



# Summit Leadership Academy Safety Policies



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## **CLOSED CAMPUS**

SLAHD maintains a closed campus policy. Students are not permitted in unauthorized areas or to leave campus, from the time they arrive on campus until the time they complete their last scheduled class.

When a student arrives on campus, they are required to leave their vehicle immediately and come inside the gates. No loitering in or around the parking lot is allowed.

Upon leaving school, students must go directly to their destination. Students may not walk up and down the streets. Parents will be contacted if a student is seen wandering the streets.

Leaving the campus during school hours, without prior approval from the school, for any reason, is a violation of the closed campus policy. Any student who leaves the campus at any time during the day, without prior approval from the school administration will be subject to disciplinary action, up to and including formal removal from the school. A parent/guardian will be contacted, including parents/guardians of students who are 18 years or older.

## **MEDICATION AT SCHOOL**

Students are not allowed to carry personal medications on their person during school hours. This includes prescribed medications as well as over-the-counter medications. Prescribed inhalers may be carried on the cadet's person while on campus as long as the cadet has the required paperwork on file.

In order for SLAHD staff to be allowed to dispense medications (including over-the-counter medications) to a cadet, the following rules apply:

- The parent/guardian must file a completed medication form in the school Administration office.
  - Both parent/guardian and licensed physician must complete this medication form
- Parents/guardians are responsible for bringing medication to school and taking it home.
- School personnel will only dispense medications to cadets only as prescribed by their physician, at prescribed intervals.
  - School personnel will not cut or break medications if the pill comes in a larger dose.

All medications are kept in a locked area and dispensed by trained, but unlicensed school personnel. If this is not acceptable to a parent/guardian, then the parent/guardian may come to the school and give the medication.

SLAHD reserves the right to refuse to agree to dispense medication to a student, if the prescription, dosage regimen or dosage schedule is too confusing, cumbersome, or complicated; or if the dosing schedule has the effect of interrupting regular school operations.

## **IMMUNIZATIONS**

No child shall be admitted to SLAHD without presentation of a fully-documented immunization record as required by law, unless otherwise exempted. Assessment of immunization status shall be completed during registration for all new and transferring students.

A student who has not received all of the required immunizations at the time of registration shall be excluded from attendance at SLAHD unless one of the following conditions is present:

- The student/parent/guardian has been is advised by a licensed physician that his/her physical condition or medical circumstance is such that immunization is not considered safe at that time; and the expected duration of such condition or circumstance (Physician's note is required).
- A student who is in the process of completing the required immunizations shall be allowed to attend class only if additional doses are due at a future date.
  - The student must receive the required doses as they become due or be excluded from SLAHD.

SLAHD shall maintain an updated list of "susceptible" students for each of the vaccine preventable diseases listed on the California School Immunization Record (CSIR). Upon order of the Health Office of the County of San Bernardino, susceptible students may be temporarily excluded from SLAHD in the event of an outbreak of any of these diseases listed on the CSIR for which these students have no immunization protection.

Annual reports required by statute shall be completed and submitted by the designated deadline date.

SLAHD shall coordinate the immunization program and maintenance of immunization records with Hesperia Unified School District.

## **STUDENT INJURY**

When a student is injured during the course of the school day or school-sponsored event, staff shall make an assessment as to the nature and seriousness of the injury based on the circumstance of the injury and feedback from the student.

In cases involving minor injury; such as scratches, scrapes, small bruises, etc.; the student may call their parent/guardian if they choose. School personnel may dispense Band-Aids, moist towels, soap, or ice packs to students for their use in treating minor injuries – however school personnel shall not dispense pain-relievers, decongestants, anti-biotic ointments, etc. for the treatment of minor injuries. Minor injuries may be documented by completing a student incident report.

If assessment by staff is such that medical attention is required, the school will call for EMT/Paramedics to respond. The school will attempt to notify a parent/guardian of any circumstance that requires the assistance of EMT/Paramedics or an ambulance service. If the

school is unable to reach the parent/guardian, the school will attempt to notify an emergency contact listed in the student's file. A staff member shall accompany a student who is being transported to the hospital, in lieu of a parent/guardian, and stay with the student until a parent/guardian arrives.

In cases where a liability claim against the school may be anticipated, a report to CCSA-JPA is required.

### **FITNESS FOR ATHLETICS ACTIVITY**

All participating athletes must pass a physical examination. Physical forms are available from the Athletic Director and must be signed by a physician as well as a parent/guardian and the athlete.

All participating athletes must provide medical insurance as prescribed by the C.I.F. Applications for students' accident and health insurance are available from the Athletic Director upon request.

All athletes must have an activity/athletic form completed and on file with the Athletic Director.

All athletes should participate in pre-sport conditioning to prevent early season injury.

Each athlete is responsible of making sure that he/she has properly fitted equipment. If it is not properly fitted, they are responsible for notifying the head coach of the sport.

### **ATHLETICS INJURY**

It is the responsibility of the athletic director to select coaches who have a background in athletics and knowledge of safe coaching practices and of the prevention and care of athletic injuries. In case of injury-the following steps should be followed:

- The athlete must notify the head coach of their particular sport of the injury.
- The head coach shall immediately take appropriate steps for treatment of the injury.
- The head coach will have "Consent for Treatment" forms available for all athletes at home or away games/matches.
- The head coach is responsible to see that a complete and accurate accident report is completed and filed with the Athletic Director.

### **FIRE, DISASTER, AND CRISIS PLAN**

Summit Leadership Academy – High Desert maintains a Fire, Disaster, and Crisis Plan that is subject to revision and Governing Board review/approval prior to the commencement of each school year. This Plan shall be included as an addendum to the SLAHD Policy Manual, and shall also be reviewed with each faculty member during orientation prior to the commencement of each school year.

The SLAHD Fire, Disaster, and Crisis Plan shall be available to staff, students and the public in the administration office. The Business Manager or designee shall make certain that students and staff are familiar with the plan, that an adequate number of copies are distributed throughout the school facility, and shall periodically conduct preparedness drills to ensure effective behavior in the event of an actual emergency or disaster.

The Business Manager or designee may periodically appoint a committee of employees to review the disaster preparedness plan and recommend changes and/or improvements.

### **DRILLS**

SLAHD shall accomplish the following drills at least once per semester:

- Fire Drill
- Earthquake Drill
- Campus Lockdown Drill

Additional drills may be accomplished throughout the school year at the discretion of the Business Manager or designee.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

The Principal or designee may allow/authorize weapons or dangerous instruments at SLAHD only for pre-authorized instructional/demonstrational purposes, and only under the direct supervision of qualified professionals. The Principal shall ensure that proper precautions have been taken to ensure a high level of safety and that the weapon or dangerous instrument will not be mishandled or misused while at the school.

Weapons and dangerous instruments include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," Tasers, and any device capable of chemically propelling a projectile.
- Cutting and puncturing devices: dirks, daggers, knives of any variety, folding knives with a blade that locks into place, or razors.
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices.

No live ammunition or explosives may be present during instruction and demonstrations.

### **SMOKING**

All school buildings and facilities are non-smoking facilities.

#### **Total Ban**

Smoking or other use of tobacco or tobacco-like products, including "vaping" with E-cigarettes (or any electronic smoking device designed to resemble a cigarette, cigar, cigarillo or pipe) on

company property or in company vehicles at any time is strictly prohibited. This policy applies to all employees, clients, contractors and visitors.

### Restricted Smoking and E-Cigarette Usage

Smoking or other use of tobacco or tobacco-like products, including "vaping" with E-cigarettes (or any electronic smoking device designed to resemble a cigarette, cigar, cigarillo or pipe) is not permitted in any enclosed company facility or company vehicle. Smoking and "vaping" with electronic smoking devices shall be permitted only in designated smoking areas, or at a distance of at least 20 feet outside of building entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so that smoke and vapors do not enter those areas. This policy applies to all employees, clients, contractors and visitors.

### **FIREARM POLICY**

Both federal and state laws begin with a presumption that school premises are a gun-free zone. Both federal and state laws also permit the school board to make certain exceptions to that general rule.

SLAHD will only permit staff members who are POST approved law enforcement officers currently working for a California State law enforcement agency or Retired California State peace officers who submit proof of their Carry a Concealed Weapons (CCW) permit to carry firearms on to the school's campus. All weapons must be retained to the person permitted to carrying the weapon on campus at all times. At no time will the weapon be left or locked up on the school campus.

The school board reserves the right to refuse this privilege at their discretion. No other staff, student or parent may carry a weapon on campus.

### **CONFISCATION OF WEAPONS AND DANGEROUS INSTRUMENTS**

Absent the conditions cited above, any SLAHD employee may confiscate any weapon, dangerous device or instrument; especially those defined in Penal Code 12020 including a blackjack, slingshot, billy club, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. A SLAHD employee confiscating any weapon or dangerous weapon shall deliver it to the Business Manager or designee immediately.

If any employee knows that a student possesses a weapon or dangerous device which has not been confiscated, the employee shall report the matter to the Business Manager or designee immediately.

SLAHD shall notify law enforcement authorities with regard to the seizure or possession of any firearm, Taser, stun gun, or any cutting or puncturing device identified above.

## **CHILD ABUSE AND NEGLECT REPORTING ACT**

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is SLAHD's policy that all employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.”

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should request class coverage from the Main Office immediately and make reports to the administrators.

It is extremely important that SLAHD employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Principal is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without SLAHD's assistance, he or she is required to notify SLAHD of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with SLAHD.

### **CHILD ABUSE DEFINITIONS**

“Child Abuse”, for purposes of this policy, includes the following:

- Physical abuse resulting in non-accidental physical injury.
- Physical neglect, including severe and general neglect, resulting in negligent treatment or maltreatment of a child.
- Sexual abuse including both sexual assault and sexual exploitation.
- Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
- Severe corporal punishment.

“Child Protective Agencies” are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

“Reasonable Suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse.

### **CHILD ABUSE REPORTING PROCEDURES**

To report known or suspected child abuse, any employee shall report by telephone to the local child protective agency.

San Bernardino County Department of Child Services (909) 388-1900

The telephone report must be made immediately, or as soon as practically possible, upon reasonable suspicion that abuse has occurred. The verbal report will include:

- The name of the person making the report.
- The name of the child.
- The present location of the child.
- The nature and extent of an injury.
- Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

At the time the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the telephone report, the mandated reporter shall complete and mail a written report to the local child protective agency. The standard Department of Justice form (DOJ SS 8572), is available from the Principal.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify a Principal as soon as possible after the initial verbal report. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and SLAHD regulations. If requested by the mandated reporter, the Principal or designee may assist in the completion and filing of these forms.

### **CHILD ABUSE: LEGAL RESPONSIBILITY AND LIABILITY**

Mandated reporters have absolute immunity. SLAHD employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six months or by a fine of not more than \$1000 or both. The

mandated reporter may also be held civilly liable for damages for any injury to the child after failure to report.

When two or more persons who are required to report jointly, have knowledge of suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.

The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any internal administrative sanction.

### **CHILD ABUSE: VICTIM INTERVIEWS**

A child protective agency representative may interview a suspected victim of child abuse during SLAHD hours, on the SLAHD's premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult SLAHD employee or volunteer aide selected by the child.

If a staff member is present during the interview, the staff member shall abide by the following:

- The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
- The selected person shall not participate in the interview.
- The selected person shall not discuss the facts or circumstances of the case with the child.
- The selected person shall not discuss the facts or circumstances of the case with any individual not involved in the investigation.

If a staff member agrees to be present, the interview shall be held at a time during SLAHD hours when it does not involve an additional, unbudgeted expense to SLAHD.

### **CHILD ABUSE: RELEASE OF CHILD TO PEACE OFFICER**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, a Principal or designee shall *not* notify the parent/guardian as required in other instances of removal of a child from SLAHD, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian.

It is the responsibility of the peace officer to notify the parent/guardian in this situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form.

### **TUBERCULOSIS TEST**

Before the first day of employment, all new employees must have had a tuberculosis test or evaluation as described in Education Code 49406 within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination within the previous 60 days or a certification showing that he or

she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

### **CRIMINAL BACKGROUND CHECK**

SLAHD recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. SLAHD will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that "each employee of the school furnish the school with a criminal record summary".

All employees must have Live Scan fingerprint results on file with SLAHD. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to SLAHD prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve care of students, handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any information obtained by SLAHD may be taken into consideration in evaluating one's suitability for employment, promotion, reassignment, or retention as an Employee.

SLAHD shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

SLAHD may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers, students or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, SLAHD will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with SLAHD's lawful efforts to obtain relevant information, and may be disciplined up to and including suspension without pay and/or termination for failure to do so.

Employees with adverse background information (such as a criminal conviction) may be ineligible for employment with SLAHD. In case of a prior arrest or conviction, the employee must discuss the history of the arrest or conviction with the Principal. The employee may be required to provide proof of a mistake in the official records or provide official explanation of the nature of the offense.

For additional information on background checks, please contact the Business Manager.

### **SUBSEQUENT ARREST NOTIFICATION SERVICE**

All employees are subject to “Subsequent Arrest Notification Service” by the DOJ once they have been fingerprinted for SLAHD. Any time an employee is arrested after his or her initial background clearance for the school, the DOJ will notify the school Business Manager and send the school the new CORI information. The Principal in conjunction with the Business Manager will evaluate the new information and determine whether it justifies suspension or termination of the individual’s employment. At the discretion of the Principal he or she can seek counsel from the Board of Directors and/or legal counsel, in closed session, in determining suitability for continued employment. After the evaluation has taken place and a decision has been made regarding the individual’s suitability to continue employment, the CORI records received from the DOJ will be destroyed. Applicants will receive confidential notification of their suspension or termination. Those individuals who are suspended or terminated can make a one-time appeal to the Board of Directors for reconsideration if he or she feels there has been an error in the review of their record. The decision of the Board of Directors is final.

### **FIRST-AID AND CPR TRAINING**

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first aid and CPR certification by the first day of school for students. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Principal.

### **WORKERS’ COMPENSATION LEAVE**

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers’ compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider’s recommendation. Workers’ compensation leave will run concurrently with any other applicable medical leave of absence (FMLA/CFRA). Unless otherwise mandated by law, employees on a leave of absence of more than 90 days are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

### **WORKER’S COMPENSATION INSURANCE**

Eligible employees are entitled to workers’ compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers’ Compensation Law) an employee may be covered by workers’ compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

### **BUILDING SECURITY/SCHOOL KEYS**

Security is the responsibility of all SLAHD staff. Employees are to use every reasonable effort to ensure the safety and security of all students, personnel and property. This includes all OSHA regulations to provide a proper and appropriate environment.

All employees who are issued keys to the office and classrooms are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against school policy to loan or distribute your assigned keys to another employee or non-employee of the school. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Principal or Business Manager.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property after hours without prior authorization.

### **VISITORS**

All visitors including but not limited to parents, vendors, non-employees, and customers must come directly to the office/reception area to be signed in. All visitors must wear a visitor's badge to be identified easily. The badge must be worn on the upper body and be easily visible. When possible, visitors should be escorted to the location or person they are to see. Should any unknown person be seen on campus without proper identification a supervisor must be notified immediately.

### **SECURING OF FACILITY**

At the end of each business day, no employee shall be left alone without being notified. It is the responsibility of all employees to communicate their intentions of leaving for the day. The last two (2) remaining employees shall secure all locks, turn off all equipment, lights, assure all windows and doors are secure on property, setting the alarm and secure all fencing prior to leaving.

### **INTERNAL INVESTIGATIONS & SEARCHES**

From time to time SLAHD may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in SLAHD's discretion, employees' work areas (*i.e.* desks, file cabinets, lockers, etc.) and personal belongings (*i.e.* brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for SLAHD property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to SLAHD. SLAHD will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

## **VIOLENCE IN THE WORKPLACE**

SLAHD has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect SLAHD or which occur on SLAHD property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at SLAHD or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on SLAHD premises, regardless of the relationship between SLAHD and the parties involved.

All threats or acts of violence occurring off SLAHD premises involving someone who is acting in the capacity of a representative of SLAHD.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy SLAHD property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapon

SLAHD's prohibition against threats and acts of violence applies to all persons involved in SLAHD's operation, including but not limited to personnel, contract, and temporary workers and anyone else on SLAHD property. Violations of this policy by any individual on SLAHD property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to the Principal, Dean of Students, Business Manager, or the Board President.

## **TEACHER-STUDENT INTERACTIONS**

### Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

### Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy, even if the student is over the age of eighteen. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

### Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding

- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities.

#### Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any after-school activity on or off campus (exclusive of tutorials).
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions.
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment).
- Keeping the door open when alone with a student.
- Keeping reasonable and appropriate space between you and the student.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from senior-staff or administration if you find yourself in a difficult situation related to "boundaries."
- Involving your direct supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.

- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers.
- Asking another staff member to be present if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator).
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high-fives, and handshakes are appropriate.
- Keeping your professional conduct a high priority during all moments of student contact.
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

### Reporting

When any staff member, parent, or student becomes aware of a staff member having crossed the boundaries specified in this policy, he or she must report the suspicion to the Principal promptly. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

### Investigating

The Principal will promptly investigate and document the investigation of any allegation of sexual misconduct, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Principal shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

### Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

California Penal Code Section 11166 requires any teacher or child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or

her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

### **CUSTOMER & PUBLIC RELATIONS**

The school's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of the Principal.

### **PROHIBITED CONDUCT**

The following is a list of conduct that is prohibited and will not be tolerated by the school. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the school.

- Falsification of employment records, employment information, or other school records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any school property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on school property.
- Participating in horseplay or practical jokes on school time or on school premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on school premises at any time, unless the employee is a current or retired peace officer in who has a current certification in good standing.
- Consuming, possessing, or being under the influence of alcohol and/or drugs during working hours or at any time on school property or job sites.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Unreported absence on scheduled workdays.

- Unauthorized use of school equipment, time, materials, facilities, or the school name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Engaging in criminal conduct whether or not related to job performance.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Making or accepting personal telephone calls during working hours except in emergencies.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Working overtime without authorization or refusing to work assigned overtime.

### **DRUG AND ALCOHOL POLICY**

It is the intent of SLAHD to promote a safe, healthy and productive work environment for all employees. The school recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

The school complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, offer for sale, or being under the influence of illegal drugs or alcohol during working hours, including meal and break periods, or in the presence of pupils.
- Use, possession, offer for sale, or being under the influence of illegal drugs or alcohol on school property at any time.

Employees taking physician-prescribed medications, which impairs the employee's job performance, should not report to work. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

### **SECURITY**

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Principal or other employees. Employees must report any suspicious persons or activities to the Principal. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Principal.

### **ADDITIONAL POLICIES**

In addition to the aforementioned policies, Summit Leadership Academy will implement a comprehensive set of health, safety, and risk management policies reviewed regularly with the staff, students, parents, and governing board. These will also be reviewed and discussed with the school's insurance carriers to ensure compliance with all health and safety laws and regulations that apply to non-charter public schools, including those regarding auxiliary services (food services, transportation, custodial services, hazardous materials, pest management, etc.) and those required by CAL/OSHA, the California Health and Safety Code, and EPA.