

Tracy Learning Center

Comprehensive School Safety Plan

SECTION 1: GENERAL INFORMATION

Commitment to School Safety

This Comprehensive School Safety Plan applies to Tracy Learning Center’s charter schools (Primary, Discovery, and Millennium Charter High School). If there is a conflict between this plan and any other school policy, this plan shall apply.

Tracy Learning Center (“TLC”) is committed to ensuring that students and staff attend campuses that are safe and secure, and where they are free from physical and psychological harm. TLC believes that a step towards maintaining safer schools is to develop a comprehensive school safety plan that takes into account the school’s staffing, available resources, building design, and other factors unique to the site. The TLC staff shall be responsible for developing and annually reviewing and updating the plan by March 1 of each year. The Executive Director or designee shall also ensure that the most current comprehensive school safety plan is readily available for inspection by the public.

Content of the Comprehensive Safety Plan

In accordance with AB 1747, the comprehensive safety plan identifies strategies and programs that will provide or maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety, including all of the following:

1. Child abuse reporting procedures
2. Routine and emergency disaster procedures, including adaptations for students with disabilities
3. Policies for students who commit acts which would lead to suspension or expulsion
4. Procedures to notify teachers of dangerous students
5. Policies prohibiting discrimination, harassment, intimidation, and bullying
6. Provision of a schoolwide dress code, which defines and prohibits “gang-related apparel”
7. Procedures for safe ingress and egress
8. Policies enacted to maintain a safe and orderly environment conducive to learning

SECTION 2: CHILD ABUSE REPORTING PROCEDURES AND POLICY

TLC is committed to supporting the safety and well-being of all students and desires to facilitate the prevention of and response to child abuse and neglect.

TLC 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. All mandated reporters shall receive training on child abuse identification and reporting within the first six weeks of each school year, or within the first six weeks of employment if employed after the beginning of the school year.

TLC's instructional program may include age-appropriate and culturally sensitive curriculum in the prevention of child abuse, sexual abuse, sexual assault, and human trafficking. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction.

Definitions

"Child abuse or neglect" includes the following:

1. A physical injury or death inflicted on a child by another person other than by accidental means
2. The sexual abuse, assault, or exploitation of a child
3. The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person
4. Willful harming or injuring of a child or the endangering of the person or health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency
5. The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition

Child abuse or neglect does not include the following:

1. A mutual fight between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school to accomplish any of the following:
 - a. To stop a disturbance threatening physical injury to people or damage to property
 - b. For purposes of self defense
 - c. To obtain possession of weapons or other dangerous objects within control of a student
 - d. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning
4. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student

5. Homelessness or classification as an unaccompanied minor

“Mandated reporters” include, but are not limited to: teachers; instructional aides; teacher’s aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; school security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program.

“Reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect.

Notifications

The Executive Director or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. TLC also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167.

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Executive Director or designee.

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

Mandated Reporter Training

Within the first six weeks of each school year, the Executive Director or designee shall provide training on mandated reporting requirements to TLC employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. Proof of each mandated reporter’s completion of the training shall be maintained by the Executive Director or designee.

The Executive Director or designee shall use the online training module provided by the California Department of Social Services or other alternative as allowed by law.

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified.

Reportable Offenses

A mandated reporter shall make a report using the established procedures whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows, or reasonably suspects, has been the victim of child abuse or neglect.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety,

depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency.

Any TLC employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer.

Reporting Responsibility and Liability

The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report.

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. No employee shall be subject to any sanction by TLC for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report.

No mandated reporter shall be civilly or criminally liable for filing a report of known or suspected child abuse as required or authorized by law. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report.

Reporting Procedures

Reports of known or suspected child abuse or neglect may be filed with any police department (excluding the charter school security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department.

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to:

San Joaquin County Human Services Agency at 209-468-1000

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

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572).

The Department of Children and Family Services has created the Suspected Child Abuse Reporting (SCAR) System that enables mandated reporters to complete their written report online at <https://mandreptla.org/>. To utilize the

SCAR System, the mandated reporter must have obtained a referral number when making the initial telephone report.

Form SS 8572 may also be accessed through the State of California Department of Justice website at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The student's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the student's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the student
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her.

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05.

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the Director, or the Executive Director or designee.

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the Director as soon as possible after the initial telephone report to the appropriate agency. When so notified, the Director shall inform the Executive Director or designee.

The Director so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the Director may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, Director, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency.

Complaint of Child Abuse Committed at a School Site

Upon request, the Executive Director or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at the school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a TLC employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a

complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

Interview of Student by an Agency Representative

Whenever a representative of police, sheriff's, or county welfare department is investigating suspected child abuse or neglect that occurred within the student's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Director or designee may give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student.

A staff member or volunteer aide selected by a student may decline to be present at the interview. If the selected person accepts, the Director or designee shall inform him/her of the following requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the student and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the student.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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

Release of Student to Peace Officer

When a student is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the peace officer shall be provided with the address and telephone number of the child's parent/guardian. No employee at TLC shall notify the parent/guardian of the student's release to the peace officer; it is the responsibility of the peace officer to notify the parent/guardian of the situation.

SECTION 3: DISASTER PROCEDURES

TLC will take all necessary measures to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the school has established a comprehensive emergency operations program that includes plans and procedures, training and exercise, and plan review and maintenance. The plan is in alignment and compliance with all facets of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The following sections outline basic responsibilities for all staff for specific incidents.

Chain of Command

<i>Ran k</i>	<i>Title</i>	<i>Name</i>	<i>Responsibilities</i>
1	Executive Director]	Virginia Stewart	Liaison between school sites, central offices, and public
2	Director of Facilities (Primary Incident Commander)	George Hepner	Ensures the safe and orderly implementation of emergency procedures Manages emergency supplies and materials
3	Director of Technology (Secondary Incident Commander)	Warren Snell	Coordination between Incident Commander and staff
4	Assistant to the Executive Director	Kay Fagundes	Coordination of student accounting and release to parents

Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

1. Any possible biological/chemical weapons assault should be reported immediately to the Director.
2. The Director should notify law enforcement authorities immediately.
3. As necessary alert all site employees of the situation by intercom/walkie-talkies/similar technology.

If the agent is delivered *via aircraft*:

- All staff and students should be moved indoors.
- Keep students inside and take roll.

- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director, Director's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Director, Director's designee or officers of emergency response agencies.

If the agent is delivered *via dispersion device that is outdoors*:

- All staff and students should be moved indoors.
- Keep students inside and take roll.
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director, Director's designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Director, Director's designee or officers of emergency response agencies.

If the agent is delivered *via dispersion device that is indoors*:

- All staff and students should be evacuated to the school site's normal outdoor evacuation assembly area unless that area may be affected by the assault.
- Take roll of students and staff.
- Remain in this area until notified to leave by the Director, Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered *via the school's HVAC system*:

- All staff and students should be evacuated to the school site's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken.
- Remain in this area until notified to leave by the Director, Director's designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons, the Director and staff must follow all instructions given by officers of emergency response agencies. The Executive Director or designee will develop an action plan to

handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control.

Bomb Threat

Bomb threats are serious until proven otherwise. Threats are usually received as an anonymous telephone call, or arrive as a letter or handwritten note, email, social media posting, or suspicious package. Staff that receives a bomb threat shall adhere to the following procedures:

If the bomb threat is received as an *anonymous telephone call*:

- Remain calm. Keep the caller on the line as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite and show interest.
- Notify a coworker via note or hand signals.
- Complete the Bomb Threat Checklist. Write down as many details as can be remembered. Try to use exact words.
- If the telephone has a display, copy the number and/or letters on the display window.
- Attempt to get information on the location of the bomb, and any identifying characteristics of the caller.
- Have the caller repeat the message.
- Immediately upon termination of the call, do not hang up. From a different telephone, call 911.

If the bomb threat is received as a *letter or handwritten note*:

- Handle the letter or note as minimally as possible.
- Notify the Director or call 911.

If the bomb threat is received as an *email or social media posting*:

- Do not delete the message.
- If possible, take a picture or snapshot of the message with a camera.
- Notify the Director or call 911.

If the bomb threat is received as a *suspicious package or device*:

- Do not touch or approach the device or package.
- Notify the Director immediately or call 911.
- Evacuate the immediate areas and wait for the instruction of the Director or designee.
- Follow the Director's or designee's instructions for appropriate emergency procedures.

Earthquake Procedures

In the event of an earthquake, follow the following procedures:

- When inside the classroom or office, students and staff are to take cover under a table or desk, dropping to their knees, with the head and neck protected by the arms and facing away from the windows.

- If outside, teachers are to instruct students to find shelter away from windows, drop to the ground, place their heads between their knees and cover their head and eyes with arms and hands.
- Teachers should account for their students and report any who are missing to the Director or designee.
- The Executive Director or designee may order an evacuation.

Explosion, Aircraft Crash or Similar Incident

- If possible, duck and cover under a desk or table.
- Call 911.
- Assist any injured requiring first aid treatment.
- If necessary because of fire, building damage etc., evacuate building.
- Assist any persons who would have physical problems evacuating the building.
- Go to an outdoor evacuation/assembly area which is hazard free and not affected by the explosion or crash.
- Keep fire lanes, streets and walkways open for emergency responders.
- Stay in assembly area and account for all personnel and students.
- Do not return to buildings until authorized by fire department or Director.

Fire Procedures

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

- Sound the fire alarm, unless the school and/or building is equipped with an automatic fire detection and alarm system.
- Call 911.
- Direct all persons to leave the building and proceed outside to designated assembly areas.
- Staff must give students clear direction and supervision and help maintain a calm and orderly response.
- In outside assembly areas, teachers are to take roll, report missing students, and provide assistance to any injured students.
- In outside assembly areas, the Director or designee must account for his/her staff, report missing staff, and provide assistance to any injured staff.
- If the fire is extensive, take students to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Flood Procedures

If a flood warning is received, notify the Executive Director immediately. Based upon the specific threat, the Executive Director in conjunction with the Operational Area EOC and SEMS system will develop an action plan to protect personnel, students and facilities. Evacuation of specific schools, facilities or areas will be directed by the Executive Director or site director in coordination with SEMS.

Hazardous Substance Incident

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Should an incident occur that involves a hazardous substance:

- Identify the hazardous material(s).
- Limit incident site entry to trained personnel with appropriate personal protective equipment.
- Evacuation of facilities or areas will be directed by the Executive Director or designee in coordination with SEMS.

Suspicious Mail/Packages

All incoming mail and packages should be handled with caution. Below are indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that:

- Is unexpected or from an unfamiliar source
- Has excessive postage
- Is addressed to someone who no longer works at TLC schools
- Is addressed to a current employee but with the wrong title
- Contains several misspelled words on the envelope
- Marked with restrictive endorsements such as “Personal” or “Confidential”
- Has no return address or an address that cannot be verified
- Mail that is from a foreign country
- Shows a city or state in the postmark that does not match the return address
- Is lopsided, oddly shaped, or has an unusual weight, given its size
- Has protruding wires, strange odors, or stains
- Has powdery substance on the outside
- Has an unusual amount of tape on it
- Is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the chance of becoming the victim of attack by mail.

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.

- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Notify the Director.
- The Director or designee should immediately contact the local police (911) or the U.S. Postal Inspection Service (1-877-876-2455).
- The Director should notify the Executive Director.
- Do not open an envelope or package with powder on the outside.
- If powder is spilled from an envelope or package, do not try to clean up the powder.
- Cover the spilled contents immediately with anything (*e.g.*, clothing, paper, trash can).
- Do not remove the cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

EMERGENCY PROCEDURES INCLUDING THOSE FOR SPECIAL NEEDS STUDENTS

1. Procedures for special needs students may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.
2. At the beginning of each school year or as students join the program, an individual emergency procedures plan (IEPP) will be developed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require a wheelchair, specialized equipment or physical assistance to evacuate in a timely manner.
3. Each plan requires that support staff be designated as specialized assistants during times of emergency.
4. The Director or designee is responsible for:
 - a. Identifying students who will require additional assistance
 - b. Working with the designated staff to ensure that a IEPP be completed for each student.
5. Use the format below to complete an Individual Emergency Procedures Plan for each special needs student. Place a copy of the plans in the Site Emergency Operations Plan and with the individual classroom teacher's emergency materials. (class roster, etc.)

SECTION 4: SUSPENSION AND EXPULSION PROCEDURES

Tracy Learning Center shall provide due process for all students, including adequate notice to parents/guardians and students regarding suspension and expulsion, including rights to appeal as applicable. TLC shall comply with the Charter and all applicable state and federal law in that regard.

TLC has developed a comprehensive set of student discipline policies in the form of a student handbook ("Handbook") with the participation of parents, students and teachers. The Handbook will be reviewed and evaluated every year, and updated as necessary to reflect any new additions or changes to state and federal laws.

Expectations regarding student attendance, mutual respect, substance abuse, violence, bullying, and safety are addressed as part of Handbook. Any student who repeatedly violates behavioral expectations will be required to attend a meeting with school staff and the student's parent or guardian.

Charter law requires the petition to describe the procedures by which pupils can be suspended or expelled. Other important discipline policies, such as non-expulsion dismissals, if utilized by TLC will be included in the Handbook.

This Pupil Suspension and Expulsion Policy (described below) has been established in order to promote learning and protect the safety and well-being of all students at TLC. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction, or take other disciplinary measures as necessary. This policy shall serve as TLC's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. TLC shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

TLC staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Handbook and will clearly describe behavioral expectations. Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension or expulsion.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. TLC will develop a progressive discipline policy to ensure that staff enforces disciplinary rules and procedures fairly and consistently amongst all students and accords all students due process.

TLC shall ensure the appropriate interim placement of students during and pending the completion of the school's student expulsion process.

TLC will implement operational and procedural guidelines ensuring federal and state laws and regulations regarding the discipline of students with disabilities are met. The school shall also ensure staff is knowledgeable about and complies with the school's policies with regard to special education.

Within 30 days of expulsion, the Charter School shall notify the superintendent of the school district for the student's last known address that the student was expelled.

1. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: (a) while on school grounds; (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; (d) during, going to, or coming from a school-sponsored activity. Suspensions and expulsions are recommended by either the Executive Director or his or her designee acting in his or her capacity as Discipline Officer.

2. Enumerated Offenses

Discretionary Offenses

Students may be disciplined when a Discipline Officer determines that the pupil failed to comply with the school's policies or expectations regarding attendance, mutual respect, sexual harassment, substance abuse, violence, or safety. Offenses that could lead to suspension or expulsion include but are not limited to:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person, or willfully used force or violence upon the person of another, except in self-defense.
- (b) 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 had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- (k) Knowingly received stolen school property or private property.
- (l) Possessed an imitation firearm, as defined in Education Code Section 48900(m).
- (m) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 234.4 of the Penal Code.
- (n) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (p) Engaged in, or attempted to engage in, hazing, as defined in Education Code Section 48900(q)
- (q) Engaged in an act of bullying, as defined in Education Code Section 48900(r).
- (r) Committed sexual harassment as defined in Education Code Section 212.5.

- (s) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- (t) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or 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 either school personnel or pupils by creating an intimidating or hostile educational environment.
- (u) Made terroristic threats against school officials or school property, or both, as defined in Education Code Section 48900.7(b).

Mandatory Suspension Offenses

Students shall be suspended and may be recommended for expulsion when a Discipline Officer determines that the pupil:

- (a) Caused serious physical injury to another person, except in self-defense.
- (b) Possessed any knife or other dangerous object of no reasonable use to the pupil.
- (c) Unlawfully possessed of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for: (i) the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; and (ii) the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (d) Committed robbery or extortion.
- (e) Committed assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.

Mandatory Expulsion Offenses

Students shall be suspended and recommended for expulsion when a Discipline Officer determines that the pupil:

- (a) Possessed, sold, or otherwise furnished a firearm.
- (b) Brandished a knife at another person.
- (c) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (d) Committed or attempted to commit a sexual assault as defined in Education Code Section 48900(n) or committing a sexual battery as defined in Section 48900(n).
- (e) Possessed an explosive.

3. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

Conference

Suspension may be preceded, at a Discipline Officer's discretion, by a Suspension Conference conducted by a Discipline Officer or designee with the student and his or her parent/guardian. If a student is suspended without a Suspension Conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a Conference.

At the Suspension Conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. The Discipline Officer shall make the final suspension determination.

Notice to Parents/Guardians

At the time of the suspension, a Discipline Officer or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school.

Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. For any suspension of more than five (5) consecutive school days, the student will also be recommended for expulsion and Charter School will follow the expulsion procedures described below. Upon a recommendation of expulsion by a Discipline Officer, the pupil and the pupil's guardian or representative will be invited to a Suspension Conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by a Discipline Officer or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

4. Authority to Expel

A student may be expelled by a Discipline Officer. Unless an appeal hearing is timely requested by the student's parent, a Discipline Officer's determination is final.

5. Expulsion Procedures

Notice to Parents/Guardian.

The parent(s) or guardian of a student shall have ten days from issuance of a written notice of a Discipline Officer's recommendation for expulsion to file a written request for an appeal hearing to be presided over by neutral officer(s) designated by Executive Director or Board (the "Hearing Officer"). At a minimum, the Hearing Officer will comply with the "neutral officer" requirements under Education Code section 47605(b)(5)(J)(ii)(II). If no appeal is requested, the expulsion becomes final as of the 11th day following a Discipline Officer's recommendation for expulsion.

Hearing.

The Hearing Officer shall hold an appeal hearing within 15 days of receipt of a timely request for an appeal of a Discipline Officer's recommendation for expulsion. During the hearing, the student shall have the right to representation, the right to present evidence, and the right to question TLC representatives. The hearing shall be held

in a closed setting unless the Pupil makes a written request for a public hearing at least three days prior to the hearing.

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

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

The student and/or his or her parent(s) or representative must present all written and oral evidence and argument to be considered for the appeal at the hearing. The school secretary or Hearing Officer's designee shall prepare minutes of the proceeding, which shall become part of the record of the proceeding along with all written evidence or other material submitted to the Hearing Officer. After considering the evidence, including testimony presented at the hearing, the Hearing Officer shall either (1) support a Discipline Officer's recommendation for expulsion, (2) reject that recommendation, or (3) modify that recommendation.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

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

Record of Hearing

A record of the hearing shall be made by minutes taken by the school secretary or Hearing Officer's designee.

6. Presentation of Evidence

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

The final decision by the Hearing Officer shall be made within ten school days following the conclusion of the hearing, in the form of written findings of fact. The decision of the Hearing Officer is final. If the Hearing Officer decides against expulsion, the pupil shall immediately be returned to his/her educational program.

7. Written Notice to Expel

Following a decision of the Hearing Officer to expel, TLC shall send written notice of the determination to expel, including the Hearing Officer's findings of fact, to the student and parent/guardian. This notice shall also include the following: notice of the specific offense committed by the student; and notice of the student's or parent/guardian's obligation to inform any new district or school in which the student seeks to enroll of the student's status with the school.

TLC shall send a copy of the written notice of the determination to expel to the school district of the student's last known residence.

No Right to Appeal Hearing Officer Determination

The Hearing Officer's determination after the expulsion appeal hearing is final.

Expelled Pupils/Alternative Education

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

8. Disciplinary Records

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

Special Education Students

A student identified as an individual with disabilities or for whom the campus has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. Prior to recommending expulsion in such cases, the school shall conduct a manifestation determination meeting. TLC will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the school has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

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

Notification of SELPA

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

Services During Suspension

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

Procedural Safeguards/Manifestation Determination

Within ten school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation behavioral rules and expectations as set forth in the Handbook, TLC, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

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

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

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

- a) Conduct a functional behavioral assessment or a functional analysis assessment and implement a behavioral intervention plan for such child, provided that TLC had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan and modify it, as necessary, to address the behavior; and
- c) Return the child to the placement from which the child was removed unless the parent and TLC agree to a change of placement as part of the modification of the behavioral intervention plan.

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

4. Due Process Appeals

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

10. Involuntary Removal

No pupil shall be involuntarily removed by TLC for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to a hearing adjudicated by a neutral officer before the effective date of the action. If the pupil's parent, guardian, or educational rights holder exercises the right to a hearing, the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions.

11. Gun-Free Schools Act

TLC shall comply with the federal Gun Free Schools Act.

12. Readmission

The TLC Board may adopt rules establishing a procedure for filing and processing requests for readmission and the process for the required review of an expelled pupil for readmission. Upon completion of the readmission process, the TLC Board may readmit the pupil.

SECTION 5: NOTIFYING TEACHERS OF DANGEROUS STUDENTS

Education Code 49079 requires the notification of teachers of students assigned to them who, in the last three years, have engaged in, or are reasonably suspected to have engaged in, any of the acts which could constitute grounds for suspension or expulsion, with the exception of the possession or use of tobacco products. This information shall be based upon any records maintained by the school (*i.e.*, discipline referrals, suspension notices), or received from a law enforcement agency.

Teachers shall receive the information in confidence and shall not disseminate it further. The information is also available in the student's education records.

SECTION 6: BULLYING & CYBERBULLYING

TLC believes that all students have a right to a safe and healthy school environment. Bullying has a negative effect on the social environment of schools, creates a climate of fear among students, and leads to other antisocial behavior. Recognizing the harmful effects of bullying on student learning and school attendance, school employees have an obligation to promote mutual respect, tolerance, and acceptance.

TLC will not tolerate behavior that infringes on the safety of any student. No individual or group shall intimidate, harass, sexually harass, threaten, cause bodily injury to, or commit hate violence against another student or school personnel through physical, written, verbal, or other means. Such behavior includes: direct physical contact, such as hitting or shoving, or taking or breaking another individual's property; verbal assaults, such as name-calling, taunting, making inappropriate sexual comments, or threatening to cause harm; and social isolation, embarrassment, or manipulation.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, videos, or images. Cyberbullying can include sharing personal or private information about another student, causing embarrassment or humiliation.

As appropriate, TLC may collaborate with law enforcement and community-based organizations and agencies in the development and implementation of strategies to promote safety in schools and the community and to provide services for alleged victims, witnesses, and perpetrators of bullying.

Bullying Intervention

Students are expected to immediately report to the Director or designee incidents of bullying or when there is suspicion that a student is being victimized on school grounds, while traveling to and from school, during the lunch period, and during a school-sponsored activity. The Director or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School employees who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so.

When appropriate based on the severity or pervasiveness of the bullying, the Executive Director, Director, or Director's designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Director or designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate.

Reporting and Filing of Complaints

Any individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the Director, a compliance officer, or any other available school employee. A school employee who receives a report or is witness of an incident of bullying involving a student shall notify the Director, whether or not the alleged victim files a complaint.

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

or service to bully or harass another student, the Executive Director or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Complaints or reports filed should include, at minimum, the following information:

1. Description of the incident, including date, time, and location of such incident
2. Identity of the alleged victim(s) and alleged offender(s)
3. List of witnesses who may have relevant information
4. Any evidence of the bullying allegations

Investigation and Resolution of Complaints

All complaints of bullying must be investigated by the Director or designee. The Director or designee shall take all necessary actions to resolve the complaint. The Director or designee may provide the complainant with a final written decision that contains, at minimum, the following elements:

1. A description of the complaint
2. The list of evidence gathered and reviewed
3. The rationale for the decision based on evidence and any applicable laws or TLC policies
4. Corrective actions, if any are warranted

Discrimination, harassment, intimidation, and bullying based on actual or perceived status of a student belonging to a protected class is prohibited. If the Director or designee, in the course of the investigation, determines that discriminatory harassment, intimidation, or bullying has occurred, the Director or designee may inform the student or parent/guardian of the right to file a formal written complaint in accordance with TLC's Uniform Complaint Procedures (UCP). The Director or designee shall also inform the Executive Director of the complaint.

As part of the investigation, the Director or designee shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation. Refusal by the complainant to provide documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Interviews of the alleged victim(s), any alleged offenders, and other relevant witnesses shall be conducted privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

All complainants shall be protected from retaliation. For any complaint alleging retaliation or discriminatory harassment, intimidation, or bullying, the Executive Director or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

As appropriate, interim measures shall be implemented during and pending the result of an investigation and shall remain in place until the Director or designee determines they are no longer necessary.

Corrective Actions and Disciplinary Measures

When a complaint is found to have merit, appropriate remedies that may be offered to the victim but not communicated to the offender may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided that the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and that there has been no retaliation

Corrective actions for a student determined to have committed an act of bullying of any type may include, but are not limited to, the following:

1. Transfer from a class or school
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges
7. Disciplinary action, such as suspension, expulsion, or involuntary removal as permitted by law

Any school employee who permits or engages in bullying or retaliation related to bullying shall be subjected to disciplinary action, up to and including dismissal.

SECTION 7: DRESS AND GROOMING

TLC strives to promote a safe educational environment. With that in mind, this dress code is focused on the safety and security of the learning community and does not strive to limit student's creativity, self-expression or gender expression. We also recognize that clothing is often tied to identity and access and will strive to be responsive to the individualized needs and experiences of each community member when monitoring dress code. There are times when students are encouraged or required to dress professionally, and TLC will work with students to ensure they have access to this clothing. With that in mind, the following rules and regulations must be followed to ensure a safe and conducive learning environment.

- Appropriate Messages - Clothing promoting alcohol, tobacco, drugs, hate speech, objectification, violence, or weapons is not allowed. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- Inappropriately revealing clothing is not allowed. This includes but is not limited to sheer clothing, clothing that reveals the chest or upper thigh/rear. These requirements apply to students regardless of gender identity.

This dress code is adopted pursuant to Education Code section 35183 in order to foster a safe and healthy learning environment for all students.

.

SECTION 8: SAFE INGRESS AND EGRESS

TLC is committed to providing a safe and secure environment for all students, parents, and school employees. As such, TLC will take measures to ensure the safe ingress and egress of all students, parents, school employees, and visitors to and from campus by:

1. Conducting periodic reviews of its procedures for ingress and egress, taking into account any input from the community.
2. Ensuring that all passageways to and from school buildings, corridors within school buildings and emergency exits remain clear of all obstruction and hazards to allow flow of pedestrian and vehicular traffic.
3. Collaborating with the District, local law enforcement agencies, and appropriate city officials to ensure that the TLC's immediate community is safe.
4. Coordinating with local law enforcement agencies to ensure safe ingress and egress from the TLC's parking lot.
5. Addressing any problems associated with safe ingress and egress immediately.

Arrival and Departure of Students

TLC is a closed campus, meaning that students are not permitted to leave campus during the school day without special permissions on their individualized schedules to allow for jobs, internships, or other administration-approved priorities.

A student will only be released during his/her scheduled session to his/her parent/guardian. If a parent/guardian wishes for an emergency contact to pick up a student early, the parent/guardian must make the request in person or by phone. When picking up students early from school, office staff may require photo identification for verification of parent/guardian/emergency contact identity. The student will only be called out of session when the parent/guardian/emergency contact arrives at the school to pick him/her up. Students 18 years of age or older may sign themselves into and off campus.

Visitors/Outsiders

All visitors to campus, including alumni, parents/guardians, and family members, must have an ID present. Visitors sign in with security and/or the office manager and may be provided with a visitor's badge. Staff may call local law enforcement in the event of any unauthorized persons who are on campus without permission and/or who refuse to leave the school campus.

SECTION 9: NONDISCRIMINATION & HARASSMENT

TLC's programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

All individuals shall be treated equitably in the receipt of services. Personally identifiable information collected in the implementation of any program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Executive Director or designee authorizes its use for another purpose in accordance with law. Resources and data collected by TLC shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

All allegations of unlawful discrimination in TLC's programs and activities shall be investigated and resolved in accordance with the procedures specified in the Uniform Complaint Procedures.

The nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand.

Access for Individuals with Disabilities

TLC's programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Executive Director or designee shall develop a transition plan that sets forth the steps for completing the changes.