PROVISIONAL ACCELERATED LEARNING ACADEMY

Comprehensive School Safety Plan (CSSP)

PAL CHARTER ACADEMY HIGH SCHOOL CAMPUS
2450 Blake Street
San Bernardino, CA 92407

PAL CHARTER ACADEMY MIDDLE SCHOOL CAMPUS
1686 W. 19th Street
San Bernardino, CA 92411

School Year
2026-2027

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PLAN NARRATIVE

Plan Annual Review & Update – Signatures/Dates

The School Site Administrator Signature affirms the following people participated, or consulted in the Annual Review and Update of this Plan: Parent Advisory Groups/Organizations , Student Organizations on Campus, Safety/Emergency Management Office, Local Fire Department and District Police.

Site Administrator Name: Dwaine Radden Sr.

Signature:_____

The Head of School's signature affirms that the annual review and update of this plan represents current procedures and policies that have been made available to our various stakeholders for review through our website, school orientations, student and employee handbooks.

PAL San Bernardino Campus:

Administrator Name: Brooke Fernandez

Signature: _____

Purpose of the Comprehensive School Plan

The Comprehensive School Safety Plan (CSSP) is required by California Education Code 32282-32289 to be reviewed and updated annually and subsequently submitted for approval to the PAL Governing Board as well as to the SBCUSD Office of Safety Management. The contents of the CSSP include, at minimum, information assessing the current status of school crime committed on school campus and at school-related activities, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

Plan Components of the Comprehensive School Safety Plan [*EC 32281*]

At PAL Charter Academy, the Executive Director is responsible for developing the School Site Safety Plan or for delegating the responsibility to appropriate staff.

PAL Board Members and Administration

Dr. Mildred Henry	Board Secretary
Mr. Edward Stricklan	Board President
Mr. Marion Black	Board President Emeritus
Mr. Jerrold Thompson	Board Member
Ms. Pamela Montana	Board Member
Mr. Reginald Young	Board Member

PAL Mission Statement School Information

The Purpose of the PAL Charter Academy is to provide quality education to a widely diverse population using varied strategies of instruction, and to develop academic excellence and 21st Century leadership skills for a community of successful learners. Provisional Accelerated Learning Academy has established the following Expected Schoolwide Learning Results that provide accountability for each student to have P.R.I.D.E. by

- Planning and following a career and college education plan for high school years and beyond;
- Respecting yourself, others and your community;
- Integrating skills of reading, writing, math, and technology;
- Demonstrate the higher order of thinking skills of application, analysis, synthesis and evaluation;
- Effectively communicating.

School Information – Physical Location and Environment

School Information and Demographics

PAL Charter Academy in accordance with its Charter with the San Bernardino City Unified School District, offers instructional services to students in grades 6-12, using an Independent Study format. PAL Charter Academy also provides supplemental classroom sessions, using a blended learning model, as well as customized flexible Independent Study Programs to fit each student's needs. PAL Charter Academy Middle School currently has an enrollment of 47 students, grades 6-8, on the 19th Street campus. PAL Charter Academy High School has an enrollment of 197 students, grades 9-12.

Students in the Independent I Program attend classes from 8:30am to 1:35pm Monday through Thursday on both campuses.

Students in the Independent II Program attend classes on-campus Tuesdays and Thursdays from 2:45pm - 4:15pm (High School).

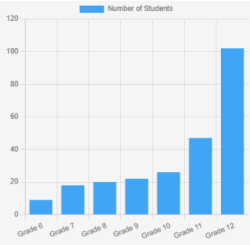
Students in the Independent III Virtual Academy Program attend classes virtually from 8:30am to 1:35pm Monday through Thursday (High School)

Students in the Independent IV Homestudy Program work independently from home and meet with a supervising teacher once a month. (High School)

Students in the ICR (Intensive Credit Recovery) Program attend classes either Monday through Thursday 8:30 -12:30 PM or Monday/Wednesday 2:00 pm - 4:00 PM or Tuesday/Thursday 2:00 pm - 4:00 PM (High School)

On Fridays, students are not on campus, unless scheduled for a specific activity (tutoring, sports, etc.)

The following are our School Demographics for the 2024-2025 School Year:



Student Enrollment by Student Group (School Year 2024–25)

Student Group	Percent of Total Enrollment
Female	48.80%
Male	50.80%
Non-Binary	0.40%
American Indian or Alaska Native	1.20%
Asian	0.80%
Black or African American	17.20%
Filipino	0.00%
Hispanic or Latino	69.30%
Native Hawaiian or Pacific Islander	0.00%
Two or More Races	2.90%
White	4.50%

Student Group (Other)	Percent of Total Enrollment
English Learners	20.90%
Foster Youth	0.80%
Homeless	6.10%
Migrant	0.00%
Socioeconomically Disavantaged	75.80%
Students with Disabilities	16.40%

School and Neighborhood Crime Data

- The overall crime rate in San Bernardino is 66.7% higher than the US average
- The chance of becoming a victim of either violent or property crime in San Bernardino is 1 in 19

School Suspension and Expulsion Data

- In 2025-2026, PAL Charter Academy had no suspensions.
- PAL Charter Academy has two reported crimes committed by students involving citations or referrals to Police or other law enforcement agencies.
- In 2025-2026, PAL Charter Academy Administration made approximately zero calls to San Bernardino City School District police to report students who had left campus without permission.

School Procedures

Access and Security Procedures

The main gate to enter the campus is locked for safety purposes. It is monitored and operated by a campus Security Guard. For access, all persons wanting to enter the campus wait outside of the main entry gate. The Security Guard then approaches the gate and communicates with each person and allows access to only the designated school areas, based on the person's reason for being on campus. Visitors are scanned via metal detector and asked for a valid government-issued identification card to scan into the Raptor System. Guests are then escorted to the main office and buzzed in for office entry.

PAL Charter Academy's official school policy is to allow only those visitors who have legitimate business to visit the school. Visitors and guests must register with the Security Guard, obtain a visitor badge and report to the main office, immediately upon entering the campus. Parents/Guardians of enrolled students or new parents who wish to enroll their students are always welcome to visit. However, we require that all parents/guardians register in the Student Services Office when entering and upon leaving. We suggest that all parents/guardians call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet as we service incoming parent requests on a first come, first served basis if parents/guardians visit without an appointment. Parents/guardians wishing to sit in a class need to make arrangements with the administration at least one day before the visit. Students are not permitted to have visitors, other than guardians, or bring younger children or babies onto campus during the school day.

All employees of the campus or visitors are required to wear their PAL or Security Guard-issued assigned identification badge at all times. Staff who expect visitors will inform the Head of School prior to a visitor being on campus, otherwise the visitor will not be allowed on campus. Unauthorized visitors are considered to be loitering and can be held in violation of *Penal Code 653g*. "Loiter" means to delay, linger, or idle about any school without lawful business for being present. Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Provisional Accelerated Learning Academy employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

Additional internal security procedures that help provide for the safety of the school facility include specified departments and School Personnel equipped with walkie-talkies for all of the buildings. Key Administration and all Security Guards have radios for communication. The school is also equipped with surveillance cameras that monitor classrooms, quad areas, and the parking lot. This school also has an agreement for monitoring and response by the San Bernardino City Unified School District Police Department when contacted. Community involvement is encouraged, to help increase school safety. PAL also uses the Raptor Service whereby we check in all parents/guardians through the system with proper government-issued identification.

Visitor Procedures

Raptor Management System:

Raptor is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. Raptor not only provides an effective, efficient method for tracking, but also goes beyond conventional applications by utilizing available public databases to help improve campus security. It allows schools to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases or internal campus alerts. The overall goal is to better control access to all San Bernardino City Unified Schools; thus providing enhanced protection for our students and staff.

General Procedures:

1. When the visitors arrive, they will be greeted and asked for valid government-issued photo identification. The Security Guard will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the database. The Security Guard doing the admission will keep the individual's driver's license in plain view, to reduce concerns regarding the copying of personal information. The identification card will immediately be returned to the visitor when the badge is handed to them. At no time will a visitor's identification card be kept by the attendant. The badge must be placed on the chest or an appropriate, visible area upon receiving it. If the visitor does not have acceptable photo identification available, the campus administrator or Head of Schools may be called to assess the situation. If he or she determines the visitor is known, the visitor's information can be manually entered. If a visitor is flagged in the system we have a procedure that is used that directs the Security Guard to follow specific security protocols that deal with the specific reason for the person being flagged. Flagged visitors are either denied access or are escorted by a Security Guard to the main office and must remain in the presence of the Security Guard unless directed otherwise by Administration or Head of Schools.
2. All visitors are checked in via the Raptor service by the Security Guard at the main entrance and receive a PAL-approved visitor badge. All front office staff receive training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's badge or PAL photo ID card visible. Any person who does not have a campus visitor badge with the current date displayed or a PAL ID badge should be immediately escorted to the office.

3. Signs direct visitors to the main gate and list our visitation procedures. Signs are also placed on buildings and at doors and potential entry points directing visitors to the proper offices they are visiting. Visitors to selected locations are announced via walkie talkie or phone communication before their arrival.
4. The visitor will return to the Student Services Office and the main gate to check-out when they are leaving the campus. The visitor will be instructed to give the badge back to designated office personnel/Security Guard to check them out of the system. Once the visitor has been signed out of the system, the badge should be torn thoroughly so it cannot be reused. If a visitor forgets to check out by the end of the day, the visitor will be checked out automatically and reminded the next time he/she/they check in to be sure and return the badge upon leaving.

Arrival and Dismissal Procedures School Procedures

School Procedures – Arrival and Dismissal Procedures School begins at 8:00 AM. There should be no drop off prior to 8:00 am, as there is no supervision. The entry gate at the front of the school (west side on the Middle School Campus and east side on the High School Campus) is the gate that students use to enter the school via street entrance. Parents with cars dropping off students will drop them off on 19th Street (Middle School Campus) in front of our campus or in the parking lot of the High School Campus, entering through the east side gate and exiting the west side gate of the parking lot. Parking Gate opens for PAL's school van drop-off at 7:30 am (High School) and 7:45am (Middle School). Students are allowed to enter the campus at 8:00 am. Early attendees and van riders are dropped off at the main gate of the school and met by the Security Guard who screens them to enter the school. All students must show an approved student ID and allow security staff to check purses and backpacks (students at PAL may carry PAL-approved backpacks only.) Students are also screened for appropriate dress as agreed to in our Student Handbook and must follow any other security screening protocols. Students who clear the screening process enter the quad entry gate and are under the care and attention of designated staff members who supervise them in designated areas until the bell rings to start daily classes. Students who do not clear the screening process are escorted to the Student Services Office to resolve the issue (no ID, inappropriate dress, etc.) The bell to signal the start of school rings at 8:25 am. Students should be on campus and ready to start their day by 8:25am. At 8:30 am, a student is considered late. Any student arriving after 8:30 am will be required to go to the office for a tardy slip.

Medical or other Appointments

Parents/guardians wanting to take their child out of school during instructional time, for an appointment or other personal reasons, must check into the office and make the request in person. Identification is required to take any student from school and limited to the person(s) on the contact list.

Independent 1 – Dismissal Schedule

Dismissal is at 1:35 pm, Monday - Thursday, unless indicated on the Master Schedule or because of emergency reasons. Students are dismissed through the front gate facing the street or are picked up from the entry/exit gate. They are walked out to the quad area by their teachers. Van riders board the van on 19th Street (on the Middle School Campus) or in the designated parking area of the High School campus. Some students qualify for after school activities because of participation in school sports and

clubs. Rosters and sign in sheets will be used for all after school activities. Middle School students can participate in the Middle School Afterschool Enrichment program, TACT, which meets from 2:00pm to 4:00pm. All students who remain on campus are supervised by appropriate, designated, PAL teachers or Staff.

Independent 2 (High School) – Dismissal Schedule

Students in this track/schedule attend afternoon sessions from 2:45pm (Arrival) to 4:15pm (Dismissal) on Tuesdays and Thursdays.

Students Leaving Campus Policy

- When a student leaves campus he/she/they must be signed out and obtain a pass from the attendance office.
- A student under the age of 18 cannot leave the campus without an authorized person on his/her emergency contact list present.

Parking Lot Rules/School Procedures

1. The Parking Lot speed limit is five (5) miles per hour.
2. All vehicles must be parked within designated parking lines and in the appropriate designated (student, staff, visitor, School Van) spaces, where applicable.
3. Staff must have appropriate paperwork filed in the Administrative Office (Muscoy Campus) and school decals placed on each authorized vehicle.
4. When exiting the parking lot, use the right or left turn signals as appropriate.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and privileges to utilize the parking lot revoked.
6. Small children should be placed in a child safety seat, as appropriate.
7. Remember children are present including your own. Be Safe, Be Responsible, and Be Respectful.

PBIS/Restorative Justice Procedures

At PAL students are expected to follow the Behavior Rules and Regulations as outlined and agreed to in our Student Handbook. School and teacher expectations are posted in each classroom and the Student Services Office using our “School Wide Non-Negotiable Classroom Rules” poster and are visible for all students and visitors. Our staff and teachers engage and remind students about the behavior expectations; our 3 D’s philosophy of success poster, “Determination, Discipline and Dedication” is also clearly visible, as a reminder to students. When confrontation or disagreements between students occur, the practice of Restorative Justice may be used and students are expected to use learned skills to review how a problem could have been handled. They discuss possibilities and come up with a solution to rectify their issues. Students may also schedule an appointment with an intervention staff member who can direct them in how to resolve any issues.

The mission of the Provisional Accelerated Learning Academy is to ensure that all students acquire the academic, vocational, thinking skills, and essential tools to become responsible, contributing members of our multi-ethnic, democratic society.

School Dress Code Procedures

*PAL Dress Code Policy: A student may not remain at school dressed in the manner in which his/her clothing or lack of clothing:

1. Can be a safety hazard of said student or for other students at school and/or
2. Is a serious unnecessary distraction to the learning process or tends to disrupt campus order.
3. Represents any type of gang affiliation.

- Middle School students must wear their PCA Middle School uniform shirts while on campus. No other shirts are permitted.
- Pants must be pulled up on the waist.
- Sagging of the pants is not permitted.
- House slippers and/or pajamas of any type may not be worn on campus.
- No head covering (i.e. hats, scarves, hairnets, bandanas, beanies,bonnets, scarves, etc.) of any kind is permitted on campus.
- If the waistband is not visible, the crotch of the pants should be well above the knees.
- Students are not permitted to wear open toe, or open back shoes of any type.
- No sandals are permitted on campus.
- Students may not wear crop tops, halter tops, tops with sleeves less than 2 inches in width, halter-tops, spaghetti strap shirts, off the shoulder tops, midriff revealing tops, or transparent/see through clothing are permitted.
- No miniskirts, daisy dukes, or short shorts.
- Students may not wear pants, leggings, or shorts with exposure of skin above the knee.
- Clothing permitting drugs, alcohol, or any other suggestive content are not permitted on campus.

**PAL Student Handbook*

Emergency Drills/School Procedures

School Procedures

California Ed Code requires schools to complete Fire and Earthquake Drills on a regular schedule. Additionally, PAL Charter Academy requires each site to complete two Lockdown or Lockout Drills per year.

PAL Fire and Earthquake Drill Guidelines:

- The first Fire Drill shall occur within 10 days from the start of school.
- Fire & Earthquake Drills may NOT be performed concurrently.
- Schools with any grades in K-6 must conduct fire drills monthly.
- For Fire drills, you must activate the alarm using a fire “Pull Station”.
- The Great ShakeOut should be used as one required Earthquake drill.
- Middle Schools with 6th grade:
    - 1 Fire Drill monthly (first one must be within 10 days of the start of school)

  - 1 Earthquake Drill quarterly
  - 2 Lockdown or Lockout Drills per year
- High Schools:
  - 1 Fire Drill per semester (first one must be within 10 days of the start of school)
  - 1 Earthquake drill per semester (Great ShakeOut counts as one)
  - 2 Lockdown or Lockout Drills per year

On Campus Evacuation Procedures (Route Maps on Pgs. 15-16)

If an Evacuation of PAL's Middle School campus is ordered the evacuation will be made in accordance with the Site Evacuation Plan. Staff will utilize the two-way radios to communicate progress/problems with any designated Emergency Operations Center that is established for the evacuation.

PAL Staff will follow the following procedures in the event of an on-campus evacuation

1. Line up your students and gather up your roster sheet and emergency supplies. Leave your classroom unlocked.
2. Exit your students from any evacuated areas and proceed to the next designated alternate site. The designated evacuation area is off-site; located in the grass area just adjacent to the Inghram Elementary School Parking Lot (across 19th Street). High School will evacuate to the football/soccer field or designated area.
3. Immediately take out your current roster and take attendance and a count of all students. Report this to your Administrator in charge.
4. Assess any medical needs and request the necessary help if it is above and beyond what you can supply.
5. Keep your group together and keep everyone calm.
6. If this is a major incident, students will be released only to adults listed on their Emergency Cards.
7. Keep your student count updated as students are released.
8. Report any suspicious behavior/persons on campus to the Administrator.

Students will be released only to individuals listed on the Emergency Card with proper identification. A notification must be left at the school site indicating the address where students have been relocated. All further action will be directed by the Administrator-In-Charge.

Off-Campus Evacuation Procedures & Location School Procedures

Generally, off campus evacuations will be coordinated by the Associate Head of Schools/Designated Incident Commander and designated security staff which can include SBCUSD School Police Department or other Law Enforcement Agencies. Off-campus locations are selected to accommodate the population of the school. If an evacuation of PAL's campus is ordered, the evacuation will be made in accordance with the Site Evacuation Plan. Staff will utilize the two-way radios to communicate progress/problems with any designated Emergency Operations Center that is established for the evacuation.

PAL Staff will follow the following procedures in the event of an off-campus evacuation:

1. Line up your students and gather up your roster sheet and emergency supplies. Leave your classroom unlocked.
2. Exit your students from any evacuated areas and proceed to the designated alternate off campus site. Arrive at the designated area of the offsite evacuation area (Middle School: Community Hospital; High School: Muscoy Elementary School).
3. Immediately take out your current roster and take attendance and a count of all students. Report this to your Administrator in charge.
4. Assess any medical needs and request the necessary help if it is above and beyond what you can supply.
5. Keep your group together and keep everyone calm.
6. If this is a major incident, students will be released only to adults listed on the Emergency Card.
7. Keep your student count updated as students are released.
8. Report any suspicious behavior or persons on campus to the Administrator.

Students will be released only to individuals listed on the Emergency Card with proper identification. A notification must be left at the school site indicating the address where students have been relocated. All further action will be directed by the administrator-in-charge. Students will be released only to individuals listed on the emergency card. All further action will be directed by the Administrator-in-charge.

PAL Charter Academy Middle School (SB-19th Street) Off-Campus Evacuation Locations

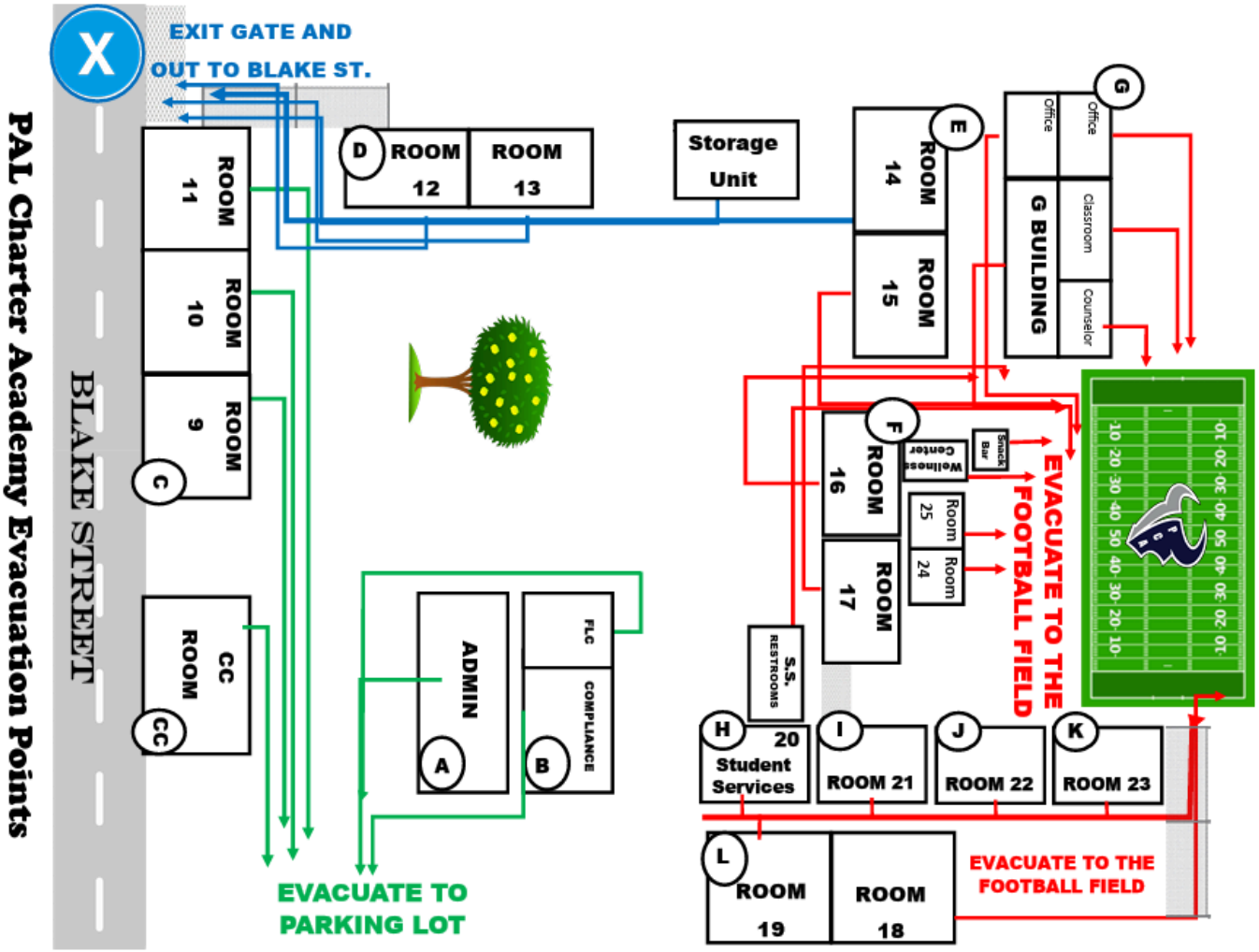
INGHRAM ELEMENTARY SCHOOL
1695 W. 19th Street
San Bernardino, CA 92411
(909) 880-6633

DIGNITY HEALTH COMMUNITY HOSPITAL-SAN BERNARDINO
1805 Medical Center Drive
San Bernardino, CA 92411
(909) 887-6333

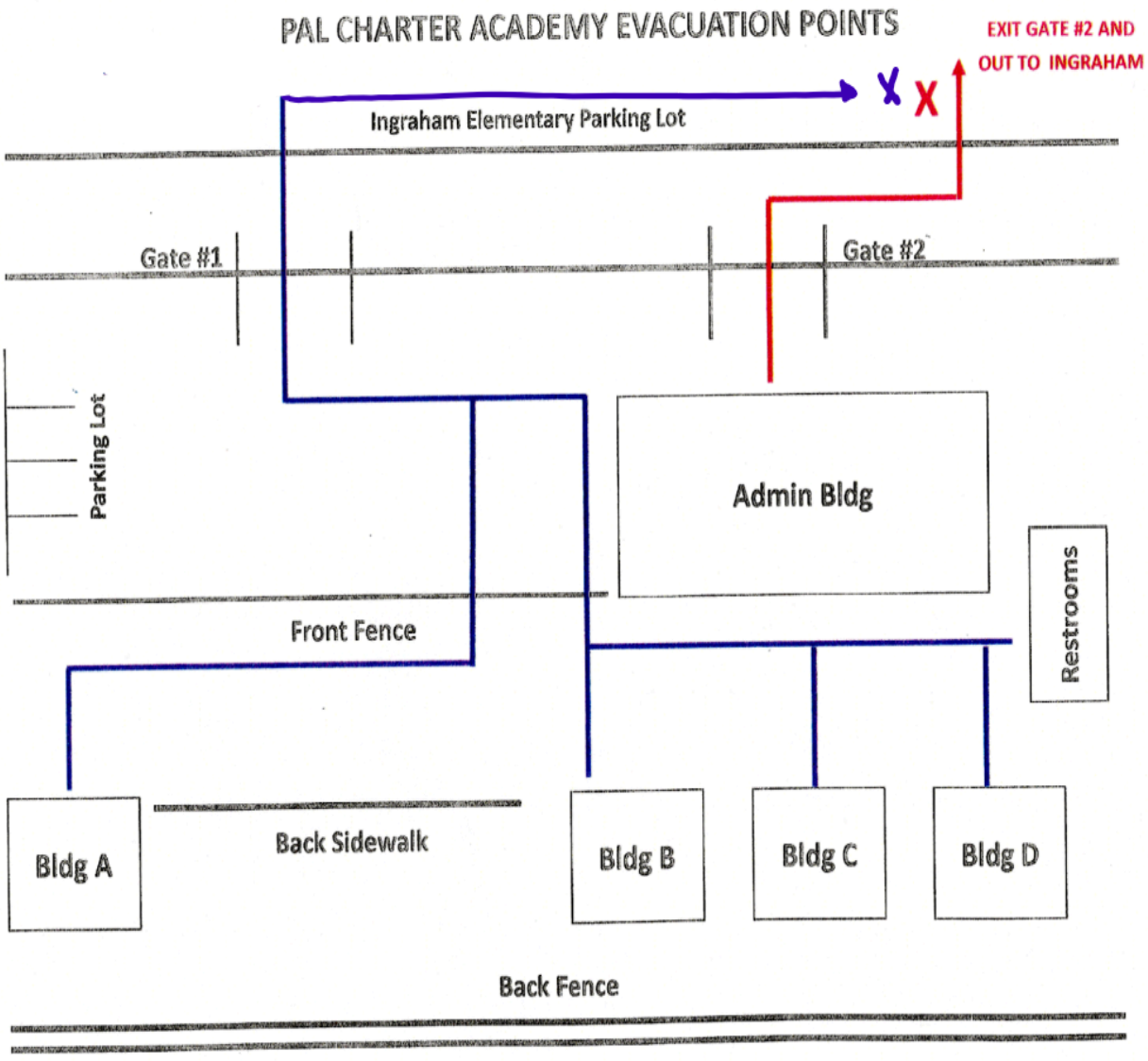
PAL Charter High School (Muscoy) Off-Campus Evacuation Location

MUSCOY ELEMENTARY SCHOOL
2119 Blake Street
San Bernardino, CA 92407
(909) 880-6649

PAL Charter Academy High School (Muscoy) On-Campus Evacuation Map



PAL Charter Academy Middle School (SB-19) On-Campus Evacuation Map



School Procedures – Assessment of School Safety Status

When completing the SWOT analysis with regard to school safety, the team looked at the strengths, weaknesses, opportunities, and threats in order to identify which areas need developing, which areas are thriving, stagnant, and those that need improvement.

PAL Charter School Strengths

Definitions: Factors that are likely to have a positive effect on (or be an enabler to) achieving the school's safety objectives:

- Security Guards walk campus each morning before opening up to students, security procedures carried out and followed consistently.
- Security Guards are also proactive in patrolling campus often and checking for any threats.
- The implementation of life skills classes, Behavioral/Mental Health symposiums, and interventions through the Focus Learning center to address student's personal development has created a more positive student climate on campus.
- PAL also has a contract with SBCUSD School Police for school safety services and can immediately communicate with SBCUSD Campus Police via two-way radio and phone calls.

PAL Charter School Weaknesses

Definition: Factors that are likely to have a negative effect on (or be a barrier to) achieving the school's objectives:

- The San Bernardino campus is located at the very end of the street of a very populated residential area that dead ends with vacant, unfenced land surrounding the campus on one side and a baseball field, that is under construction, on the other side. These isolated areas can leave the campus open to vandalism and graffiti.

PAL Charter School Opportunities

Definition: External Factors that are likely to have a positive effect on achieving or exceeding the school's objectives, or goals not previously considered:

PAL develops partnerships with the community at large, providing needed educational services to our community. Opportunities to develop a culture of safety by increased communication with parents and students fosters community engagement. As a small school, PAL can provide many one to one or small group opportunities to reach students with important information about the dangers of bullying, drugs, alcohol use, and vaping.

PAL Charter School Threats

Definitions: External factors and conditions that are likely to have a negative effect on achieving the school's objectives, or making the objective redundant or unachievable.

High crime area; homeless population is growing in the neighborhood.

Emergency Procedures - Staging

Incident Management Team (IMT)

Operations - High School

Assignment	Name	Reporting Location	Call sign
Search and Rescue	Campus Security	As designated	
First Aid/Medical Unit	Lisbeth Arreola	As designated	
Facilities and Security	Campus Security	As designated	
Student Release Team	Brooke Fernandez	As designated	

Operations - Middle School

Assignment	Name	Reporting Location	Call sign
Search and Rescue	Campus Security	As designated	
First Aid/Medical Unit	Lisbeth Arreola	As designated	
Facilities and Security	Campus Security	As designated	
Student Release Team	Jason Patterson	As designated	

Logistics

Assignment	Name	Reporting Location	Call Sign
Logistics Chief	Tammie Jackson	As designated	
Communications	Dwaine Radden Sr.	As designated	
Facilities - HS	Brooke Fernandez	As designated	
Facilities - MS	Jason Patterson	As designated	
Nutrition	Lisbeth Arreola	As designated	

<u>Incident Command Job Descriptions</u>

Incident Management Team (IMT):

Incident Commander at the Command Post to receive assignment, notification, reporting location, reporting time and travel instructions.

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing conditions.

The Liaison Officer serves as the point-of-contact for agency representatives from assisting organizations and agencies outside the District and assists in coordinating efforts of these outside agencies by ensuring the proper flow of information. Typical agencies would include police, fire, American Red Cross, etc.

The Public Information Officer (PIO) acts as the official spokesperson for the school site in an emergency situation.

Operations

The Operations Section is responsible for response to the emergency or disaster, including Evacuation, First-Aid/Medical, Search-and-Rescue, Security and Traffic, Utilities and Hazards, and Student Release.

Search and Rescue, First Aid/medical Unit/ Facilities and Security Response Team/Evacuation Team/Student Release Team

Logistics

Logistics Chief - The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Communications - This unit is responsible for establishing, coordinating, and directing verbal written communications within the school disaster/incident site and with any outside established Emergency Operations Center.

Facilities - This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Nutrition - This unit is responsible for maintaining a fresh supply of stored water, and to distribute food and water to students and staff during a prolonged occurrence or recovery from a disaster or major incident.

PAL CHARTER ACADEMY POLICIES

Fire Drill Policy and Procedures

Fire Drills

The Head of School shall also hold Fire Drills at least once a month at the elementary level (K-6), four times every school year at the intermediate level (Middle School), and not less than twice every school year at the secondary level (High School) [*Education Code 32001*]. The Head of School shall cause the fire alarm signal to be sounded at least once every month. [*Education Code 32001*]

1. The Head of School shall notify staff as to the schedule for Fire Drills.
2. Whenever a Fire Drill is held, all students, teachers and other employees shall be directed to leave the building.
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The Head of School or designee shall keep a record of each Fire Drill conducted and file a copy of this record with the Office of the Superintendent or designee.

Fires

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The Head of School or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. [*Education Code 32001*]
2. The Head of School or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to designated evacuation areas.
4. Staff shall give students clear direction and supervision and help maintain a calm, orderly response.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. In outside assembly areas, the Head of School, designee and/or each Department Head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Fire Hazard Zones:

2450 Blake St in San Bernardino (Muscoy) is not located within a designated High or Very High Fire Hazard Severity Zone.

The property sits in a fully developed, flat valley basin. This placement keeps it outside the official high-risk wildland-urban interface. You can verify the specific zone layer directly through the official CAL FIRE Fire Hazard Severity Zone Viewer. [1, 2, 3, 4]

Earthquake Policy and Procedures

Earthquake Preparedness

Earthquake Emergency Procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school safety plan [*Education Code 32282*]. Earthquake Emergency Procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System [*Government Code 8607; 19 CCR 2400-2450*]. Earthquake Emergency Procedures shall include, but not be limited to, all of the following: [*Education Code 32282*]

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows. Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.
3. Protective measures to be taken before, during, and following an earthquake.
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system [*Education Code 32282*]. Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake. Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be

followed. Students shall be instructed to remain silent and follow the directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs. Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Head of Schools or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris. Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes. The Head of Schools or designee shall identify potential earthquake hazards in classrooms and other school facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.
4. After the earthquake, the Head of School or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.
5. When directed by the Head of Schools or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.

Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the Head of Schools or designee for instructions before proceeding on the route.

Subsequent Emergency Procedures

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires, if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the Head of Schools or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The Head of Schools or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The Head of School or designee shall request assistance as needed from the County or City Civil Defense Office, fire and police departments, City and County Building Inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The Head of Schools or designee shall contact the Executive Director or designee and request further instructions after assessing the earthquake damage.

Lockdown/Lockout Policies

Intruder(s) on Campus Procedures

A campus intruder is anyone who loiters or creates disturbances on school property.

Call (911) / or SBCUSD District Police, via two-way radios, Channel 2 or (909-388-6130).
Contact the Admin. Office or Student Services Office and give the location of the suspected intruder.
If notified, follow Lockout/Lockdown procedures.
Take roll and notify School Administration of any missing students. Keep phone and radio lines clear.
Remain in Lockout/Lockdown mode until released by law enforcement.

Armed Intruder/Active Shooter

1. Call 911 and SBCUSD District Police: two-way radios channel 2 or (909-388-6130)
2. Contact the Admin. Office or Student Services Office and give them the location of the suspected intruder.
3. If notified, follow Lockout/Lockdown procedures.
4. Take roll and notify School Administration of any missing students.
5. Keep phone and radio lines clear.
6. Remain in Lockout/Lockdown status until released by law enforcement.

7. Follow the Active Shooter Response training of RUN , HIDE , FIGHT protocols as shared in the Active Shooter Manual.

Shelter-In-Place Procedures (Environmental Hazard)

A Shelter-In-Place may be initiated to keep staff and students inside building areas due to an environmental hazard such as smoke from a fire, a hazardous material spill, etc. The signal will be an announcement to “Shelter-In-Place” over the intercom. All students and staff should remain indoors, shutting all windows and doors. The school may also have the HVAC system shut off, to prevent pulling in hazardous substances from the outdoor air.

Receiving Threats Procedures

Receiving Threats

Any staff member receiving a telephone bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. They should also try to determine the caller's gender and age; and should take note of any distinctive features of voice or speech patterns and background noises such as music, traffic, machinery or other voices. Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

1. Any employee who receives a bomb threat shall immediately report the threat to the Head of Schools or designee, and 911 or SBCUSD School Police via two-way radio or at 909 388-6130. If the threat is also in writing, he/she/they shall place the message in an envelope and take note of where and by whom it was found. The Security Guard and Administrative Office, to include the Executive Director, Human Resources Director and Operations Coordinator, shall also be informed in the appropriate chain of command sequence.
2. Any student or employee seeing a suspicious package shall promptly notify the Head of School or designee, Security Guard, and Administrative Office, to include the CEO, Human Resources Director and Operations Coordinator, in the appropriate chain of command sequence. Do not touch or move the device or package. Beware of secondary devices.
3. The Head of School or designee shall immediately use Fire Drill signals and institute Standard Evacuation Procedures as specified in the Emergency Plan. Evacuate all people from the device (a minimum of 500 feet in all directions).
4. The Head of School or designee shall turn off any two-way radio equipment which is located in a threatened building. Do not use radio or cell phones within 300 feet of the device. Law Enforcement and/or Fire Department personnel shall comprise the Bomb Search Team. School Police Officers may assist in this search. No other school staff shall search for, or handle, any explosive or incendiary device. Except for School Police Officers, no staff or students shall re-enter the threatened building(s) until the Law Enforcement and/or Fire Department personnel

advises the Head of School or designee that re-entry is safe. Any student who makes a bomb threat shall be subject to disciplinary procedures.

PAL Policies – Bomb Threat Procedure/Checklist

1. Initial Actions: Time of Call: _____AM _____PM

   Do not hang up! Keep the caller talking.

2. Exact Wording of Threat: _____

3. Questions to Ask:

   When is the bomb going to explode? _____

   Where exactly is the bomb? _____

   When did you put it there? _____

   What does the bomb look like? _____

   Did you place the bomb? _____

   What is your name? _____

   Where are you? _____

   What is your address? _____

4. Listen For:

   VOICE: Accent/impediment/tone/speech/dictation/manner

   _____

   LANGUAGE: Polite/incoherent/irrational/taped/read out/abusive

   _____

   NOISE: Traffic/voices/machinery/music/noises on the line/local call/STD

   _____

   OTHER: Sex/Gender of caller/estimated age

   _____

5. After the Call: Note the time of the end of the call: _____AM_____PM

Name of Recipient (Print): _____

Signature: _____ Date:_____

Report the call to your Site Administrator, who will contact the Police

PAL Charter Academy Policies

Hazmat Release Procedures

PAL Charter Academy recognizes that potentially hazardous substances are used in the daily operations of our schools. The Head of School or designee shall ensure these substances are inventoried, used, stored, and regularly disposed of in a safe, legal manner. The Head of School or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances, to the best of their ability.

Hazard Communication Program

The Executive Director or designee shall develop, implement, and monitor a written Hazard Communication Program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that Material Safety Data Sheets (MSDS) are readily accessible to them. The Executive Director or designee shall ensure that school staff purchase, use, store, transport, and regularly dispose of all hazardous substances in a safe and legal manner.

All employees and students shall be fully informed about the properties and potential hazards of materials to which they may be exposed. A Material Safety Data Sheet must be kept on file and must be readily available for each hazardous material received. The Executive Director or designee must approve all hazardous materials purchased and disposed of by PAL. All staff and teachers must stress the importance of proper protection and handling, storage, and disposal of potentially hazardous materials. At each school offering laboratory work to students, the Head of Schools shall designate a trained Certificated employee as the School Science Laboratory Consultant if needed. The School Science Laboratory Consultant shall review, update, and carry out the school's procedures for laboratory safety. Disposal of laboratory chemicals shall be accomplished in accordance with any guidelines set forth by PAL policy and the Science Safety Handbook for California Public Schools. Teachers shall instruct students about the importance of proper handling, storage, disposal, and protection when using any potentially hazardous substance.

Student Fight Procedures

The goal in this situation is to prevent escalation and contain the area to the extent possible until Police arrive. School Personnel:

1. Promptly walk, don't run to the fight, so you may visually analyze the situation and mentally form a strategy as you approach.
2. The moment you come in sight of the altercation, use an authoritative voice and indicate you want it stopped immediately.
3. If possible, while walking to the fight, stop and obtain help from other teachers. Make sure someone is sent to the office for additional assistance.
4. Call out to any of the students you recognize and start giving orders: "Mary, go to Mr. Frank's room. Sam, you go to the office and get Mr. Jones." It does not matter what you tell the students to do. Just remember, kids are accustomed to responding to directions, so give them directions. You want them away from the commotion.
5. If you know the fighters by name, call out each of their names and let them know you know who they are.
6. If you are confronted with a real serious situation, get additional help.

Flood Procedures

This procedure applies whenever storm water or other sources of water flood or threaten to flood school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall. Also, flooding may occur without warning as a result of damage to water distribution systems.

1. Initiate appropriate immediate response actions: SHELTER-IN-PLACE, EVACUATE, or OFF-SITE EVACUATION.
2. Call the Administrative Office, Head of Schools, and Maintenance Office.
3. In the event of evacuation, teachers shall bring their roll sheet and take attendance in the assembly area.
4. Notify School Administration of any students unaccounted for.

Flu (Influenza)/Pandemic Procedures

Any influenza or pandemic impacting our school will be managed through the Student Services Office in coordination with the San Bernardino County Public Health Department. Influenza, also known as the flu, is a contagious respiratory disease caused by different strains of viruses. Flu viruses spread from person to person when people who are infected cough or sneeze. Anyone with a fever or other symptoms of the flu should stay home from work or school until at least 24 hours after the fever is gone (without medications). These common sense steps are recommended to stop the spread of germs:

1. Wash hands frequently with soap and water or an alcohol-based hand sanitizer.
2. Avoid or minimize contact with people who are sick (a minimum three feet distancing is recommended).
3. Avoid touching your eyes, nose, and mouth.
4. Cover your mouth and nose with tissues when you cough and sneeze. If you don't have a tissue, you need to cough or sneeze into the crease of your elbow.
5. Stay away from others as much as possible when you are sick.

Food and Water Contamination Procedures

This procedure should be followed if site personnel suspect contaminated food or water. It applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination. Indicators may include unusual odor, color, taste, or multiple employees experiencing nausea, vomiting, or other illnesses.

1. Isolate suspected contaminated food/water and restrict access to the area.
2. Call 911.
3. Notify the Head of School, the Administrative Office (to include the CEO, Human Resources Director and Operations Coordinator), and Maintenance Office.
4. Staff will make a list of all potentially affected students and staff.
5. Staff will make a log of symptoms, the suspicious food/water, quality and character of products.
6. Medical First Responders will assess the need for medical aid.
7. The Head of School or designee will notify parents/guardians of affected students.

Unhealthful Air Quality and Extreme Heat Plan

PAL acknowledges the potentially adverse effects of unhealthful air quality and extreme heat conditions on the health of students and employees; and will:

1. Notify students and employees when unhealthful air quality or extreme temperature/humidity conditions exist;
2. Modify school programs and work assignments for the protection of students and employees when unhealthful air quality or extreme heat conditions are attained;
3. Cooperate with other governmental agencies and the community in matters of critical concern regarding unhealthful air quality and extreme heat.

CHAIN OF COMMAND/ACTIVITY ADJUSTMENT AUTHORITIES: The decision to cancel, postpone or modify outdoor activities in the event of heat may be made by the Executive Director, Head of School, or affected Physical Activities Teacher/Coach.

Cold/Inclement Weather Protocol

COLD/INCLEMENT WEATHER RESPONSIBILITIES: Environmental risks which are all factors of cold weather safety may include air temperature, wind chills, flooding, rain/snow, relative humidity, existing medical conditions, and the amount of time spent outside. It is the responsibility of parents/guardians to properly clothe their child(ren). Each site should communicate to families and plan accordingly for school-based outdoor activities:

- Planning recess, field trips, Physical Education/Physical Activities, or any outdoor activity is determined by the weather. Persons can properly maintain a comfortable body temperature by layering clothing. Beverages help maintain a comfortable body temperature (room temperature is best).
- Younger students, or persons with health conditions such as asthma, Exercise-Induced Bronchospasms, known cardiovascular disease or other predisposing factors, and those who are

not dressed appropriately for the cold weather are at greater risk of health complications in cold temperatures. These staff members/students should be closely monitored.

- Head of Schools/Student Services should communicate and remind families to properly dress students with wind breaking jackets, heavy coats, scarves, gloves, and/or all clothing necessary for cold weather temperatures. Parents/Guardians are also encouraged to properly tag their child(rens) clothing for identification.

CHAIN OF COMMAND/ACTIVITY ADJUSTMENT AUTHORITIES: The decision to cancel, postpone, or modify outdoor activities in the event of cold weather/elevated winds may be made by the Executive Director, Head of Schools, or affected Physical Education Teacher/Coach.

Loss of Utilities Procedures

These procedures address situations involving a loss of water, power, or other utilities on school grounds. These procedures should also be used in the event of the discovery of gas leaks, exposed electrical lines, or a break in sewer lines.

1. Notify the Administrative Office, to include the Executive Director, Human Resources Director, and Operations Coordinator, in the appropriate chain of command sequence.
2. If water or an electrical line is broken, an effort should be made to safely turn off water or power to the affected area and immediately notify the Head of School or designee.
3. Upon notice of loss of utilities the Head of School or designee will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE, or BUILDING EVACUATIONS. The Head of School or designee will notify the Maintenance/Operations Department, and will provide the location and nature of the emergency.
4. The Head of School or designee will notify all proper authorities of the loss of utility service.

Motor Vehicle Crash Procedures

If an accident, such as a motor vehicle collision occurs on or near campus:

1. Call 911, if there are injuries.
2. If no injuries occur and you are on campus, notify the School Security Guard, Head of School, the Administrative Office (to include the Executive Director, Human Resources Director, and Operations Coordinator), in the appropriate chain of command sequence; or if needed SBCUSD District Police (909-388-6130).
3. If no injuries occur and you are off campus, you need to notify local police.
4. Contact the School Office and report the incident and if any persons are injured or trapped.
5. If no buildings are endangered, instruct students to stay inside classrooms.
6. If buildings are damaged, evacuate all students and staff from buildings as appropriate.
7. Maintain control of students, take roll, and complete the Accountability Report. If evacuated, wait for instructions from the Head of School or designee.

Plane Crash Procedures

If a plane crash happens on or near campus, or if a student or staff member is seriously injured on campus:

1. Contact 911 to report the incident and any persons injured or trapped. Report to the Administrative Office (to include the Executive Director, Human Resources Director, and Operations Coordinator) in the appropriate chain of command sequence.
2. If no buildings are endangered, instruct students to stay inside classrooms.
3. If buildings are damaged, evacuate all students and staff from wreckage as appropriate.
4. Take roll and complete Accountability Report.
5. If evacuated, wait for instructions from the Administrator.

Animal Disturbance Procedures

This procedure should be implemented when the presence of a dog, bull, coyote, mountain lion, or any other wild animal threatens the safety of students and staff.

1. Call 911 and report to the Associate Head of School, Head of School, the Administrative Office (to include the Executive Director, Human Resources Director, and Operations Coordinator), in the appropriate chain of command sequence.
2. The Associate Head of School/designee will initiate appropriate actions, which may include LOCKOUT or EVACUATION from the affected area.
3. Upon discovery of an animal, staff members will attempt to isolate the animal from students.
4. If the animal is outside, students will be kept inside. If the animal gets inside the students will remain outside. It is suggested to close the doors or lock gates as a means to isolate the animal.
5. Call Animal Control.
6. If conditions change or warrant it, the Head of School/designee will initiate Off-Site Evacuation Procedures.

Tear Gas Policy

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons ,such as pepper spray, on campus or at school activities.

STUDENTS: No kindergarten through twelfth-grade student, even if that student is 16 years of age or older, may possess a tear gas weapon (this also includes “pepper spray”) while taking part in any regular school activities, including extra-curricular, after-school activities, such as athletic events and dances. Although the Penal Code authorizes a person 16 years of age or older to possess and carry a tear gas weapon, PAL Charter Academy maintains complete authority over the possession of tear gas weapons on school sites. Heads of Schools/Delegates are directed to advise students of this prohibition and that appropriate disciplinary action will be taken, should any student be found in possession of a tear gas weapon at school or at a school activity.

Declaring an Emergency Procedures

Heads of School/Delegate will notify the classrooms of a major emergency by using the school intercom. SBCUSD District/City-Wide emergencies may be declared and are managed by the SBCUSD Emergency Operations Center and followed by PAL Charter Academy.

Use of Site as an Evacuation Center

PAL Charter Academy does not have any current MOU's/agreements with the American Red Cross or other agencies for the use of schools during emergencies, but may be used as an evacuation site based on emergency or community needs. Any requests made to the school for any such use should be directed to the Administrative Office of PAL Charter Academy for processing.

Notifying 911 and Paramedics Procedures

Purpose: All employees of the school site are responsible for taking all reasonable actions to promote the safety of all of the students, at all times. This protocol will provide guidelines for calling an ambulance and/or paramedics.

Objective: All employees will know how to respond appropriately in an emergency situation and implement the emergency medical system properly, efficiently, and quickly.

Responsible Staff: Associate Head of Schools, School Nurse, Health Assistant, Secretaries, Clerks, Teachers, and other designated staff.

REFER TO EMERGENCY FIRST AID GUIDELINES FOR CALIFORNIA SCHOOLS FOR SPECIFIC RECOMMENDATIONS of calling 911. **(COPY WILL BE ON-SITE FOR EACH SCHOOL)**

The following are a few examples of situations requiring 9-1-1:

a. Difficulty breathing
b. Anyone unconscious and unresponsive
c. Uncontrolled bleeding
d. Head injury with symptoms such as: dizziness, nausea/vomiting, mental confusion, or any loss of consciousness
e. Emergency medication has been given (Glucagon, Epi-Pen)

PROCEDURES: If possible the Head of School or Administrative Designee, with the input of others as needed, will make the decision to call 911. However, if the emergency is of great severity any employee can call 911. Please inform the Administration if 911 is called.

Head of School or Administrative Designee will make a decision to call an ambulance/paramedics:

1. When informed of occurring medical situations listed above ·
2. When School Nurse recommends a 911 call (if on school campus) ·
3. When "In doubt"- CALL 911

The Head of School or Administrative Designee must complete a Student/Visitor Injury form and call the Administrative Office to report the 911 call.

School Nurse

The school nurse is the recognized health leader when on campus. The school nurse will make the final decision to call the ambulance/paramedics if there is a disagreement with an Administrator regarding the assessment of the seriousness of the medical situation. The school nurse will:

1. Work with the Head of School or Designee (if Head of School is off campus), regarding the need to call 911.
2. Keep the Head of School or Designee (if Head of School is off campus) informed, as soon as possible, of the decision to call 911.
3. Give the staff directions pertaining to the medical emergency procedures and the calling of 911 for assistance.
4. Follow-up with the parents/guardians of the student that required a 911 call.
5. Complete a Student/Visitor Injury Form and call the Administrative Office to report the 911 call, if the school nurse directed the 911 call.

Health Assistant or Other Designated Staff:

When calling an ambulance/paramedics, the Head of School or Designee and/or the school nurse, if available, should be informed. The following information should be communicated to the dispatcher.

1. First, state the nature of the emergency.
2. Where the emergency situation is located – address, cross streets, and any access restrictions (building is behind or obscured by another building), access gates, “school staff members will direct from corners of such and such”, etc.
3. Give a brief description of what happened. (e.g. Student is having difficulty breathing, the student is down and may have a possible broken bone(s), a student is having a seizure, etc.)
4. Telephone number you are calling from.
5. How many people are involved and how much help is needed (fire in chemistry lab, eight victims burned vs. car accident, one victim injured).
6. What is currently being done for the victim(s)? How is the victim reacting to what is being done for him/her/them?
7. Student or staff member’s age and name. ·
8. Any medical history of the child/adult that is on record that paramedics need to know. ·
9. Always hang up the phone call last.

Informing Parents/Guardians:

Always call 911 first for life-threatening medical concerns before notifying the parents/guardians. Get help as soon as possible. Any responsible staff may contact parents/guardians which may include: Administrator, School Nurse, Health Assistant, Secretaries, Clerks, Teachers, and Other Designated Staff.

1. Always call parents/guardians and report the medical situation to them.

2. Inform parents/guardians of any and all medical care given to the student and if 911 was called.
3. If a parent/guardian states that 911 should not be called and the medical situation is life-threatening (see Situations Requiring 911), call 911 despite parental objection.
4. If a student has other non-life-threatening injuries, but they must receive medical attention (e.g.- broken bones, severe pain) and the parents/guardians are not coming to pick up the student to obtain medical attention, inform the Head of School or School Nurse for instructions regarding calling 911 for assistance.
5. If a parent/guardian arrives at school while paramedics are there they have the right to deny medical transportation.
6. If parents arrive before 911 is called, offer to call 911 for them for medical assistance. If calling 911 is denied then recommend that they seek medical care for the student themselves and document it in the student's medical information in AERIES.
7. If unable to contact the parent/guardian, continue to provide first aid or call 911, if applicable.

Crisis Counseling/Team

The support services that PAL Charter Academy will contact, will be available to assist our staff and students in dealing with traumatic events in our school community. These services will be arranged by PAL Charter Academy Administration.

Transportation

Conduct is considered appropriate when students engaged in academic activities, taking care of school property, being courteous and respectful toward their teachers, other staff, students, and volunteers. PAL provides VAN transportation, to and from school, at designated van pickup and drop-off stops, for qualified students on a first come, first served basis. The Head of School or Designee makes sure that each school site develops standards of conduct and discipline consistent with PAL Policies and Administrative regulations. Students and parents/guardians are notified of school rules related to conduct during transportation by PAL Charter Academy or using PAL-supplied Bus Passes.

Bus Passes

Public transportation bus passes may be issued by the school office and students must retain their pass for continued usage. Students must show their bus pass to the bus driver. Students must carry their bus passes every day. Bus passes may not be loaned to others. Student Services and the Transportation Office assign PAL Charter Academy's van bus stops. Problems concerning buses, behavior on buses, loading, complaints about drivers, bus stops, etc. should be routed to the Student Services Office or the PAL Administrative Office.

Bicycles, Skateboards, Hoverboards, other wheeled devices

Bicycles

Students under the age of 18 are required by California Law to wear helmets. All students are encouraged to wear helmets. Bicycles may be parked in the bicycle racks. Bicycles parked there must be secured with a chain and lock. Bicycles are not to be ridden on campus.

Skateboards/Hoverboard/Wheeled device use is not allowed at school for safety reasons. Students riding wheeled devices on campus risk having them confiscated. Parents/guardians will have to pick up the devices.

Student Behavior Policy

PAL Charter Academy believes that all students have the right to be educated in a positive learning environment, free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, at school activities, and while on district transportation. Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers. The Student Handbook details Standards of Conduct and Discipline consistent with PAL Student Behavior and Conduct Policies. All PAL students and parents/guardians shall be notified of school rules related to conduct. Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others.
2. Conduct that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activities, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
4. Damage to or theft of property belonging to students, staff, or the District.
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment [*Penal Code 417.27*]. Prior to bringing a laser pointer on school premises, students shall first obtain permission from the Head of School or Designee. The Head of School or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purposes.
6. Use of profane, vulgar, or abusive language.
7. Plagiarism or dishonesty in school work or on tests.
8. Inappropriate attire.
9. Tardiness or unexcused absences from school.
10. Failure to remain on school premises in accordance with school rules.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she/they shall refer the matter to their Supervisor or Administrator for further investigation. Students who violate District or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, or transfer to alternative PAL Independent Study Programs in accordance with Board policy. Students may

be subject to discipline in accordance with the law, Board policy, and Administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or PAL property or disrupts the orderly delivery of the educational program.

Possession of Cellular Phones and Other Mobile Communications Devices

Electronic Signaling Devices

No PAL campuses shall permit the use of any unauthorized electronic signaling device except for the use of cellular phones as described below:

1. Students are permitted to possess cellular phones for use before school and after the instructional day.
2. Students must keep their cellular phones out of sight during the instructional day. PAL Middle School students must secure their cell phones and other electronic devices in the school-provided Yondr pouches during the instructional day.
3. PAL Charter Academy and its employees will not be responsible for lost, damaged, or stolen cellular phones.
4. School Administrators may confiscate from students cellular phones when in use during the instructional day.
5. Students are prohibited from using cellular phones at school as recording devices and/or cameras. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a student and use of which is limited for purposes related to the health of the student [*Education Code 48901.5*].

Bullying/Cyberbullying /Sexual Harassment

PAL Charter Academy and its governing board desires to prevent bullying by establishing a positive school climate and clear rules for student conduct. The Charter school provides students instruction in the classroom or other school settings to develop communication, social skills, other skills and strategies to prevent and respond to bullying. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or Administrator and may also request that their name be kept in confidence. The Head of School/ PAL Administration may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with PAL's established grievance procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying, including sexual harassment, against other students or staff or to threaten school

property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, Guidance Tech, Head of Schools, or other employee so that the matter may be investigated. Cyberbullying conducted using school-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to disciplinary action, in accordance with school policies and regulations. If the student is using a social networking site or service that has Terms of Use which prohibits the posting of harmful material, the Executive Director or Designee may also file a complaint with the Internet site or service.

Suspension and Expulsion Policy

Suspensions /Expulsions

A suspension is the removal of a pupil from a regular classroom in the school program for adjustment purposes within the limitations as described in *Section 48900 of the Education Code*. A suspension shall be imposed only when other means of correction fail to bring about responsible behavior. However, students may be suspended on a first offense if the student's presence causes a danger to persons or property, or as deemed necessary by Administration.

Expulsion is an act of the Governing Board that involves removing a student from PAL campuses upon the recommendation of the Head of School, Hearing Officer, or an appointed Administrative Panel pursuant to law and the expulsion policies established in our Charter Petition. The procedure for expulsion is the same as for suspension except that additional steps in due process occur, including notices, hearings, and time restrictions. The complete process is explained in a conference at the school when a suspension with a recommendation for expulsion occurs.

Causes for Suspensions or Expulsions [*Education Code 48900*]

Students and parents must know the causes of suspension and expulsion so that students do not participate in these activities. Students will be held responsible for violation of the following causes of suspension or expulsion while:

1. On the way to school
2. At school
3. On the way home from school
4. At any school function on or off campus
5. On any other school campus

Appropriate police agencies will be informed of all violations that are covered by the laws of the State of California. Violations of the *Education Code* will be treated seriously including suspension and possible recommendation of the student for expulsion.

Caused, attempted to cause, or threatened to cause physical injury to another person. This includes:

1. Hurting someone
2. Speaking or acting as if you might hurt someone
3. Pushing or grabbing a teacher, student, or someone else

4. Sticking others with pins, pencils, etc.
5. Shooting paper clips, rubber bands, spit wads, etc.

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object

Unless, in the case of possession of any object of this type, the pupil obtained written permission to possess the item from a Certificated school employee, which is concurred in by the Head of School or Designee. This means: You may not possess or furnish to another person anything that can hurt or be used to threaten to hurt someone and you may not possess the items in your vehicle.

Unlawfully, possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance or intoxicant of any kind

This means: Students may not possess controlled substances (illegal drugs) even if you are just holding the material for someone else.

Unlawfully offered, arranged, or negotiated to sell any controlled substance and alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

This means: It is against the law to sell or furnish drugs. This includes imitation drugs as well as real drugs.

Committed or attempted to commit robbery or extortion

This means:

1. Attempt in any way to take the property of another by force or threaten harm if they fail to surrender their property.
2. Students may not take anything of value from another without that person's permission.
3. Students should not ask for money, lunches, or other valuable things from students you don't know, especially if it is reasonable to assume that the student might be afraid of you or your friends.
4. This may apply even if a student may just want to borrow something of value.

Caused or attempted to cause damage to school property or private property

This includes:

1. Destroying a teacher's or office papers, or property in general.
2. Kicking or hitting windows, doors, and furniture.
3. Writing or scratching on walls, desks, books, etc.
4. Being with a group who attempts to damage property.

Stolen or attempted to steal school property or private property

This means: Attempt in any way to take the property of another and/or be in possession of the property of another without his or her expressed permission.

Possessed or used tobacco or related products that are prohibited by California Law for students

This applies:

1. At school events, as well as during school time.
2. On field trips and at bus stops.
3. It is a criminal offense for any minor to purchase, receive, or possess any tobacco or tobacco-related products [*Penal Code 308b*].

Committed an obscene act or engaged in habitual profanity or vulgarity

1. Using bad language often.
2. Making a vulgar sign to someone.
3. Grabbing or touching yourself or another person in an inappropriate manner.

Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code

Knowingly received stolen school property or private property

Possessed an imitation firearm

As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an extent as to lead a reasonable person to conclude that the replica is a firearm.

Committed or attempted to commit a sexual assault

Harassed, threatened, or intimidated a witness

Sexual Harassment

Sexual harassment is conduct, which must be considered by a reasonable person to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Hate Violence

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Hate violence can occur when an individual interferes with another's Civil Rights by personal assault or damage to another's personal property because of the person's race, color, religion, and nationality, country of origin, ancestry, disability, gender identity or sexual orientation.

Intentional Harassment

Intentionally engaging in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Pupil has made terrorist threats against school officials or school property, or both.

Unlawfully arranged to sell the drug Soma. Aided or abetted the infliction or attempted infliction of physical injury to another person.

Engaged in or attempted to engage in hazing.

Intentionally engaged in harassment, threats, or intimidation against a pupil, groups of pupils or staff through the use of electronic devices or the Internet.

Engaged in bullying based on sexual orientation

Engaged in bullying based on ethnicity or race

Engaged in bullying based on physical or mental disability

Sexting

Disorderly Conduct

PAL Charter Academy desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Head of School or Designee may request Law Enforcement assistance.

The Heads of Schools for each campus shall establish a School Disturbance Response Plan that is intended to prevent disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Heads of Schools or Designee shall consult with local Law Enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believes that a disturbance is about to occur, or sees such, shall immediately contact the Head of Schools and execute the School Disturbance Response Plan. Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with board policy and administrative regulations:

Demonstration/Walkout/Civil Unrest

An unlawful demonstration/walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

1. Immediately notify School Administration to include the Head of School, Executive Director, Human Resources Director and Operations Coordinator, in the appropriate chain of command sequence.
2. School Administration will initiate appropriate response action, which may include a Shelter–In-Place.
3. School Administration will notify the Administrative Office.
4. The Site Administration Team will deploy to pre-identified exit points.
5. School Administration will designate staff to accompany students going off campus.

6. Students not participating will remain in the classroom.
7. Teachers will close and lock doors; and staff will close window coverings to protect from flying glass.
8. School Administration will notify parents/guardians of the incident as appropriate.

Policy for Notifying Teachers of Dangerous Students

Dangerous Pupil Notifications

Per *Ed Code 49079*, we are required to notify teachers if pupils have violated disciplinary *Ed Codes* (going three years back) that are deemed dangerous. The School Registrar will be responsible for sending out notifications. Teachers will be able to see applicable suspension violation codes next to their students' names when they log into their attendance screen. Heads of School will notify PAL teachers that if they wish to see details regarding a violation, they are to seek further information with School Services/Administration.

Anti-Gang Policy District Policies – Vandalism, Theft, and Graffiti

The Board desires to keep PAL campuses free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence, or disruptive behavior. The Head of School or Designee shall take steps to discourage gang intimidation of students and staff and confrontations between members of different gangs. He/She/They shall exchange information and establish mutually supportive efforts with local Law Enforcement authorities. The Head of Schools or Designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early signs of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and learn about intervention measures and community resources. Students may join gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate violence prevention education shall also be provided for each grade level of the students who attend PAL Charter Academy. To further discourage the influence of gangs, the Head of School or Designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are consistently enforced. If a student shows signs of gang affiliation, staff shall inform the parent/guardian.

PAL Policies – Weapon-Free Campus Policy and District Procedures Possession of Weapons

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any person other than authorized Law Enforcement or Security Personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds and buses, at school-related or school-sponsored activities away from school, or while going to or coming from school. Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any person on school grounds. The Head of School or Designee shall notify Law Enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. (2*0 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10*)

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

PAL Policies – Smoking and Use of Tobacco Policy

The Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (*Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083*)

This prohibition applies to all employees, students, and visitors at any instructional program, activity or athletic event. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of a playground. (*Health and Safety Code 104495*)

Alcohol and Drug Use Policy

The PAL Governing Board believes that the use of alcohol or other drugs negatively affects a student's ability to achieve academic success and has serious social and legal consequences. The Board desires to keep PAL campuses free of alcohol and other drugs in order to help prevent violence, promote school safety, and create a well-disciplined environment conducive to learning.

The Head of School or Designee shall develop, implement, and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs, to prevent or reduce alcohol or other drug use, possession, and distribution of illegal drugs.

The Head of School or Designee shall clearly communicate to all students, staff, and parents/guardians the policies, regulations, and school rules related to the use of alcohol and other drugs on PAL Charter Academy campuses or at school activities. Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

Instruction

PAL Charter Academy shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

PAL Charter Academy shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral, and Student Assistance Programs

School staff, students, and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Head of School or Designee shall take appropriate action to eliminate possession, use, or sale of alcohol, other drugs, and related paraphernalia on school grounds or at school-sponsored activities.

Students possessing, using, selling alcohol or other drugs, or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to Law Enforcement in accordance with law, Board policy, and Administrative regulation. In addition, such students may be referred to an appropriate counseling program insight and/or be restricted from extracurricular activities, including athletics.

Student Search Policy

As necessary to protect the health, safety, and welfare of students and staff, school officials may search students, their property, and/or school property under their control and may seize illegal, unsafe, and prohibited items.

Individual Searches

School officials may search individual students, their property, and school property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, PAL Charter Academy policy, Administrative regulation, or other rules of the school.

Any search of a student, their property, or school property under their control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments; and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. [*Education Code 49050*]. Searches of individual students shall be conducted in the presence of at least two PALCharter Academy school employees. The Head of School or Designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible, after the search.

Student Lockers/Desks

The Head of School or Designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Because lockers and desks are under the joint control of the student and PAL Charter Academy, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire, and/or other threats to health, welfare, or safety emanate from the locker or desk.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the charter school's ability to provide a safe and orderly learning environment to which PAL Charter Academy's students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. If metal detectors are used on PAL Charter Academy's campuses, the Head of School or Designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that minimizes or eliminates arbitrary and capricious enforcement by school officials.

Anti-Bullying Policy

A. PAL Charter Academy believes that all students and staff have a right to a safe and healthy school environment. PAL Charter Academy campuses and community have an obligation to promote mutual respect, tolerance, and acceptance. PAL Charter Academy will not tolerate behavior that infringes on the safety of any student or staff member. No person affiliated with PAL Charter Academy shall intimidate, harass, or bully another person through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assault, such as teasing or name-calling; and social isolation or manipulation, retaliation, or measures taken that impact learning or the work environment.
B. PAL Charter Academy expects students and/or staff to immediately report incidents of bullying to the Head of School or Designee; and for staff, also to the Administrative Office and Executive Director. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students or staff on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Cyber- and

electronic bullying shall be included where a nexus exists or causes a disruption to the educational and/or work environment.

C. To ensure bullying does not occur on school campuses, PAL Charter Academy shall provide professional development training in bullying prevention, to cultivate acceptance and understanding; and to equip all students and staff to build each school's capacity to maintain a safe and healthy learning and/or work environment.

D. PAL Charter Academy will develop established procedures that discuss this policy with staff and students (in age appropriate ways) and will assure them that they need not endure any form of bullying. Any person who engages in bullying, in any form, is in violation of this policy and is subject to disciplinary action.

E. PAL Charter Academy has adopted a procedure to be followed by every person. The procedure includes, but is not limited to:

    1. Any student who engages in bullying behavior may be subject to disciplinary action up to and including expulsion. Restorative Justice and Positive Behavioral Intervention Supports (PBIS) are established to assist students in understanding the impact of bullying behavior.
    2. Students and staff are expected to immediately report incidents of bullying to the Head of School or Designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
    3. Staff members who engage in bullying may be subject to disciplinary action up to and including termination. If the complainant student, staff, or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the Administrative Office.
    4. If a staff member feels there is not a satisfactory resolution, they should contact Human Resources.
    5. PAL Charter Academy prohibits retaliatory behavior against any participant in the complaint process.

F. The procedures for intervening in bullying behavior include, but are not limited, to the following:

    1. All persons affiliated with PAL Charter Academy will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet; as part of new student orientation; and as part of the school system's notification to parents.
    2. The school and/or department will make reasonable efforts to keep a report of bullying and the results of investigation confidential. Each school and/or department shall ensure that the bullying policy and anti-bullying literature is posted in every classroom based on *Education Code 234.1.*
    3. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. Persons witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

G. PAL Charter Academy wants to ensure that all students and staff are free to receive an education and to work in a bully-free, non-hostile learning/work environment. Retaliation of any kind is considered Bullying.

Policies – Child Abuse Reporting Procedures

Child Abuse Prevention

PAL Charter Academy recognizes the District's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

PAL Charter Academy shall develop an instructional program to include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques. PAL Charter Academy may incorporate community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that the District has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. PAL Charter Academy shall establish procedures for the identification and reporting of such incidents in accordance with law.

PAL Charter Academy employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The HR Department of PALCharter Academy shall provide training regarding the reporting duties of mandated reporters. In the event that training is not provided to mandated reporters, the Executive Director or Designee shall report to the California Department of Education the reasons that such training has not been provided. [*Penal Code 11165.7*]

Discrimination and Harassment Policy

Statement of Policy

PAL Charter Academy is committed to providing all students with a learning environment that is free of discrimination, harassment, intimidation, and bullying in accordance with applicable State and Federal Laws. This nondiscriminatory learning environment is for the benefit of all PAL Charter Academy students

and all students are expected to fully comply with this policy. Additionally, non-PAL students who have contact with any of PAL students are expected to conduct themselves in accordance with this policy on any PAL Campus or school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this policy. In keeping with this commitment to a nondiscriminatory learning environment, PAL administration maintains a strict policy prohibiting sexual harassment, discrimination, harassment, intimidation, or bullying or harassment based on race or ethnicity, ethnic group identification, color, actual or perceived gender, sexual orientation, gender identity, gender expression, religion, national origin, ancestry, physical or mental disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in accordance with applicable State and Federal Laws. This policy prohibits all forms of discriminatory harassment through any means including:

- nonverbal
- verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts)
- physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement)
- visual (including leering, cartoons, drawings, magazines, notes, letters or posters)

This policy prohibits all conduct by which any student because of actual or perceived sex, age, race or ethnicity, ethnic group identification, religion, color, national origin, ancestry, physical disability, mental disability, actual or perceived gender, sexual orientation, gender identity, gender expression or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting. This includes unlawful discrimination, harassment, intimidation, or bullying based on the actual or perceived characteristics as specified above. Moreover, students will not be excluded on the basis of the aforementioned protected bases from participation in or access to any educational program, guidance and counseling programs, testing procedures, curricular or extracurricular activities, including all sports and other activities; denied the benefits of participation, or subjected to harassment or other forms of discrimination, harassment, intimidation, or bullying in such programs. This policy applies to all acts related to school activity or school attendance occurring within a campus under the jurisdiction of the PAL Charter Academy Governing Board.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear of harm to that pupil's or those pupils' person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, image, or a post on a social network internet website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, tablet, computer, or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Gender means sex, and includes a person's gender identity, gender related appearance, and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The Board prohibits intimidation or harassment of any student by any employee, student, or other person in the District. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges. School personnel who witness such acts of discrimination, harassment, intimidation, or bullying based on actual or perceived characteristics delineated in this policy are required to take immediate steps to intervene when safe to do so.

Sexual Harassment

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment; where submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; where submission to, or rejection of, such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the PAL Charter Academy campuses.

Examples of Prohibited Behavior

1. Exposing genitals
2. Shouting obscenities
3. Mooning
4. Streaking
5. Leaving obscene messages on school computers
6. Whistling at other students and/or school employees
7. Threatening rape
8. Intentionally pressing or rubbing oneself sexually around another person
9. Teasing other students and/or school employees about their sexual activity or body
10. Unwanted deliberate hugging, kissing, touching, patting, pinching, grabbing, leaning over, or cornering a student or school employee
11. Flipping up skirts
12. Pulling down someone's pants, shorts, or skirt
13. Bra, pants, shorts, or skirt snapping
14. Continual staring at a person's body
15. Sexual or dirty jokes
16. Actual or attempted rape or sexual assault
17. Unwanted pressure for sexual favors or dates

18. Making sexual gestures with hands or through body movements
19. Unwanted letters or materials of a sexual nature
20. Kissing sounds, howling, and smacking lips
21. Looking a person up and down
22. Sexual rumors
23. Comments about the body
24. Violating personal space
25. Pornographic pictures, posters, drawings, or stories
26. Offensive displays of sex-related objects
27. Offensive graffiti of a sexual nature, racial nature, or of any discriminatory basis
28. Holding a person against his or her will.

Enforcement of disciplinary action up to and including expulsion will be promptly taken against any student, if it becomes known to the District and proven by school officials that such student has engaged in conduct prohibited by this policy.

No Retaliation

No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the Charter school Uniform Complaint Procedure as outlined in our Charter Petition. The identity of the complainant alleging discrimination, harassment, intimidation, or bullying will remain confidential, as appropriate.

Complaints

Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their Head of School or Designee, the PAL Administrative Office, or to our authorizing district (SBCUSD). The complaint filed with PAL Charter Academy will be processed in accordance with the District's Uniform Complaint Policy and Procedure as outlined in our School Charter and PAL Charter Academy policies. Students, parents/guardians, employees, or third parties may report any incidents covered by this policy to the School Site Administrator of the child's school, who will investigate the allegations in a timely manner. It is encouraged and recommended that students use PAL's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside of PAL Charter Academy. PAL Charter Academy will have available the specific rule and procedures for reporting charges of sexual harassment and for pursuing available remedies.

Notification Pursuant to *Educational Code 231.5*

A copy of this policy will be displayed in a prominent location in the main Administrative Building at each school site or other areas where notices regarding the District's rules, regulations, procedures, and standards of conduct are posted. Also, this policy will be a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. At the beginning of each school year, the District's Sexual Harassment Policy will be included in the notifications that are sent to parents/guardians and will be disseminated to each staff member annually, at the beginning of the first quarter or semester of the school year, or at the time a new employee is hired. This policy will also appear in any school publication that sets forth the school's comprehensive rules, regulations, procedures, and standards of conduct.

This policy and the policy on bullying prevention shall be posted on all campuses and offices, including staff lounges and meeting rooms.

Any teacher, counselor, or employee who receives a Sexual Harassment or Bullying Incident Report from any student or adult in the educational setting and/or if the alleged incident occurred on PAL Charter Academy property or school site, or at a PAL Charter Academy, school-related or sponsored activity, must report this information to the Head of School, Human Resources Department, and Chief Executive Officer. Heads of School are required to submit a report to the PAL Administrative Office to maintain a record of complaints for sexual harassment and bullying.

PAL Policies – Crime Reporting Procedures

Any person wishing to report immediate criminal or suspicious activity, on or about PAL Charter Academy property, should report it to PAL Charter Academy's on-campus Security, Administrative Office, call 911, or the SBCUSD District Police at 909-388-6130, if the situation is deemed urgent. The incident should also be reported to PAL Charter Academy's Administrative Office at (909) 887-7002 and any official forms filled out.

PAL Policies – Hate Crime Reporting Procedures

The Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the Civil Rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of their race, ethnicity, culture, heritage, gender identity, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that they are a victim of hate-motivated behavior shall immediately contact the Head of School or Designee. If the student believes that the situation has not been remedied by the Head of School or Designee, the student may file a complaint in accordance with District Complaint Procedures.

Staff who receive notice of hate-motivated behavior, or personally observe such behavior, shall notify the Head of School, Human Resources, Administrative Office, Executive Director or Designee, and Law Enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with PAL Charter Academy Policy and Administrative regulation. In addition, PAL Charter Academy Administration may provide counseling, sensitivity training, or diversity education for students exhibiting hate-motivated behavior. PAL Charter Academy may also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Head of School or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

PAL Charter Academy shall provide age-appropriate instruction to help promote understanding of and respect for human rights. At the beginning of each school year, students and staff shall receive a copy of the school's policy on hate-motivated behavior.

PAL Missing Student Protocol

Step 1:

a. When it is known that a child is missing: Staff will immediately notify Heads of School/Designee, Campus Security Guard, and the Administrative Office including, Executive Director, Human Resources Department, and the Operations Coordinator.
b. Associate Heads of School/Designee will get physical and clothing descriptions, information regarding the student's last location, and other incident details.

Step 2:

a. Student Services will make an announcement over the intercom for the missing student to report to the Student Services Office or specific classroom. The Head of School or Designee will direct search efforts.
b. All available communication methods will be used to organize and begin searching for the missing student in the last location of the student, restrooms, athletics fields, gymnasium, parking lots, cafeteria, office, and entire school grounds.
c. Security will monitor exterior gates, establish perimeter of campus exits, and participate in campus search.
d. Heads of School or Designee will notify parents/guardians and inquire about medications, student behavior, motivation, and possible off-campus locations in which the student may have gone.

Step 3:

a. Associate Head of School/Designee will notify 911, or SBCUSD Campus police, if applicable, to report the missing student.
b. PAL Charter Academy staff will continue to search until Campus Police arrive.
c. Regular school activities will continue to occur.

Step 4:

Details and resolution of the "missing student" incident will be properly documented, sent to appropriate personnel, and monitoring or other strategies will be implemented to minimize this type of incident.

School Safety/Maintenance Reporting Procedures

The Board recognizes that the condition of school facilities may have an impact on safety, student learning and achievement, and employee morale. The Board desires to provide school facilities that are safe, clean, and functional, as defined in *Education Code 17002*.

The Executive Director, Head of School, or Designee shall develop a Facilities Inspection and Maintenance Program to ensure that PAL Charter Academy campuses are maintained in good condition and repair, in accordance with law. At minimum, the Inspection Program shall determine facility conditions specified on the inspection and evaluation instrument, including any evidence of:

1. Gas leaks;
2. Problems with mechanical systems, including heating, ventilation, or air conditioning systems;
3. Broken windows or doors;
4. Broken gates or fences that could pose a safety hazard;
5. Unsafe or unclean interior surfaces, such as walls, floors, or ceilings;
6. Improperly stored hazardous or flammable materials that may pose an immediate threat to students or staff;
7. Damaged or non-functioning structural elements, such as posts, beams, or supports;
8. Non-functioning fire sprinklers and emergency equipment, such as alarms or fire extinguishers;
9. Improperly secured or non-functioning electrical systems, components, or equipment;
10. Inadequate or non-functioning lighting;
11. Major pest or vermin infestation;
12. Inaccessible or non-functioning drinking fountains;
13. Inaccessible, unclean, non-functioning, or inadequately supplied restrooms during school hours;
14. Backed-up, clogged, odorous, or flooded sewage system;
15. Non-functioning or damaged roofs, gutters, drains, or downspouts;
16. Drainage problems on school grounds, including water damage to playgrounds, athletics fields, gymnasium, or parking lots;
17. Non-functioning or hazardous playground or exercise equipment or exterior fixtures;
18. Non-functioning or hazardous fields, walkways, or parking lot surfaces;
19. Unclean school grounds, including accumulated refuse or unabated graffiti.

The Executive Director, Head of Schools, or Designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner. The Executive Director, Head of School, or Designee shall provide the Board with regular reports regarding the Facility Inspection Program and updates of any visits to the school by appropriate City or County agencies.

****** ***As well as developing and adopting any policies unique or specific to the Provisional Accelerated Learning (PAL) Academy, as a Charter School authorized by San Bernardino City Unified School District (SBCUSD), PAL Academy also acknowledges the use and adoption of some SBCUSD policies, procedures, and language thereof that meet the requirements of California Education Codes and are applicable to the PAL Charter Academy in the development of our Comprehensive Safety Plan.***