

(This information is contained in the LAUSD Office of Environmental Health and Safety (OEHS) inspection handbook.) All schools on District property are required to follow the guidelines of the OEHS.

**3) Safe School Plan**

All California public schools, kindergarten, and grades one through twelve must develop a comprehensive school safety plan, per California Education Code sections 32280- 32289. The CSD website provides a list of required content and resources to assist schools in creating a compliant plan. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

Charter schools co-located on District property must adhere to the District's Safe School Plan named the "Integrated Safe School Plan" (ISSP). The co-located charter is responsible for the following:

- A. Forming a joint school safety committee with the District school which meets minimally once a month;
- B. Providing emergency contact information to be included in the ISSP;
- C. Assigning and training members of the emergency response team;
- D. Participating in annual fire/life/safety drills (e.g., earthquake preparedness) with the District school;

- E. Providing emergency contact information for ALL students and staff to the District principal who serves as the Incident Commander for the site;
- F. Stocking the appropriate emergency supplies in an area accessible during an emergency (e.g., an outdoor storage container); and
- G. Obtaining an LAUSD Single-Sign-On to access the ISSP and related trainings on MyPLN.

#### **4) Certified Accessibility Plan**

While charter schools are exempt from many California laws governing school districts, charter schools are not exempt from federal requirements such as Title II of the Americans with Disabilities Act (ADA). Title II prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services.

Accordingly, charter schools operating on private sites shall develop Transition and Self Evaluation plans noting barriers to accessibility and the plan to remove and/or eliminate said barriers within a reasonable timeframe in the Transition Plan and noting intentional or unintentional policies and practices which discriminate against people with disabilities, their acquaintances, and others assumed to have a disability. Charter schools may also consider designating an ADA Coordinator or equivalent, establishing a grievance procedure and posting notices at all facilities and mediums. Please additionally review the legal requirements for public entities which employ 50 or more persons. A transition plan must include:

1. A list of obstacles to accessibility of the facility or program. An accessibility evaluation survey is conducted to determine the accessibility obstacles and issues.
2. A detailed description of the methods that will be used to provide accessibility.
3. A schedule for implementing the changes. If completion will take longer than a year, the steps that will be taken each year must be identified.
4. Signoff by the official in your organization with authority to authorize the expenditure of funds to make the changes.

Charter schools may wish to utilize Certified Access Specialists (“CASp”), experienced, trained, and tested individuals who can inspect buildings and sites for compliance with applicable state and federal construction-related accessibility standards. Per the Division of the State Architect (DSA), a CASp inspection may include, for example, a review by a professional who knows which accessibility standards apply to a facility, and an action plan for changes needed for the facility to become compliant. For more information on the CASp program (codified by Senate Bill 262 in 2003), go to: <http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx>.

Please note that the District may follow up regarding independent charter school certification of compliance with this requirement as needed.