



Comprehensive School Safety Plan

School: Highland Academy Charter School
CDS Code: 33-66993-0127142
Address: 715 Wellwood Ave.
Beaumont, CA 92223
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Introduction

Highland Academy Charter School is committed to maintaining a safe and secure campus for all of its pupils and staff. To that end, this Comprehensive School Safety Plan covers the school's policies and practices in maintaining the security of the physical campus, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment that is conducive to learning. All school employees receive training in the Comprehensive School Safety Plan and it is updated every two years..

Situation Overview/Hazard Analysis

Highland Academy is currently located in Beaumont, CA at 715 Wellwood Ave. and is composed of 8 Buildings (A, B, C, D, E, F, G, H)

School Population

- a. General Population: Total 340 TK-8th grade
- b. Special Needs Population of Highland Academy is committed to the safe evacuation and care of students and staff with special needs at our school site.. The special needs population includes students/staff with:
 - Limited English proficiency,
 - Blindness or visual disabilities,
 - Cognitive or emotional disabilities,
 - Deafness or hearing loss,
 - Mobility/physical disabilities (permanent and temporary), and
 - Medically fragile health (including asthma and severe allergies).

Quick Reference - Emergency Contacts

- CALL **911** FOR ALL EMERGENCIES!
- Beaumont Fire Department: 951-845-3718
- Beaumont Police Department: 951-769-8500
- Riverside County Sheriff: 951-955-2400
- San Geronio Hospital: 951-845-1121
- Security Monitoring System: 800-641-7889
- Beaumont USD Facilities: 951-378-7893

Quick Reference - Utilities

- Southern California Edison: 800-611-1911
- Beaumont-Cherry Valley Water District: 951-845-9581
- The Gas Company: 909-307-7070
- Frontier Communications: 800-921-8101

Entrances and Exits

Highland Academy maintains two *supervised* student-only gates located on the corners of Wellwood & 8th (known as the "Elementary Gate") and 7th and Elm (known as the "Middle School Gate"). These gates are open in the morning from 7:20 - 8:00 and at dismissal at 2:45/2:50 for approximately

15 minutes, or until all students have been safely picked up. These gates are locked at all other times and all foot traffic passes through the front office.

Traffic and Pedestrian Safety

In collaboration with Beaumont Police Department, the school places traffic and pedestrian safety cones in the crosswalks and curbs immediately surrounding our two student-only gates at predetermined times and spots. School staff members conduct crosswalk duty at dismissal ensuring proper supervision at the crosswalk and streetside at that busy time.

Releasing Students

Students will only be released to the parents/guardians and authorized adults listed on the student's emergency contact list. When picking your student up from school, please come to the front office with a valid ID. There are certain times of the day where it may take time to locate your student such as lunch or PE class. Please plan around these times to pick up your student whenever possible. It is essential that we have updated contact and legal information on file at all times for your student. Please notify the office promptly if this information changes.

Parent Involvement Policy

Highland Academy Charter School is committed to the achievement of all of our students. We recognize the value in our relationship with our families and strive to involve them in their student's education and the decision making process here at school. Ultimately, our goal is to unify our school through an informed and engaged learning community that strives for the positive development of all students and staff.

In order to deliver a consistent and conducive learning environment for everyone, Highland Academy Charter School requires that all adults on our campus or assisting in school events adhere to the "Code of Conduct" listed below. All parents or other visitors who will be on campus during school hours or assisting in a school event at any time must have LiveScan service completed prior to doing so. This service is at the expense of the parent or volunteer.

Code of Conduct

As a parent, visitor, or adult volunteer at HACS (or HACS event) I will:

- Use appropriate language without the use of profanity or other offensive talk. Please address parents, students, and staff with respect and in a positive nature.
- Engage in positive and enriching behaviors around all students and staff.
- Drive safely in and around school grounds.
- Schedule meetings with teachers and staff through the front office with at least 24 hours notice.
- Keep conversations and possible disruptions to a minimum when in or near classrooms.
- Follow all directives of school staff and support the enforcement of those

directives.

- Report any concerns immediately to the appropriate school staff.
- Limit movement to the areas of campus I am working and avoid wandering to other parts.

Classroom Observations

In the event that a parent requests to “shadow” their student and observe a class, the following criteria must be met:

- Completion of LiveScan service. Allow for at least 72 hours for this to be processed.
- Requests must be approved by both the teacher and administration.
 - Each approval is valid for one classroom visit only. Any and all subsequent classroom visits will be evaluated through the same process.
- Requests are for a *fixed date and time* and are not open-ended.

Parent Volunteers

Parent volunteers are principally limited to our elementary program (TK-5), although middle school teachers do sometimes request volunteers for specific events or activities. The approval process for volunteers is the same as the request to observe classes above, although parent volunteer approval can be more open-ended in some circumstances. Please also note that California law requires any volunteer with “frequent or prolonged contact with pupils” be free of infectious diseases, including tuberculosis (TB), and to complete a TB risk assessment. If risk factors are identified, a TB test and examination must be performed by a healthcare provider prior to volunteering for us.

All parent volunteer requests initiate with the teacher; if you are interested in volunteering, please contact your student’s teacher about possible upcoming opportunities.

We also have a robust parent volunteer organization and ASB program that are always looking for parent volunteers and we encourage all our families to reach out to them.

Violations of the Code of Conduct - Course of Action

In the event that an adult on campus does not comply with the “Code of Conduct” parameters, the School administrator or designee will take the following course of action:

- (1) For first occurrence, the adult will be given a verbal warning by school administration in regard to their actions. The “Code of Conduct” will be reviewed and expectations moving forward will be discussed with them. This conversation will be documented.
- (2) In the event of a second occurrence, the adult’s behavior would be subject to a board review, in which a decision may be made to restrict access to the school

site and activities for a determined period of time. The adult will be restricted from entering the campus without prior authorization from school administration during this time.

- (3) In the event of a third occurrence, the adult's behavior would be subject to a board review in which a decision may be made to restrict access to the school site and activities indefinitely. The adult will be restricted from entering the campus without prior authorization from school administration.

Please note that any serious issues including but not limited to endangerment of minors or adults, harassment, intimidation, or threats of an illegal manner will be directed to the local police authority and will immediately initiate step 3 listed in the course of action described above.

Live Scan Fingerprinting Policy

Highland Academy Charter School is committed to keeping our students and staff members safe. All employees, interns, vendors, consultants, contractors, and volunteers must undergo a Live Scan fingerprinting and background check prior to completing any work with our students.

Infectious Diseases

Highland Academy takes a variety of actions everyday to keep students and staff safe from infectious diseases.

Staying Up to Date on Vaccinations

We encourage the families of all our students to stay up-to-date on routine vaccinations for their students. In nearly all scenarios, these vaccinations are required for enrollment at public schools in the state, including Highland Academy. We will work with families and provide them with resources, including the location of free or low cost vaccine and medical clinics, to make sure these requirements are able to be met.

Staying Home When Sick

Students or staff who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Symptoms need to have subsided and the person must be fever free for at least 24-hours prior to coming back to campus.

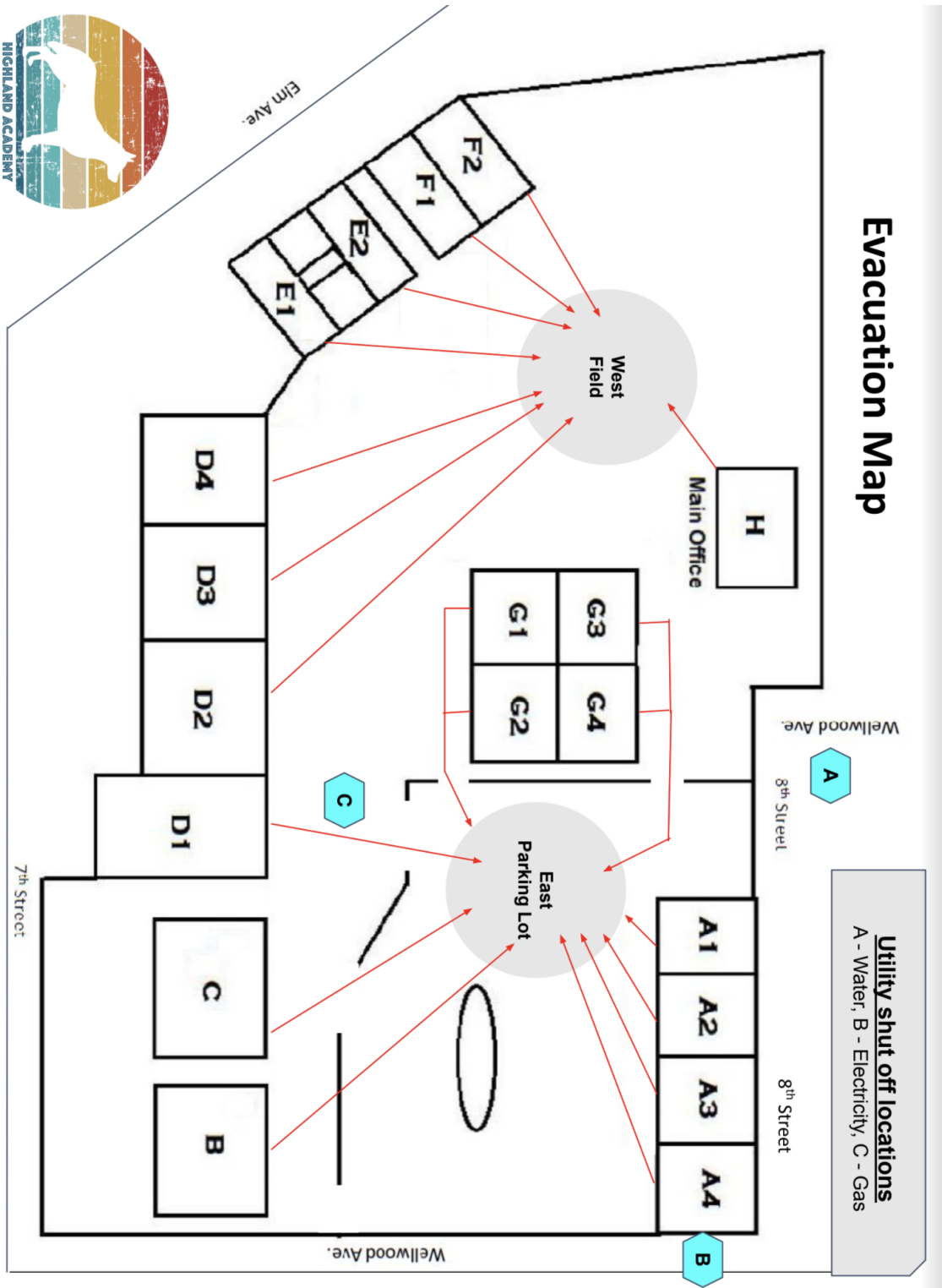
Hand Hygiene and Respiratory Etiquette

Washing hands can prevent the spread of infectious diseases. Highland Academy teaches and reinforces proper handwashing to lower the risk of spreading viruses, especially during key times in the day (for example, before and after eating, after using the restroom, and after recess). If washing hands is not possible, we will provide hand sanitizer containing at least 60% alcohol. Hand sanitizers are stored up, away, and out of sight of younger children and are used only with adult supervision for children ages 5 years and younger.

Highland Academy also teaches and reinforces covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

Cleaning

Our school cleans surfaces at least once a day to reduce the risk of germs spreading by touching surfaces.



Earthquakes

If an earthquake occurs, students will immediately “drop”, “cover”, and “hold on”.

1. Kneel on the floor under a desk/table.
2. Place face on knees.
3. Place one arm over your head/neck to cover and protect.
4. Grab desk/table edge with the other hand.
5. Face a solid wall or away from windows.
6. If outdoors when an earthquake occurs move to an open area and perform the drop, duck and cover procedure and remain in the open area until further instructions.

IF
POSSIBLE



After the quake, the buildings will be evacuated and students will move to their evacuation location on the field or the parking lot. Evacuation maps are located in each building on campus. It is vital that students listen to teachers and school staff during this time. Once on the field, all students will be required to stay with their class as students are accounted for and next steps are assessed by school staff.

Before an earthquake happens, all rooms on campus should be carefully inspected and any possible falling or tripping hazards removed or secured.

Urban and WildFires

Fire hazards are a prevalent type of hazard in Southern California. Accepting Beaumont's terrain, climate, and rainfall, it is a certainty that significant wildland fires are going to continue as a threat. Generally, the fire season extends from early spring to late fall. Fire conditions arise from a combination of hot weather, an accumulation of vegetation, and low moisture content in the air. These conditions, when combined with high winds and years of drought, increase the potential for wildfire to occur.

Arson and or a commercial fire will continue to remain as serious threats to the commercial and business vitality of the county's towns and cities and developed commercial areas. Enforcement of the county and municipal building, hazardous materials and fire codes will greatly mitigate against future losses of this type.

Weather components such as temperature, relative humidity, wind, and lightning also affect the potential for wildfire. High temperatures and low relative humidity dry out the fuels that feed the wildfire creating a situation where fuel will more readily ignite and burn more intensely. Wind is the most treacherous weather factor. The greater a wind, the faster a fire will spread, and the more intense it will be. Winds can be significant at times in Beaumont. Winds in Riverside County are especially conducive to hot, dry conditions, which can lead to "red flag" days indicating extreme fire danger.

Evacuation Procedures

In the event of a fire, bomb threat, chemical release, aircraft fallen, drill or other emergency incident where remaining inside would compromise physical safety, evacuate as soon as possible. In the event of an earthquake, remain in the duck and cover position until the shaking has subsided.

Teachers take your classroom attendance sheets, yellow emergency bucket, and emergency information out with the class to the evacuation area located on the map. If possible, be sure to take additional pens, pencil, paper, etc. in case you need them. Be aware that it may be necessary to leave injured students behind.

Do not lock your classroom door. Students should walk quietly in a single line to the evacuation area and line up with their teacher on their respective field where attendance will be taken.

Lockdown Procedures

Soft Lockdown

This is a precautionary security procedure due to a potential threat in the vicinity and not directly related to the school. Inside activities may sometimes continue as normal, however all outside foot traffic and activities are usually canceled. All ingress and egress to campus will be through the main office and under the supervision of a police officer or school administrator.

During a soft lockdown, the following will usually happen:

- An announcement will be made telling students to head directly to their classes. If students are already in class they will remain there.
- School activities can usually go on as usual within the building.
- All outdoor foot traffic by students and staff is prohibited. Outdoor classes and activities will be brought inside.
- All exterior doors on campus will remain locked; windows will remain closed and locked.
- The administration will consult with local law enforcement and will be informed when the lockdown can be lifted. An announcement will be made overhead on campus.
- If the school is still in a lockdown at the time of dismissal, students will remain in their classes. School administration will collaborate with law enforcement to get students to their parents in the safest and most efficient manner possible.
- At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrants it and in consultation with the police department.
- The school will communicate with parents, students and staff as appropriate.

Hard Lockdown

This happens when a life-threatening event occurs inside the school, on school grounds, or immediately adjacent to the school. All exterior doors will be secured if the circumstances permit and all students and staff will remain sequestered behind locked doors.

- An announcement will be made directing students and staff to get inside the first securable building they can find. Students already inside class will remain there.

- All exterior doors on campus will remain locked; windows will remain closed and locked with all blinds and curtains closed.
- Students are discouraged from making personal calls and texts.
- All TVs, computers, and non-essential electronic devices will be turned off.
- Lights will be turned off and students will be seated in an area that is away from the outside door.
- Teachers and students should remain quiet. Nobody may not leave the room for any reason.
 - Only if time and the situation safely permits it, classroom furniture can be used to barricade doorways and other potential points of ingress.
- Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police, or emergency responders will "knock and announce" before entering.
- Announcements via the PA system will give evacuation directions if appropriate or possible.
- Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.
- The lockdown can only be lifted by the originating police agency.
- The office staff or law enforcement will communicate with parents, students and staff as appropriate or possible.

Emergency Drills

The fire alarm signal will be sounded regularly to ensure that it is working. The school will also hold at least one fire, earthquake, and lockdown drill annually to ensure that students and staff know what to do in those particular situations.

Incident Command System

In the event of an actual emergency or natural disaster an Incident Command System (ICS) will be activated with the Director as the Primary Incident Commander. Refer to the chart below for a listing of the Incident Command Team (ICT) along with a description of roles and responsibilities. The Incident Command Center will be located at the outdoor eating area under the blue canopies, unless damaged. In that case, a temporary location close by will be set up.

Position	Reporting Location	Responsibilities
Incident Commander and Team <hr/> <i>Billy McIntosh</i> <i>Chris Valdivia</i>	Incident Command Center –Will be located underneath the outdoor eating area, unless damaged. In that case, a temporary location will be located close by.	Overall responsibility for managing the incident, including but not limited to establishing objectives, planning strategies and implementing tactics to

<i>Taylor Eras</i>		manage the incident and ensure the overall safety.
Incident Scribes _____ <i>Jessica von Kriegelstein</i> <i>Heather Logan</i>	Incident Command Center	Maintain an ongoing status board, gathers documentation from all team members, reports out all activities and helps evaluate responses to the incident.
Public Information Office _____ <i>Leanna Hiraoka</i> <i>Erin Assaf</i>	Incident Command Center	Interface with outside agencies and sources regarding information directly from the incident in coordination and under the direction of the Incident Commander.
Liaison Team _____ <i>Gabrielle Carlisle</i> <i>Kaley Covarrubias</i>	Incident Command Center	Provide information between the Incident Command Center and other teams regarding the incident status.
Safety and Wellness Team _____ <i>Mandi Bourland</i> <i>Veronica Nelson</i>	Incident Command Center for further instructions.	Coordinate with other teams as needed in an effort to supervise and provide support and direction to other teams entrusted with carry out activities during the incident that promote and ensure staff and student wellness and safety.
Search and Locate Team (Sweep Teams) _____ <i>Kenny McKee</i> <i>Michael Ragsdale</i> <i>Jennifer Majestic</i> <i>Antonio Trejo</i> <i>Adrian trejo</i>	Incident Command Center after search and locate task for further instructions.	Perform light search, locate and rescue operations. These teams will also identify and utilize injury and missing student reports to locate students and assist injured students to the First Aid Station. These teams also tag unsafe areas and conduct initial damage assessments.

<p>First Aid Team</p> <hr/> <p><i>Sam Mosher</i> <i>Rosio Meza</i></p>	<p>First Aid Station will be set up in a clear area located in the evacuation area.</p>	<p>Set up First Aid Station, Triage and treat injuries, complete master injury report log and coordinate with team members as needed for morgue services.</p>
<p>Mental Health Crisis Team</p> <hr/> <p><i>Evelyn Trejo</i> <i>Jessica Whitford</i> <i>Sam Mosher</i></p>	<p>Mental Health Crisis Team Station will be set up in a clear area of the evacuation area near the south side of the basketball courts. This Team will also travel and respond to students and staff in the evacuation area as needed.</p>	<p>Assess the need for onsite mental health support and provide crisis intervention. and counseling to staff and parents as needed.</p>
<p>Assembly and Shelter Team</p> <hr/> <p><i>Maryan Aliari</i> <i>Holly Neri</i></p>	<p>Incident Command Center when requested. Set up station and secure assembly area in the evacuation area near the southeast end of the basketball courts or field area.</p>	<p>Manage shelter and sanitation operations. Set up sanitation facilities in between the sea vans if permanent facilities are unsafe or out of order.</p>
<p>Security Team</p> <hr/> <p><i>Dusty Gober</i> <i>Antonio Trejo</i></p>	<p>Report to Incident Command Center for specific instructions.</p>	<p>Conduct perimeter control, give alerts regarding unsafe actions, and manages any unsafe activity that occurs.</p>
<p>Operations and Logistics Team</p> <hr/> <p><i>Andrew Parker</i> <i>Suzanne Shields</i></p>	<p>Incident Command Center</p>	<p>Provide direction and supervision for other listed teams in order to support the incident activities and carry out incident objectives.</p>
<p>Communication/Student Release Team</p> <hr/> <p><i>Jill Wilson</i> <i>Addison Mosher</i></p>	<p>Adjacent to Incident Command Center.</p> <p>The check out station will be set up only after roll has been taken and authorizations given</p>	<p>Set up a Student Release Station adjacent to the Incident Command Center, communicate with parents upon arrival, verify authorized contacts are on official emergency records and</p>

	<p>by the Incident Command Center.</p> <p>Students will be escorted to the Reunification gate, which will be the east gate located outside the MPR. Students will be released only after the Student Release Team has given the authorization.</p>	<p>complete the “Permission to Leave School Grounds” form. Coordinate with other teams such as the Security Team in order to locate and escort students to the Reunification gate when authorized.</p>
<p>Resources and Volunteer Team</p> <hr/> <p><i>Katie McIntosh</i> <i>Ashley Ujkic</i></p>	<p>Station will be set up in a clear area in the evacuation area.</p>	<p>Coordinate with other teams under the direction of the Operations and Logistics Team to secure needed personnel and resources to assist support incident operations.</p>
<p>Food, Water and Supplies Team</p> <hr/> <p><i>Chandra Silva</i> <i>Heather Saunders</i></p>	<p>Station will be set up in a clear area in the evacuation area on the south side of the outdoor basketball courts, near the Sea Van where supplies are located.</p>	<p>Take roll and leave card with adjacent teacher if students assigned. Then report to sea van located at south side of the outdoor basketball courts where supplies are located.</p>
<p>Planning/Intelligence & Admin/Finance Team</p> <hr/> <p>Terrence Lee Chris Valdivia</p>	<p>Incident Command Center</p>	<p>Monitor costs relate to the incident. Provide accounting, procurement, time recording and cost analysis.</p>
<p>Facilities Maintenance/Utilities Team</p> <hr/> <p>Maria Trejo Walter Chester Antonio Trejo</p>	<p>Incident Command Center for further instructions.</p>	<p>Check water, gas and power. Turn off if necessary. Check and secure chemicals/assist with extinguishing small fires if necessary. Provides other services to help maintain facilities and restore functioning if necessary.</p>
<p>Aftermath Planning Team</p>	<p>Incident Command Center</p>	<p>Coordinate and carrying out activities after the incident</p>

Benjamin Harmon Claudia Villeda		when the direction is given from the Incident Commander that the Incident Command System is no longer needed.
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Health and Safety Practice of Staff Members

Safety can only be achieved through teamwork at our school. Each staff member, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Staff members observe the following precautions:

- Notify school administration of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
- Know the locations, contents and use of first aid and fire fighting equipment.
- Wear personal protective equipment in accordance with the job you are performing. Protective equipment is required in both science and stem labs.

Child Abuse Reporting Procedures

California law designates all Highland Academy employees as designated Mandated Reporters. Mandated Reporters have an individual duty to report known or suspected abuse or neglect relating to children, elders or dependent adults. Any employees whose positions are designated by the state as mandated reporters must understand what they are required to report, when it must be reported, and to whom.

A. What must be reported

The following general categories of abuse and neglect of a child must be reported when a mandated reporter knows, or reasonably suspects such abuse or neglect has occurred:

- Death
- Physical injury
- Sexual abuse
- Neglect
- Willful harm or injury
- Endangering of health
- Unlawful corporal punishment or injury

Mutual fights between children, or injuries caused by reasonable and necessary force used by a peace officer acting within the scope of his or her duties, do not need to be reported.

B. Reporting process

A mandated reporter who knows of or reasonably suspects abuse or neglect must comply with the reporting process described below:

- Immediately — Make a telephone report to the Riverside County Child Abuse Hotline at (800) 442-4918 (available 24 hours, 7 days a week).
- As soon as possible - Notify school administration
- Within 36 hours—File a written report (Suspected Child Abuse Report) with the Department of Public Social Services; mailing address to be provided when making telephone report to them. The form can be found at: <http://dpss.co.riverside.ca.us/files/pdf/csd-suspected-child-abuse-report.pdf>

Dress Code

Education Code 35183 authorizes schools to adopt dress codes. Please look carefully at the dress code prior to purchasing clothing to wear at school. Violations of the dress code are considered violations of the behavior contract and will result in consequences. Additionally, if a student wears clothing that is not dress code appropriate, they will be required to contact home to have a new outfit brought to them, or change into their PE clothing.

The Dress Code for Highland Academy is:

- Shoes will be worn at all times. Sandals or flip-flops may be worn, except during P.E., closed toe shoes required for all athletics.
- Even when wearing a jacket, sweater, or other outerwear, shirts must cover the student's stomach at all times, even when arms are outstretched above their head.
- Necklines must be cut in a modest way without showing cleavage.
- Undergarments (i.e. Bras and straps, underwear or boxers) must be covered at all times.
- Baggy pants worn low on the waist (known as sagging) may not be worn at school.
- All shorts must have a minimum of a 5-inch inseam; Skirts must reach mid-thigh.
- Clothing or accessories shall be free of writing, pictures, or any other insignia, which are crude, violent, obscene or sexually suggestive. Any clothing that advocates racial, ethnic, religious, or other prejudice toward any group are not permitted. Any clothing depicting the use of tobacco, drugs or alcohol, or are otherwise considered inappropriate.
- Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school. Some jewelry may be required to be removed for P.E./athletics.
- Identified gang attire such as bandannas, haircuts or hair rollers, baggy shorts with long white socks, "do rags," or any gang-related/gang-type paraphernalia are prohibited.

The staff dress code follows the student dress code. It is imperative that Highland Academy staff look professional and dress should reflect or exceed the standards outlined for students.

Harassment

Highland Academy prohibits harassment by any individual for any reason based upon an individual's race, color, religion, sex/gender, gender identity, gender expression, sexual orientation, marital status, medical condition, national origin, ancestry, disability, genetic information or any other category protected under federal, state, or local law ("protected class"). We take all complaints seriously and encourage anybody who has been harassed to report it to school administration.

Violation of our school's harassment policy will result in disciplinary and/or legal action. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss these questions with the Executive Director. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Even non-staff members are covered by this policy. We prohibit harassment, discrimination, or retaliation of our staff members in connection with their work by non-staff members. Immediately report any harassing or discriminating behavior by non-staff members, including parents, volunteers, vendors, contractor or subcontractors. Any staff member who experiences or observes harassment, discrimination, or retaliation should report it immediately to their direct supervisor.

Discipline on Campus

Highland Academy believes that maintaining student discipline on campus is one of the primary ways we can also keep students safe. It is also the responsibility of students and/or parents to bring potential problems promptly to the attention of the school so they may be addressed.

School rules include, but are not limited to:

1. Students are to be respectful to staff, guests, and other students in their words and actions.
2. KAFOOTY - Keep Arms, Feet, and Other Objects To Yourself! Most major issues are almost always avoided when we follow this simple rule.
3. Students should avoid using vulgar language or profanity.
4. Students are expected to be on time.

5. Students should be prepared for class with assignments completed. Students who do not complete their work or who are continually unprepared are considered to be in violation of the behavior code.
6. Students need to attend school every day; academic success is directly correlated to punctuality and attendance.
7. Students are to refrain from public displays of romantic affection.
8. Bullying of any kind is not tolerated. Things like harassment, name calling, rumors, off-color humor, racial remarks, offensive or threatening language may all be considered bullying and are grounds for disciplinary action.
9. Cyber bullying in the form of text messages, posts or comments on social media sites are also not tolerated and may result in school discipline.
10. Students cannot possess, provide, or use drugs, narcotics, drug paraphernalia, alcohol, cannabis, tobacco, or any dangerous objects or weapons, including toys or replicas of such.
 - a. **Searches**
 Highland Academy is responsible for maintaining order and discipline and to keep students, staff, and visitors safe. As such, searches and seizures will be conducted by authorized school officials if reasonable suspicion exists that someone on campus is in possession of something that is against the rules, the law, or is dangerous. *Highland Academy, however, does not conduct "free-for-all" or "blanket searches"*.
11. Students will refrain from defacing, damaging, littering, or destroying school property.
12. Students will refrain from disrupting, interfering with, or making it impossible for other students to gain an education. Continued classroom disruptions will be addressed with progressive disciplinary action.
13. Students will refrain from causing, attempting to cause, or threatening to cause physical injury to another person.
14. Students will refrain from engaging in any activity or game that causes or attempts to cause physical discomfort to any student, or includes any element of hazing.
15. Students and staff are entitled to privacy. Students may not take, post or upload any image, photo, video, audio, or other electronic information to the Internet (e.g. YouTube, Facebook, Instagram, Snapchat, etc.) that contains anything regarding Highland Academy's facilities, events, students, teachers, staff, administration, etc, without the express written permission of an authorized agent of Highland Academy.

General Discipline Steps on Campus

This is a general guide for discipline matters in classes on campus. The first steps will vary depending on each classroom management plan and how teachers interact with students. We prioritize parental involvement and will often reach out to parents at all different levels of the discipline matrix below in an effort to engage them throughout the process.

- A. Verbal or Nonverbal Warning
- B. Move student to an isolated seat in another part of the room
- C. Have student step outside for 2-3 minute supervised decompression
- D. "Bouncing" the student to another classroom
- E. Lunch Detention

F. After School Detention (Accompanied by parent contact)

G. Referral to Office

Anti-Bullying Policy

Highland Academy is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying of any kind at our school.

Definition: Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose and repeatedly. Bullying is unfair and one-sided. Bullying behaviors include, but are not limited to, the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's belongings
- Ganging up on someone
- Teasing someone in a hurtful way
- Using forms of social media or group messaging to bully or threaten someone
- Using put-downs, such as insulting someone's race, religion, or making fun of someone for being a boy/girl
- Limiting a student's access to educational tools
- Spreading rumors or untruths about someone

Students at Highland Academy will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Teachers and staff at Highland Academy will do the following things to prevent bullying and help students feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying and stop it when it happens
- Character education to prevent bullying
- Any student who feels that he/she is being bullied should immediately contact their teacher or administrator. The school has also created an [online form](#) where students can report safety concerns to school administrators, anonymously if needed.

Cyber Safety

Chromebooks will be provided for each student in each class. They are to be used under the supervision of an adult for academic purposes only. Social Media, games, or other leisurely activities are not allowed.

It is understood that school-issued devices are the sole property of Highland Academy Charter School. Students have no right or expectation of privacy regarding their use of HACS property, network, files, and/or Internet access, including email or other Internet and technology resources. The school may monitor students' use of the Internet, either through direct supervision or by monitoring Internet use, usage history, and student files. The use of the device is a privilege, not a right. This privilege may be lost if the device is not used responsibly. Students agree to relinquish their device to staff members for inspection at any time.

Highland Academy uses a filter to help restrict access to inappropriate material found on the Internet. However, these filters are not foolproof

Dangerous Students Notification

When the school becomes aware of a student who may pose a danger to the staff and other students, the information is immediately shared with school administration, the teachers, special education personnel, other relevant staff and, if necessary, local law enforcement. A plan of action, including appropriate counsel and/or disciplinary procedures, are prepared and implemented.

Hate Crimes

Highland Academy adheres to the procedure stated in the California Education Code: "No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid" (EDC § 220).

Hazardous Materials

All hazardous materials are stored and locked in the janitorial closet. The materials safety data sheets are also kept and updated as needed. The plumbing and electrical features are in good condition and are inspected on a regular basis.

Suicide Prevention Policy

We recognize that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate support. Highland Academy has developed measures and strategies for suicide prevention, intervention, and postvention.

Students shall be encouraged to notify a teacher, administrator, counselor, or other trusted adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or acts of self-harm, he/she shall promptly notify the director or designee.

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with Highland Academy and is characterized by caring staff and healthy interrelationships among students.

Our school's instructional and student support program shall promote the healthy mental, emotional, and social development of students, including but not limited to, the development of problem solving skills, coping skills, and resilience.

The Director or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, Highland Academy's suicide prevention efforts, risk factors and warning signs of suicide, basic steps for helping suicidal youth, reducing the stigma of mental illness, and/or HACS and community resources that can help youth in crisis.

Medicine Disbursement

All medication, including non-prescription, requires a signed release form from the parent and physician for school personnel to administer the medicine as prescribed in the written statement from the attending physician. Only trained personnel are authorized to disburse medication (exception: a student may carry epinephrine injector or asthma inhaler with doctor's approval). Release forms may be obtained at the school office or online on the Highland Academy website.

Allergy Procedures

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility:

1. Notify the school of the child's allergies.
2. Provide emergency contact information.
3. Provide written medical documentation, instructions, and medications as directed by a physician.
4. Provide properly labeled medications and replace medications after use or upon expiration.

School's Responsibility:

1. Review health records submitted by parents and physicians.
2. Include food-allergic students in all school activities.
3. Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
4. Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.

Suspension / Expulsion

Highland Academy students may be suspended or expelled for any of the following acts when it is determined the pupil at school:

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal/Administrator or designee's concurrence.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties, except as provided in Education Code Section 48910, pupils enrolled in Kindergarten through grade 3.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e., a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or prescription drugs.
- Engaged in or attempted to engage in hazing of another.
- Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
- Made terrorist threats against school officials and/or school property.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

The above list is not exhaustive, and depending on the offense and the discipline history of the student, a pupil may be suspended or expelled for serious misconduct not specified above. Alternatives to suspension or expulsion will first be attempted whenever possible.