



**Responsibility: Own it**  
**Respect: Show it**  
**Kindness: Share it**

# Safety Plan



## **Mission Statement**

e-Institute Charter High School's mission is to provide students a choice in completing their high school education by providing a structured learning environment and personalized education plans, including computer-based courses and mastery-based instruction, and awarding a diploma upon fulfillment of graduation requirements. e-Institute serves as an alternative high school, providing credit recovery for students with poor academic standing, adjudicated your, pregnant/parenting students, dropout students, students behind in credits, and students with behavioral issues.

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## **I. General Rules on Safety**

The Comprehensive School Safety Plan will include guidance for school staff on the handling of non-routine issues that may threaten the safety and well-being of students, staff, or community, including assessment of school crime committed on school campuses and at school-related functions:

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In August of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card. A copy of the Comprehensive School Safety Plan for e-Institute is available for review on the e-Institute.us website.

In order to provide safety for all students and staff, e-Institute will implement a comprehensive set of health, safety and risk management policies and procedures in consultation with its insurance carriers and risk management experts. Many of these policies are incorporated as appropriate into e-Institute's student and employee handbooks and are reviewed on an ongoing basis by the CEO/Principal, and in the Charter School's staff development efforts. e-Institute's Board reviews, updates, and approves a school safety plan annually. A copy of the handbook will be provided to the School at least thirty (30) prior to the commencement of the school year.

### *Immunizations*

e-Institute requires the immunization of pupils as a condition of school attendance to the same extent as would apply if the pupils attended a non-charter school. Proof of immunization will be collected and filed by the school registrar. All enrolled students shall be required to provide records documenting immunizations.

All enrolling students and staff must provide records documenting immunizations to the extent required by public schools. Records of student immunizations are maintained to the extent for

enrollment in public schools, and staff honor all district, county, and state requirements for periodic Tuberculosis (TB) tests and proof of Tdap immunization.

### *Vision, Hearing, and Scoliosis*

e-Institute shall adhere to applicable state laws, with regards to vision and hearing tests to the grade levels served by e-Institute.

### *Healthy Youth*

e-Institute endeavors to provide every student with the knowledge and skills necessary to protect their health from unintended pregnancy, or microbial infections or infestations. e-Institute will assist in such education through the offering of Health courses in high school. Students will have the option to take additional anatomy or health related courses.

### *Blood Borne Pathogens*

e-Institute will meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. e-Institute will establish a written infectious control plan designed to protect employees and students from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”). This plan includes the annual training of staff. Annual training will help ensure that whenever exposed to blood or other bodily fluids, staff will follow the latest medical protocol for disinfecting procedures. Whenever exposed to blood or other bodily fluids through injury or accident, staff and scholars will follow the latest medical protocol for disinfecting procedures.

### *Drug Free, Alcohol Free, Smoke Free Environment*

e-Institute shall function as a drug-, alcohol-, and smoke-free environment.

## **II. Child Abuse Reporting Procedures**

All e-Institute employees are responsible for reporting suspected cases of child abuse to the appropriate authorities. All mandated reporters shall receive training on child abuse detection and reporting within the first six weeks of each school year, or within the first six weeks of a person’s employment if employed after the beginning of the school year.

The reporter only needs to “reasonably suspect that abuse or neglect has occurred.” The Principal will provide professional development to make sure the entire staff understands the procedures for reporting child abuse. All staff will understand that they are mandated reporters and that failure to report is a misdemeanor punishable by law.

e-Institute staff will immediately notify the Arizona Department of Child Safety and/or the police if there is suspicion of abuse. The reporting person will be responsible to provide all necessary information and reports to the proper investigating authorities.

If a child needs to be removed from the school based on the recommendation of DCS or law enforcement, e-Institute will obtain the contact information of the agency person removing the student. This information will be available to the parent/guardian.

### **III. Disasters Procedures and Safety**

All employees are responsible for their own safety, as well as that of others in the workplace. e-Institute relies upon its employees to ensure that work areas are kept safe and free of hazardous conditions. Employees report any unsafe conditions or potential hazards to their supervisor or administration immediately. If an employee suspects a concealed danger is present on school premises, or in a product, facility, piece of equipment, process, or business practice for which e-Institute is responsible, the employee shall bring it to the attention of their supervisor or administration immediately. The CEO/Principal will arrange for the correction of any unsafe condition or concealed danger immediately and will inform staff of the problem and time table for correction.

On a periodic basis, the e-Institute leadership team or Board may issue rules and guidelines governing workplace safety and health. All employees will familiarize themselves with the rules and guidelines, as strict compliance is expected. Failure to comply with rules and guidelines regarding health and safety or work performance will not be tolerated.

e-Institute staff and student body will be trained in the various safety procedures throughout the school year.

#### *Emergency Response Guidelines:*

Step One: Identify the Type of Emergency

Step Two: Identify the Level of Emergency

Step Three: Determine the Immediate Response Action

Step Four: Communicate the Appropriate Response Action

#### *Emergency Preparedness*

e-Institute shall develop a school safety plan, which shall include the safety and procedures for conducting tactical responses to criminal incidents. The plan will be reviewed and updated by March 1 of every year by e-Institute. This Safety Plan includes, but is not limited to, the following: disaster response (e.g., fire drills, floor, and earthquake), emergency lockdown procedures (e.g., terrorist threats, bomb threats, hostage situations, CPR, Crisis Intervention Prevention), loitering law, going to and from school safely, and evacuation maps.

Staff shall be provided annual training on emergency and first aid response. A copy of the school safety plan will be kept on file at e-Institute's resource center.

e-Institute shall comply with Education Code Section 47610(d) by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the State Building Code. The schools' facilities and any modifications made to its facilities will comply with state building codes, federal Americans with Disabilities Act (ADA) access requirements, and other applicable fire, health and structural safety requirements, and will maintain on file readily accessible records documenting such compliance.

e-Institute agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. e-Institute shall conduct fire drills as required under the law.

### **FIRE Drills**

1. Notification - Via bullhorn, alarms, or verbal direction, give the signal that a Fire Drill is taking place
2. Based upon the e-Institute site's specific disaster plan, teachers, students, and staff will follow school **evacuation** procedures for exiting the building.
3. When exiting, take attendance records and any First Aid bag. Make sure these stay with the person actually escorting the students to the Emergency Assembly Area (EAA).  
Additionally, follow the 4 Evacuation Rules: Don't Talk! Don't Push! Don't run! Don't turn back!
4. Teachers and students will take their places in their assigned area, keeping students quiet and take roll. Check again for injuries. If any students are injured, send them to the Triage Station (person with the First Aid Kit) for assistance. After the injury assessment, confirm student attendance with administration.
5. If the students will not be leaving the school premises, when given the "all clear", escort the students back into the building.
6. As soon as possible after the drill, discuss lessons learned from the drill with students in each class, and in departmental and staff meetings.
7. Find the location of all fire extinguishers and recall the acronym as a reminder of how to use it: P.A.S.S.:
  - Pull the pin.
  - Aim at the base of the fire.
  - Squeeze the handle.
  - Sweep at the base of the fire

## LOCKDOWN

We lockdown our school when requested to do so by local law enforcement. Usually this is due to law enforcement activity in the neighborhood of our school. We want to keep everyone safe and out of the way. Teaching continues as usual. No one may leave or enter the building.

A **Code Red** Lockdown means we have a life threatening emergency on our campus, we lockdown immediately. We turn off the lights. We build interior barricades in our class rooms. We remain silent. We wait for further instructions from law enforcement. If a staff or student is left outside during a Code Red they are directed to flee the campus if they are able or hide themselves as best they can. We will not open our doors for anyone except law enforcement.

During a lockdown we ask parents to remain at home and await further instructions that we will send through our emergency responder and our websites. We will communicate with parents when and where students will be released. We will not be able to release students during a lockdown and parents will not be able to enter the campus. We need our roads clear for our first responders.

How we will communicate with families in case of an emergency? In case of a natural or manmade disaster while a child is at school, the school will communicate with parents in a variety of ways through our Student Information System. We will use our emergency responder to send a text, voice message and email message to the phone numbers and emails we have on file. We will post updates to our school and district websites as often as we are able and work with our local radio and TV stations. We have evacuation plans in place in case we have to evacuate a school site. We work with other schools, other districts in our county, our city and county officials as well as law enforcement to ensure a safe relocation of students and staff. We will communicate with parents where to pick up their children. Our procedures for releasing students for students over the age of 14, we will check a photo ID in order to match the student with a person on their Emergency Card. For students under the age of 14 we will keep the students on campus until someone listed on their Emergency Card arrives. We will check a photo ID in order to match the student with a person on their Emergency Card.

1. When the word “LOCKDOWN” is announced:
  - Everyone is to stay where they are.
  - Teachers and/or staff are to quickly determine as to the location of the danger/threat.
2. Once location of danger is discovered, one of two actions are to be chosen:
  - A) Lock, Hide, Protect, and Defend
    - Lock the door
    - Lower the blinds
    - Place students against the wall so that the intruder cannot see them when looking in the door. Look for a “Safe Corner”.
    - Turn out the lights and computer monitors.

- Keep students quiet.
- Locate attendance records and first aid in case an evacuation is necessary.
- Stay in safe areas until directed by law enforcement officers or administration to evacuate. Never open doors during a lockdown, even in the event of a fire alarm.

**OR – if the threat is on the opposite side of the building with distance between**

B) Evacuate

- Listen for specific directions.
- Immediately instruct students to stop talking, gather belongings, and prepare to evacuate.
- Locate and gather attendance records.
- Direct students to exit a door to the outside of the building in an opposite direction of the threat.
- Exit quickly but do not run. Close the door but do not lock it.
- While exiting, scan area for anything out of the ordinary and to ensure that all students have exited.
- Go a safe distance as designated.
- Keep students quiet in the event of further directives

**If it is an active shooter**

- Safety and Protection Procedures will be trained
  - A- Assess - What, Who and Where call 911
  - P- Plan - To escape if possible, hide, or fight back
  - P-Protect - Shield room or Body (Desk, Drawers, books, backpacks, etc.)
  - R-Retaliante - Throw objects if necessary
  - R-un or Hide to Survive

**Additional Procedures:**

1. All parents/guardians will be kept updated and informed via Parent Square. Texts, phone calls, and emails will communicate the status of any disaster impacting e-Institute's students.
2. Each e-Institute site will have evacuation plans specific to their building's layout. Principals will work with staff to outline a strategy for each of their sites.
3. A layout of all e-Institute buildings will be shared with each site's neighboring police department. The goal is to make the police aware of our campus layouts and to establish a relationship to support any disaster needs.
4. Each site will hold quarterly professional developments to practice procedures and evacuation plans.
5. **Each e-Institute site will obtain:**
  - Working fire extinguishers



- Layout of schools with exits and extinguishers identified. Copies posted around campus
- A connected cell phone chain of all employees on campus for emergency contact in case of a lockdown

#### Shelter in place

- Shelter in place is used when we have an atmospheric events such as severe weather or a chemical spill in the vicinity of the school. We seal doors and windows and turn off the HVAC system. We continue teaching as usual and no one is able to enter or leave the building.

### **IV. Policies for suspension, expulsion, or mandatory expulsion recommendations**

**Suspension** is defined as a temporary removal from the school that may occur as a recommendation of any of the staff members of the school, and must be approved by the Executive Director/Principal or designee(s).

**Expulsion** is defined as a permanent removal for the school, without re-enrollment privileges that may occur as a recommendation of any of the staff member of the school, and must be approved by the Executive Director/Principal or designee(s).

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time, including but not limited to:

- While on school grounds
- While going to or coming from school
- During, going to or coming from a school-sponsored activity.

#### **ADMINISTRATOR RECOMMENDATION OF EXPULSION**

Must recommend Expulsion – (Mandatory Recommendation)

Act must be committed at school or a school activity off school grounds.

1. Firearm.
  1. Possession of firearm when a school employee has verified firearm possession, and when students did not have prior written permission from a certificated employee concurred in by principal designed.
  2. Selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit a sexual assault
5. Possession of an explosive.

Shall recommend unless particular circumstances render inappropriate – Quasi-Mandatory Recommendation Act must be committed at school or a school activity off school grounds.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Robbery or extortion.
4. Assault/Battery, upon school employee.

May recommend expulsion – Discretionary Recommendation

If related to school activity or attendance but did not occur at school or at a school activity.

- |  |   |
|--|---|
| 1. Physical Injury                                       | 13. Imitation Firearm Possession        |
| 2. Dangerous Objects                                     | 14. Sexual Assault                      |
| 3. Drugs or Alcohol                                      | 15. Harass / Threaten Witness           |
| 4. Sale of look-alike represented to be drugs or alcohol | 16. Hazing, Engaged or Participated in  |
| 5. Robbery / Extortion                                   | 17. Bullying                            |
| 6. Damage to Property                                    | 18. Aids or Abets (suspension only)     |
| 7. Theft   | 19. Sexual Harassment                   |
| 8. Tobacco   | 20. Hate Violence                       |
| 9. Obscenity / Profanity / Vulgarity                     | 21. Hostile Education Environment       |
| 10. Drug Paraphernalia                                   | 22. Terroristic Threats School Official |
| 11. Disruption / Defiance                                | 23. Electronic Devices                  |
| 12. Receipt of Stolen Property                           | 24. Laser Pointer                       |

### **Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

#### 1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the School Principal or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the School Principal or designee.

The conference may be omitted if the School Principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action, the evidence against him or her, and shall be given the opportunity to present his or her version and

evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

## 3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the School Coordinator or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the School Coordinator or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## 4. Authority to Expel

A student may be expelled either by the school board of directors following a hearing before it, or by the school Board of Directors upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a member of the school Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

## 5. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) days after the School Coordinator or designee determines that the pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the school Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
- A copy of the school's disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

## 6. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The school may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by school or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

- The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a)

receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

- school must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
- At the discretion of the entity conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
- The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
- The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
- Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
- If one or both of the support persons is also a witness, school must present evidence that the witness' presence is both desired by the witness and will be helpful to school. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
- The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
- Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
- Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the

person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

7. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

8. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board is final.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

9. Written Notice to Expel

The School Coordinator or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform

any new school in which the student seeks to enroll of the student's status with school.

The School Coordinator or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: a) The student's name b) The specific expellable offense committed by the student

10. Disciplinary Records

The school shall maintain records of all student suspensions and expulsions at school. Such records shall be made available to the authorizer upon request.

11. No Right to Appeal

The pupil shall have no right of appeal from expulsion from school as the school Board of Directors' decision to expel shall be final.

12. Expelled Pupils/Alternative Education

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The school shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

13. Rehabilitation Plans

Students who are expelled from school shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to school for readmission.

14. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or school shall be in the sole discretion of the Board following a meeting with the School Coordinator or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The School Coordinator or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon school's capacity at the time the student seeks readmission.

## Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

### 1. Notification of SELPA

The school shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that school or the SELPA would be deemed to have knowledge that the student had a disability.

### 2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

### 3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, school, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If school, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If school, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the school had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and



- Return the child to the placement from which the child was removed, unless the parent and school agree to a change of placement as part of the modification of the behavioral intervention plan.

If school, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then school may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or school believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or school, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and school agree otherwise.

#### 5. Special Circumstances

The school personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The School Coordinator or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

#### 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the school's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if school had knowledge that the student was disabled before the behavior occurred.

School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to school supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- The parent has requested an evaluation of the child.
- The child's teacher, or other school personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or other school supervisory personnel.

If the school knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If school had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The school shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the educational placement determined by school pending the results of the evaluation.

The school shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## **V. Procedures to notify teachers of dangerous pupils**

The administration will inform the School Coordinator of information received from the court and the Probation Department. The School Coordinator shall disseminate the information to those teachers directly supervising or reporting on the behavior or progress of the student for the purpose of working with the student in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability.

Any information received by a teacher and administrator shall be confidential for the limited purpose of rehabilitating the student and protecting students and staff, and shall not be disseminated further by the teacher, counselor, or administrator except insofar as communication with the student, his/her parents/guardians, law enforcement personnel, and the student's probation officer is necessary to effectuate the student's rehabilitation or to protect students and staff. Unlawful dissemination of such information is a misdemeanor.

Any information received from the court shall be kept in a separate confidential file at the school of attendance, and shall be transferred to the student's subsequent schools of attendance and maintained until the student graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18, whichever occurs first.

After the student graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18, the confidential record shall be destroyed.

## **VI. Discrimination and Harassment Policies Including Cyberbullying**

### **FIGHTING AND INTIMIDATION (BULLYING / CYBERBULLYING)**

We believe in providing a safe and nurturing environment for all students. Any student who participates in a conflict, disruption, or adds to the intensification, is subject to disciplinary consequences. If a student engages with intimidation, violence, and/or uses a weapon, law enforcement will be notified and the student will be suspended which may lead to recommendation for expulsion from the school.

If a student is troubled about a potential conflict, he/she should report the problem to a staff member, or tell an adult immediately. Students should not post any videos or pictures without the consent of the other individual.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with the involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

### *Bullying Prevention*

To the extent possible, school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The school may provide students with instruction in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

### *Intervention*

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Director or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### *Complaints and Investigation*

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Principal or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Principal or designee also may file a complaint with the Internet site or service to have the material removed.

### *Discipline*

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with e-Institute's policies and regulations.

### **Discrimination and Harassment Policy (Continued)**

#### E-institute ASSURANCE OF NONDISCRIMINATION

Stakeholders at E-institute are not discriminated against because of race, color, or national origin (Title VI of the Civil Rights Act of 1964), or discriminated against by sex, sexual orientation, marital status, or parental status (Title IX of the Education Amendments of 1976), or discriminated against because of a handicapping condition (Section 504 of the Rehabilitation Act of 1973).

E-institute is committed to equal opportunity for all individuals in education. School programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. E-institute shall promote programs which ensure that discriminatory practices are eliminated in all school activities and will take steps to assure that the lack of English language proficiency will not be a barrier to admission and participation in school programs.

Any student who engages in discrimination of another student or anyone from school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher, Principal or Designee. If not resolved, contact: The Board President or Executive Directors.

### **VII. School Wide Dress code**

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. The purpose of such guidelines is also to promote student safety and civility, reduce disciplinary problems, increase security within the school, and avoid disruptions to the educational process. Each student has the responsibility to dress appropriately for the school environment.

Apparel, hair, and general appearance shall not disrupt the learning environment or violate health and safety rules.

All E-institute students must wear their E-institute shirts while on campus. If a student forgets to bring their E-institute shirt the office will “loan” the student a temporary shirt.

Each shirt must not be altered in any fashion. For example, the shirts cannot be cut to show skin as a muscle shirt, V-neck, sleeveless, and/or frayed. No cleavage and/or midriff may be exposed.

### 1. General

A. Clothing and accessories shall not be worn if they display or suggest:

- Profanity
- Discriminatory messages
- Gang or gang-like symbols
- Alcohol, tobacco, or drugs
- Vulgarity
- Symbols of violence
- Obscene or foul language
- Sexually suggestive messages
- Pictures that promote the above

B. Clothes with rips, tears, and/or holes are not permitted.

C. Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.

D. Chains are not permitted, including wallet chains.

E. Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.

### 2. Footwear

A. Footwear must be worn at all times when on campus.

### 3. Headwear

A. Head coverings, including but not limited to caps, hats, wigs, bandannas, hair curlers, picks, combs, hoods, and scarves, may not be worn inside unless authorized by the school administration.

B. Wigs prescribed by physicians or authorized by the school administration will be permitted.

## **VIII. School Wide Dress code**

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. The purpose of such guidelines is also to promote student safety and civility, reduce disciplinary problems, increase

security within the school, and avoid disruptions to the educational process. Each student has the responsibility to dress appropriately for the school environment.

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All e-Institute students must wear their e-Institute shirts while on campus. If a student forgets to bring their e-Institute shirt the office will “loan” the student a temporary shirt. Each shirt must not be altered in any fashion. For example, the shirts cannot be cut to show skin as a muscle shirt, V-neck, sleeveless, and/or frayed. No cleavage and/or midriff may be exposed.

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  - Sexually suggestive messages
  - Pictures that promote the above

B. Clothes with rips, tears, and/or holes are not permitted.

C. Any article of clothing, jewelry, or accessory that could cause injury to oneself or others is not permitted.

D. Chains are not permitted, including wallet chains.

E. Sunglasses shall not be worn inside unless prescribed by a physician or authorized by the school administration.

### 2. Footwear

A. Shoes with laces are to be laced and tied.

B. House slippers are not permitted.

### 3. Headwear

A. Head coverings, including but not limited to caps, hats, wigs, bandannas, hair curlers, picks, combs, hoods, and scarves, may not be worn inside unless authorized by the school administration.

B. Wigs prescribed by physicians or authorized by the school administration will be permitted.

### 4. Pants/Shorts/Skirts/Dresses

A. Baggy pants, pants with legs that extend over the shoes to drag the ground, and pants with holes are not permitted.



- B. "General" category guidelines apply to pants, shorts, skirts, dresses.
- C. Belts must be appropriately buckled.
- D. Pants will be worn fitted to the waist with or without a belt, and they will not expose undergarments.
- E. Properly placed patches to cover holes or tears at the knee or below may be worn with pants.
- F. Pajama pants are not permitted.
- G. Shorts/skirts/dresses may be worn and may not be shorter than the tips of the individuals' middle fingers when they are standing upright with their arms at their sides.

#### 6. Undergarments

- A. See-through or mesh garments may only be worn as undergarments.
- B. Spandex articles may only be worn as undergarments.
- C. Form fitting or overly tight clothing may only be worn as undergarments.
- D. Undergarments, such as boxer shorts, are not to be worn so that they are visible.

#### 7. Outerwear

- A. Message bearing sweatshirts are permitted per the "general" category guidelines.
- B. Coats are not to be worn inside unless authorized by the school administration.

#### 8. Exceptions

- A. Specific outfits designed for extracurricular activities and authorized by the school administration will be permitted.
- B. Decisions regarding questionable clothing will be left to the discretion of the principal.
- C. These guidelines represent minimal standards.

### **IX. Safe ingress and egress procedures**

e-Institute has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below illustrates our procedures:

- Principal or designee shall periodically examine traffic patterns in order to identify if crossing assistance may be needed.
- Students are accountable for their actions to and from school.
- Visitors are accountable for signing in the front office. Visitors will be asked to show identification if not recognized. Visitors will be provided a visitor badge to wear while on campus.

- Students must sign-in or scan in every time they enter and exit school.
- e-Institute prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind, including when on their way to and from school.

All school staff and students shall review schools evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take as posted at the school location/site. If there is a need for evacuation from the school/site, the following procedures are as follows:

- Students and staff calmly evacuate the building to designated area (alternate route if primary area is closed) as displayed on posted on school's evacuation plan
- Designated staff take along emergency release binder, class sign-in sheets, emergency materials specified in disaster preparedness plan
- Using class sign-sheets, staff verifies presence of all students and staff
- Staff contacts appropriate emergency units
- Staff keeps students in designated area until further instructions are received from the principal or designee. No one shall reenter the building for any reason until official ALL CLEAR signal is given
- Once the ALL CLEAR is given, the School Coordinator or designee reenters building to ensure that it is safe and secure
- Staff and students re-enter building and resume instructional/administrative activities

If the building is not safe to reenter, the reunification procedures are required:

- Staff will notify parents/guardians regarding emergency situation and procedures for verification and release of students
- When parent/guardian or designee arrives, staff will verify identity of parent/guardian or designee based on emergency release forms
- Parent/Guardian will sign form verifying that student is being released to them
- Staff will maintain documentation to ensure accountability of all students

## **XI. Safe and orderly environment**

The school is and will remain a safe place for students and adults. The school staff believes that a positive climate is required if effective teaching and learning is to take place. We expect students, assisted by their parents, to meet the appointments agreed to on the Master Agreement. We expect students to complete high quality work at the rate of one credit per month. We will make every effort to keep parents informed about the student's progress and behavior.

Every day millions of children take to the streets and roadways to get to and from school. They walk, ride their bicycles, take buses, and arrive in vehicles with one purpose — getting to and

from school safely. It is important for school students to understand safety guidelines and tips to follow to ensure their safety to and from the school. The following safety tips are reviewed annually with school students and parents to help prepare all school students for a safer journey.

1. Every school student will have a set schedule for arrival and departure from the resource center. When a student fails to arrive for his appointment, and has not notified the school or the absence, his or her teacher will call home to ensure the student is safe.
2. Every student, parent, and guest is required to sign-in and out each time he/she arrives and departs the resource center. Students, parents, and guests will have designated staff members to sign-in and out with.
3. All students will be given an official school issued photo identification card annually. Students will be required to keep the identification card on their person each time they travel to and from the resource center.
4. Students will be encouraged to always take a classmate when walking or riding his or her bike to and from the resource center. Students should walk and ride in well-lit areas, and never take shortcuts. When walking and biking students should stay aware of their surroundings and observe all traffic rules in place to more safely share the roads and sidewalks with others.
5. Parents will be encouraged to walk the route to and from school with their children pointing out landmarks and safe places to go if they're being followed or need help. Making a map with their students and showing acceptable routes to the resource center, using main roads, and avoiding shortcuts and isolated areas is encouraged. A map will be a good guide for students who may need help finding their way.
6. If a student takes public transportation (i.e. city bus) to and from the resource center, parents will be encouraged to visit the bus stop with their student and learn the bus number. This will avoid confusion for the student about knowing which bus to ride.
7. In the event anyone bothers a student while going to or from the resource center, students will be taught to get away from that person, and inform a school staff member, parent, or another trusted adult. If an adult approaches a student for help or directions, students will be trained that grownups needing help should not ask children for help; they should ask other adults.
8. Students will be directed that if anyone they don't know or a person who confuses, scares, or makes them feel uncomfortable offers a ride, say NO. Students should never hitchhike. Also, students should never accept a ride from anyone unless a parent has told them it is OK to do so in each instance.

9. Students will be directed that if anyone follows them on foot to get away from him or her as quickly as possible. If anyone follows them in a vehicle they should turn around, go in the other direction, and try to quickly get to a spot where a trusted adult may help them. Students will be advised to inform a school staff member, parent, or another trusted adult what happened.
10. Students will be taught that if anyone tries to take them somewhere they should quickly get away and yell, “This person is trying to take me away” or “This person is not my father/mother/guardian.” If anyone tries to grab them, they will be taught to make a scene and every effort to get away by kicking, screaming, and resisting.
11. Students will be taught to never leave the learning center with anyone they don’t know. They should always check first with a school staff member, parent, or another trusted adult. If anyone tells them there is an emergency and they want the student to go with them, the students should always check first before doing anything. Students will be taught to make sure they understand to tell a trusted adult if they notice anyone they don’t know hanging around the learning center.
12. Parents are encouraged to practice these safety tips with their student to make certain they really know and understand them. Make the walk to and from school a “teachable moment” and a chance to put their skills to the test.

## **X. Rules and Procedures on School Discipline**

### *Behavior and Expectations*

e-Institute remains committed to the goal of establishing a safe, orderly, and non-disruptive environment that is conducive to student learning. Moreover, we believe that discipline based on the worth and dignity of each student is a positive form of guidance. All staff members, therefore, will implement an effective school-wide discipline plan in accordance with e-Institute’s policies, and state laws.

The primary objective of the discipline plan is to teach the following concepts for living:

- Respect for the rights, dignity, and safety of all individuals.
- Respect for the law and observance of school policies, procedures, and local regulations,
- Respect for public and private property.

The responsibility for maintaining a positive school climate is shared by parents, students, and school personnel. Each is expected to work cooperatively toward this goal. Parents, students, and

staff members are also expected to deal effectively with behavioral concerns. To facilitate parental involvement in disciplinary matters, we will work to establish cooperative communication between parents and the school in order to provide parental knowledge and cooperative intervention throughout the disciplinary process.

Discipline includes, but is not limited to, advising and counseling students, conferring with parents, suspension, and expulsion. A student may be disciplined (including suspension and expulsion) for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school sponsored event including, but not limited to:

- while on school grounds;
- while going to or coming from school;
- during the break period, whether on or off the school campus;
- during, going to, or coming from a school-sponsored activity.

### *Student Responsibilities*

e-Institute believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to express their individuality as long as this expression does not infringe upon the rights of others or disrupt the learning environment. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, courteous to other students, staff and volunteers, and do not seek to bring inappropriate attention to themselves. Students are expected to be punctual for appointments. They are further expected to refrain from profane, vulgar or abusive language.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

e-Institute staff encourages our students to not exhibit PDA while on campus or at any school sponsored activities. Any inappropriate PDA will be addressed that makes the viewer uncomfortable. Here are some examples: intimidate dancing, deep prolonged kissing, petting, inappropriate placing of hands, sitting on laps or straddling.

### **SEXUAL HARASSMENT**

e-Institute believes that all students should be able to attend school without harassment of any kind. Sexual harassment is against the law and will not be tolerated. Sexual harassment is any unwelcome sexual advance, request for sexual favors or verbal or physical conduct of a sexual nature. Any occurrence of sexual harassment will result in a mandatory parent conference and may be referred to law enforcement. In addition, suspension or a recommendation for expulsion

may be made based upon the nature of the incident. If a student feels he/she is being harassed, he/she needs to report the incident to a e-Institute staff member immediately.

#### FIGHTING AND INTIMIDATION (BULLYING / CYBERBULLYING)

We believe in providing a safe and nurturing environment for all students. Any student who participates in a conflict, disruption, or adds to the intensification, is subject to disciplinary consequences. If a student engages with intimidation, violence, and/or uses a weapon, law enforcement will be notified and the student will be suspended which may lead to recommendation for expulsion from the school.

If a student is troubled about a potential conflict, he/she should report the problem to a staff member, or tell an adult immediately. Students should not post any videos or pictures without the consent of the other individual.

#### TOBACCO USE OR POSSESSION

e-Institute is a tobacco and Drug-Free Zone. Anyone under the age of 18 is prohibited to carry tobacco and it is a crime that could lead to an arrest and a fine. Students will face appropriate consequences if caught using or in possession of tobacco, electronic cigarettes or paraphernalia.

#### DRUG/ALCOHOL POSSESSION

Law enforcement will be notified if students possess, use, or sell a controlled substance, paraphernalia, an alcoholic beverage, or an intoxicant of any kind, while on school grounds, while going to or coming from school, or coming from any school sponsored activity, he/she may be suspended or recommended for expulsion upon further investigation.

All students with a drug/alcohol issue are encouraged to seek help and notify staff or an adult for support. See our website under resources for additional agencies of support.

#### PROHIBITED ITEMS

Weapons of any type, or items that could be used as or look like weapons, are prohibited and are not to be brought to school. Examples of prohibited weapons include, but are not limited to: water pistols, clubs, lighters, knives, spiked accessories, ammunition, chains, razor blades, and guns.

e-Institute is not responsible for lost, stolen, or misplaced cell phones, headphones, computers or other electronic devices.

## Student Personal Belongings

Administrators of e-Institute have the discretion to search student's personal belongings if a reasonable suspicion warrants the act. Searches may be due to, but are not limited to, suspicion of a student being in possession of a weapon, drugs or property not belonging to the student.

## **XI. School Safety Documentation and Reporting**

According to Arizona State statute A.R.S. 15-153 school personnel is required to report all suspected crimes against persons or property.

Definition:

A suspected crime against persons or property is a “serious offense” or involves a “deadly weapon,” “dangerous Instrument” or “serious physical injury.” Any conduct that poses a threat of death or “serious physical injury” to an employee, student, or any person on school property.

Parents or guardians of each student involved in a suspected crime or any of the conduct set out in any of the above must be notified.

All school employees must comply with reporting requirements, maintain a record of any employee disciplined under the policy, and on request, make that record available to any public school considering hiring that employee.

Documenting and reporting conduct process:

1. All conduct must be reported to the state through the SIS System according to Safe Schools.
2. Documentation should be done at all levels by those that are made aware of or have witnessed any suspected criminal activity.. Staff will be reporting to administration and administration in turn to district personnel..
3. On issues involving suspected staff members at all school levels, documentation and reporting will be made by administrators at the school level and passed on and documented at the district level through the HR Department.
4. Discipline for any school staff members who fail to comply with their duties will also be documented.

## Academic Integrity

E-institute Academy is committed to fostering a program which promotes excellence, honesty, accountability, and integrity. The program at E-institute demands that all students develop and maintain the highest level of integrity and ethics while pursuing their academic goals. Any academic fraudulence or dishonesty will not be tolerated.

Academic dishonesty includes but is not limited to the following:

- Copying another student's work.
- Allowing another student to copy your work.
- Plagiarizing others' work. Plagiarizing as defined by Wordnetweb (2010) is “a piece of writing that has been copied from someone else and is presented as being your own work.” This includes works from the internet and any other electronic media, as well as the work of friends and family.

Any student found doing any of the above mentioned actions, is subject to any or all of the below listed actions:

- Parent Communication/Meeting
- Student Plagiarism Agreement
- Removal from the course effective immediately, without replacement
- Possible failure of the course
- Expulsion

## **XII. Acceptable Use of Technology**

### **Network Behavior**

I understand that I am personally responsible for following school rules while using the school computer network.

### **Acceptable Technology Etiquette**

- I will always be polite, exhibiting proper and respectful behavior.
- If I see something that offends me I will tell my teacher.
- I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will show the source.
- I understand that everything that happens on the school network may be reviewed at any time; it is not private.



- I will handle all technology devices such as computers, keyboards, and mouse with respect and in the way it was designed to be used.

### ***Unacceptable Etiquette***

- I will not plug in personal devices to the schools computers or network to charge my phone, upload information documents etc., or load programs to any school computers or equipment.
- I will not use the school's computer systems for anything illegal.
- I will not swear, use threatening, obscene, or other offensive language.
- I will not post pictures or videos of other students without their permission.
- I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell my teacher right away.
- I will never agree to get together with someone I meet online without parental permission.
- I will not post photographs of myself, other students, or teachers on the Internet without permission.
- I will not reveal my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes: pictures, address, telephone number, school address, work address, and so on.
- I will not share my passwords with anyone, including friends.
- I will not attempt to bypass the school's safety and security systems.
- I will not use the school network to download games, music, videos, or other files not needed for school work.

### **Cell Phones**

Students carry cell phones at their own risk. The school is not responsible for lost, stolen or damaged cell phones. Cell phones must not disrupt education or school activities. We require all cell phones to be placed on silent mood while in the Learning Center.

### ***Acceptable Use***

- I understand that cell phones must be turned off during the instructional school day.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that I may use the school land-line phones in an emergency.
- I understand that I may use cell phones for educational purposes only.

### ***Unacceptable Use***

- I will never use a cell phone during the school day inside school buildings or offices, including restrooms that disrupt the learning environment.
- I will never use a cell phone during class, school assemblies, and other special events.
- I will never take any pictures using a cell phone or camcorder at school unless it's a school related assignment.

### ***Consequences***

- Parents/Guardian may be contacted if cell phone disruption continues.
- Student's phone may be confiscated.
- Student may be asked to submit phone to front desk prior to entering the learning center.
- Students may be placed on Cell Phone agreement with specified terms discussed at parent meeting with administration.

### **Parent/Guardian Responsibilities**

Parents/guardians are expected to comply with all laws governing the conduct and education of their children and to cooperate with and support school authorities regarding their children's behavior. Arizona law holds parents/guardians liable for any willful student misconduct which results in the death or injury of any student or persons employed by or volunteering for the school. Parents/guardians are also liable for any defacement, injury, or loss of property belonging to the school or to a staff member.

### **XIII. Data and Privacy Responsibilities**

All staff will follow FERPA laws of privacy guidelines to protect student information records stored both in the student CUMM Files as well as all digital files.

- Each staff member has been assigned a level of access to SIS system data and will not give out or use the usernames or passwords of other staff members in order to protect student and staff privacy.
- Staff will not ever discuss private student data with students and parents unless it is regarding their own student or self.
- Staff will only discuss student data with other staff members if it is directly related to providing support to assist in student success. Remember that FERPA laws, policies, and guidelines protect student rights even between school staff members.

## **XIV. Network Data Protection**

The school network is backed up on a daily basis to support any necessity for data recovery. Systems are also supported and protected against viruses and outside threats to protect the privacy of data.

### **Technical Support**

School provides staff to troubleshoot network issues and communicate with outside services to ensure that the staff can deliver the school curriculum and instruction to all students in an efficient manner. If staff notices an issue with school systems and networks they are to do the following.

- Classroom instructors are available in all learning environments to help support students with any necessary technical assistance as the first line of support
- In the event that further assistance is needed to resolve any issues, classroom instructors will notify the school administration.
- Administrators will contact the IT department through [techmail@e-institute.us](mailto:techmail@e-institute.us) or a direct phone call to inform them of any support needed.
- If administrators are not available the staff members may also email the IT department directly for support at [techmail@e-institute.us](mailto:techmail@e-institute.us).
- The IT department will respond to all issues as soon as possible which may include verifying any internal network issues and those provided by outside services.
- Communication between IT and administrators/staff will continue until any issue is resolved.

### **Back-up Plan**

In case digital curriculum and instruction access cannot be resolved in a timely manner, the school will continue to provide direct instruction supports until the digital environment and instruction can be resumed. The school calendar allows for two additional school days that are built in to help with any lost days of instruction due to technical issues involving digital or classroom instruction. As a last resort the school board will meet to add additional instruction days to the calendar so that all students can receive access to the curriculum for the full 180 day school year.

**XV. Emergency Contacts and procedures for conducting tactical responses**  
**Emergency Contact Numbers**

<b>Type</b>	<b>Vendor</b>	<b>Phone Number</b>	<b>Contact</b>
<b>Law Enforcement</b>	<b>Glendale PD</b>	<b>911</b>	<b>(623) 930-200</b>
<b>Fire/Paramedic</b>	<b>SB Fire</b>	<b>911</b>	<b>(623) 930-3400</b>
<b>Public Utilities Gas</b>	<b>SWGAS</b>	<b>(602)861-1999</b>	
<b>Public Utilities Water</b>	<b>Public</b>	<b>(623) 930-4100</b>	
<b>Local Hospital</b>	<b>Banner T-Bird</b>	<b>(602)865-5555</b>	
<b>Watch Commander</b>	<b>MCSO</b>	<b>(602)876-1000</b>	
<b>Landlord</b>			
<b>Alarm System</b>			

**SEMs (Standard Emergency Management System Plan)**

<b>Incident Commander</b>	<b>Principal: Casey Robertson</b>
<b>Deputy Incident Commander</b>	<b>Lead teacher: Richard Jensen</b>
<b>Location Commander (Triage)</b>	
<b>Command Staff</b>	

**The Incident Commander (Principal)** is the decision maker for the impacted school. He/she is responsible for emergency operations to ensure the safety of students, staff and others who are on campus. The Incident Commander (Principal) shall remain at the Command Center to observe and direct all operations. Below is a checklist of responsibilities (can be delegated).

1. Assume command
2. Communicate a "signal" to the students and staff identifying the type of emergency
3. Call 911
4. Notify Assistant Principals, Campus Supervisors, Support Staff, and on-campus child care of the emergency
5. Contact Superintendent
6. Activate the SEMS Plan components as needed (Command Staff, Plans, Operations, Logistics, and/or Finance) and establish a Command Center
7. Conduct initial briefing with the Command Staff
8. Monitor local emergency radio stations for local news

9. Utilize your Deputy Incident Commander to cover the Command Center, take regular breaks (5 minutes each hour, away from the Command Center)
10. Create an action plan with specific objectives including strategies to review and evaluate
11. Make provisions for language translators
12. Release teachers, as appropriate
13. Superintendent/Public Information Officer Review all incident information before release to the news media, parents or general public
14. Signal all-clear (Police Only will signal; if present)
15. Begin “Student Release Procedures” when appropriate. Only Superintendent can direct that students be sent home before the end of the regular school day.
16. Create an action plan with specific objectives for returning to normal operations
17. Debrief staff, parents/community, and students

**Deputy IC (Deputy Incident Commander)** The Deputy Incident Commander assists the IC (Principal) and takes over the duties of the IC (Principal) if the IC (Principal) is absent, has to leave or is unable to do his/her job. Below is a checklist of responsibilities.

1. Report to, attend briefings, and assist the IC (Principal)
2. Keep unauthorized people away from the IC (Principal)
3. Responsible for “Plans” in SEMS