

# **Comprehensive School Safety Plan**

**SCHOOL: Kapolei Charter School (KCS)**

**County: Honolulu**

**School Director: Wanda Villareal**

**Revised: March 2020**

## **Comprehensive Safety Plan**

### **Purpose:**

A plan to develop strategies aimed at the prevention of, and education, about natural disasters, emergency procedures, and potential incidents involving crime and violence on the school campus.

### **Philosophy, Goals, Objectives and Comprehensive Plans**

Kapolei Charter School (KCS) recognizes that student and staff have the right to a safe and secure campus where they are free from physical and psychological harm. KCS is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The School Safety Committee analyzes the needs assessment of school safety on campus and at-school related functions. The following Safe School Plan has been developed to address the following:

### **Campus Security Strategies**

#### **Exterior Traffic, Safety Cameras, Security, and Communications Procedures**

All visitors to KCS are expected to check in at the main office and wear a guest pass while on campus. A campus staff/supervisor monitors school security and safety. Students may not leave campus during school hours without permission from the main office and authorized by their parent/guardian. Parents must provide KCS with information as to how their children may exit school campus after hours.

Parking and traffic regulations are in place to ensure the safety of all students, and to maintain the appropriate academic atmosphere throughout the day within the KCS campus and with KCS neighbors. All vehicles parked by school staff or students must be registered at the main office. Parking is located in front of the KCS building. Anyone transporting a student to the school may only drop off/pick-up at the designated area and time. Guests must park in marked parking stalls and register the vehicle at the front desk. Loitering of any kind is not permitted in the parking areas.

The school phone/email system, intercom, school website, and social media will be used to communicate information. A school-wide intercom allows administrators to notify students and teachers of emergencies. All classrooms are equipped with telephones that permit classroom teachers and other staff to communicate with the office and access emergency services. Parents will be notified by phone or e-mail if necessary. Examples are when there is an emergency that necessitates school closure, school re-opening after a disaster, medical emergency, or a code of conduct violation by a student.

## School Safety Committee

KCS has a Safety Committee that oversees and reviews the School Safety Plan. The Committee meets quarterly to address issues. Its members include: School Director, Teacher/s, Parent of Child attending KCS, the Goodwill Hawaii Director of Facilities and Risk Management, and the Goodwill Hawaii Safety Manager.

## Assessment of Physical Environment

The School Safety Committee will ensure a safety captain or other school personnel, conduct safety inspections. The safety captain will conduct regular monthly inspections. S/he will also work with other outside parties, such as the Honolulu Fire Department, to conduct semi-annual inspections as scheduled in the Safety Calendar. The School Safety Committee will schedule the same. Building's Safety Manager will also conduct unannounced inspections on a regular basis.

All inspection reports will be submitted to the School Safety Committee and copies provided to the School Director. All discrepancies will be addressed and corrected accordingly to ensure a safe school environment.

## Disaster Procedures, Routine and Emergency

Staff members receive the following Emergency Procedures Guidelines to follow in the event of various emergencies. The procedures are reviewed periodically at staff and/or safety committee meetings and are practiced through quarterly school-wide drills. Additionally, the KCS notification system can be used to notify staff, students and parents regarding emergency situations that occur when school is not in session, as defined on page 2.

### EMERGENCY PROCEDURES

**Emergency Response and Evacuation Procedures Book (Red Emergency Book) are to be placed by the nearest room exit.**

Emergency	Signal	Action
<b>Fire/ Evacuation</b>	Fire Alarm  All clear: PA or Megaphone	<ul style="list-style-type: none"><li>• Teacher retrieves the attendance roster.</li><li>• Students exit in single file, walking to their designated safe zone.</li><li>• Teacher or designated student turns off lights and closes the door.</li><li>• Students line up in their designated safe zone.</li><li>• Teacher takes attendance and completes the evacuation status sheet. Continues to monitor the line.</li><li>• Teacher and students are to remain in line until School Director/designee gives all clear.</li></ul>

<p><b>Earthquake</b></p>	<p>You will feel the earthquake or hear an announcement over the PA</p> <p>All clear: PA announcement or Megaphone</p>	<ul style="list-style-type: none"> <li>• Students and teacher duck and cover under the nearest desk or table, protect neck and head. Stay away from windows.</li> <li>• Place the appropriate placard in your window to indicate injured/handicapped persons in your area.</li> <li>• “Shelter in place” until further notice.</li> <li>• It will be communicated with via PA, e-mail, or phone to continue to “shelter in place” or evacuate.</li> </ul> <p><b>If evacuation is necessary:</b></p> <ul style="list-style-type: none"> <li>• Teacher retrieves the attendance roster.</li> <li>• Students exit in single file, walking to their designated safe zone.</li> <li>• Students line up in their designated safe zone.</li> <li>• Teacher takes attendance and completes emergency status sheet. Continues to monitor the line.</li> <li>• Teacher and students are to remain in line until School Director/designee gives all clear</li> </ul>
<p><b>Intruder on campus/Hostile Act/ Lock down</b></p>	<p>Verbal/PA “Code Green”</p> <p>All clear: School Director/designee or police give official word given over PA or room to room</p>	<ul style="list-style-type: none"> <li>• If possible, “Run” (Escape) or “Hide” (Lock Down), or “Fight” if necessary.</li> <li>• If “Lock Down” is called, gather students into buildings.</li> <li>• All other teachers/staff will immediately lock doors, shut blinds and turn off lights.</li> <li>• Students are to kneel/lay on floor behind turned over desks.</li> <li>• OR gather in a designated blind spot. No one is to go near windows/doors.</li> <li>• If possible, teacher will check email for information (School Director/designee will communicate with teachers ASAP).</li> <li>• If possible, teacher will take roll and report any missing, injured or extra students to front office via email.</li> <li>• DO NOT USE CLASSROOM PHONES</li> <li>• Staff and Students are not to leave the room</li> <li>• Stay in position until given the OFFICIAL WORD/ all clear.</li> </ul>
<p><b>Bomb Threat/ Evacuation</b></p>	<p>Announcement over PA “ Emergency situation is Detected in the Building, Exit the Building”</p>	<ul style="list-style-type: none"> <li>• A verbal order to evacuate or the teacher will check e-mail if asked to do so over PA system. (School Director/designee will communicate with teachers ASAP).</li> </ul>

	<p>All clear: PA or Megaphone</p>	<ul style="list-style-type: none"> <li>• If asked to evacuate, teacher retrieves attendance roster.</li> <li>• Students exit in single file, walking to their designated safe zone.</li> <li>• Students line up in their designated safe zone.</li> <li>• Teacher takes attendance and completes evacuation status sheet. Continues to monitor the line.</li> <li>• Remain in designated safe zone until given further instruction.</li> <li>• Teachers may be instructed to move students to a secondary location. If this is the case, teachers are to continue to monitor students until School Director/designee gives all clear.</li> </ul>
<p><b>Power Outage/Utility Failure</b></p>		<ul style="list-style-type: none"> <li>• Remain Calm.</li> <li>• Stay in your seats to avoid injuries from moving around.</li> <li>• Remain in classrooms until power is restored or School Director/designee gives further directions. If this is the case, teachers are to continue to monitor students until School Director/designee gives all clear.</li> <li>• Classes will be cancelled in the event of rolling blackout or extended loss of water supply or extended loss of air conditioning system.</li> </ul>
<p><b>Fire Alarms during the Passing Period or Lunch</b></p> <p><b>Always assume that the fire alarm is “real.” Do not call the office to ask.</b></p>		<p><b>Teachers:</b></p> <ul style="list-style-type: none"> <li>• Go to the safe zone that you report to during the previous class.</li> <li>• If possible, have your student roster with you and make it visible so that students will know where to line up. If you are on your prep period, please be prepared to report to the area of your previous class. Make your students aware that you will not necessarily have your room sign with you if you have your prep after their period.</li> <li>• Bring your emergency status sheets with you to report any missing students.</li> <li>• You will be reporting any student who is not present at the emergency safe zone but who was present during your class in the previous period.</li> <li>• If students from your next period class are already in (or near) your room, you can take them with you and report them as “extra students” on your sheet. Use your best judgment.</li> </ul>

		<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• When students hear the fire alarm, they must go immediately to where their previous class would line up.</li> <li>• Students should walk, not run to their safe zone.</li> <li>• Students should find their teacher from the previous class. The teacher may have the room sign visible and students should line up behind him/her.</li> <li>• Teacher takes attendance, fills out status sheet and monitors the line.</li> <li>• Teacher and students are to remain in line until School Director/designee gives all clear.</li> <li>• When cleared, students will report to their next period.</li> </ul>
<b>Lock-Down between Periods or during lunch</b>	<p>Verbal announcement over PA “<b>Code Green</b>”</p> <p>All clear: School Director/designee or police give official word over PA or room to room</p>	<ul style="list-style-type: none"> <li>• All students and staff should get into <b>any of the nearest open buildings —immediately!</b> Follow the normal lock-down procedures once inside.</li> <li>• If staff or students cannot get into building, immediately seek shelter behind buildings, parked cars (shelter behind the front wheel and keep head down) and other barriers.</li> </ul>
<b>Shelter In Place</b>	<p>Verbal announcement over PA</p> <p>All clear: School Director/designee or police give official word</p>	<ul style="list-style-type: none"> <li>• All students and staff should get into “Designated Safe Rooms.”</li> <li>• Do not allow anyone to leave the Safe Room unless officially notified that it is safe to do so.</li> </ul>
<b>Hurricane, Tsunami</b>	<p>Verbal announcement over PA</p>	<ul style="list-style-type: none"> <li>• Check for emergency phone and text messages. Tune in and listen to public emergency reports and announcements</li> <li>• Ensure you have students’ emergency contacts available.</li> <li>• If evacuation is necessary, identify what services and what information is critical: transportation of students/staff, emergency contacts of students, First Aid Kit, Red Emergency Backpack.</li> </ul>

<b>Medical Emergency</b>	Verbal announcement over PA “ <b>Medical Emergency in Room</b> ” _____”	<ul style="list-style-type: none"> <li>• Check the scene/situation to see if it is safe.</li> <li>• Check the person for consciousness and life threatening conditions.</li> <li>• Call or have someone call 911 if needed.</li> <li>• Inform School Director ASAP of the situation.</li> <li>• Notify student’s parents/guardian.</li> </ul>
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**Emergency Evacuation Status Check Sheet SAMPLE**

Please be prepared to give this form to an administrator or designated staff member minutes after you line up at your designated area.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Room # \_\_\_\_\_

# of students enrolled in the class \_\_\_\_\_

# of students present in class today \_\_\_\_\_

# of students present at this evacuation/drill \_\_\_\_\_

Names of students who are absent today:


Names of students who are present today:


Names of students who did not cooperate during evacuation:


Names of students who lined up with you, but should have reported somewhere:

Name of Student	Teacher they should have reported to

## **School Closure Plan**

School facilities may be closed due to a) Utility Failure (environmental services); b) Natural Disaster or other weather-related event; c) other Emergency Situation; or d) destruction of or damage to the school facility, rendering it un-inhabitable. The School Director or senior management staff will decide if other situations merit school closure.

Environmental services such as electricity and water are regarded as essential. If either service is discontinued for longer than a brief period, KCS will discontinue school operations for the day, and will release students and employees from the facility. In all cases, the School Director or senior management staff will make the final determination of essential services.

Natural Disaster can include earthquake, storm, tsunami, hurricane, or flood.

Other Emergency Situations can include: Fire, bomb threat, workplace violence, or chemical spills/releases.

## **Closure Decision**

The School Director will make the final decision to close a school facility. In the event the School Director is unavailable, senior school management staff will make the decision.

## **Notification**

The School Director will coordinate the notification of parents, students and employees regarding the school closure. All reasonable efforts will be made to initiate notification as soon as the closure decision has been reached. The following communication methods will be used:

- School Phone/Email System: A text message or email will be distributed to parents, students and employees regarding the school closure.
- School website: Emergency messages and updates will be posted on the KCS website.
- Social media: Messages will be posted to KCS' Facebook and Twitter pages. Individuals do not have to sign up for Facebook or Twitter to view these pages; however, followers will receive instant updates in their newsfeeds.

If warranted, the School Director will also coordinate notification of the Department of Education regarding the school closure.



## **General Evacuation Procedures**

1. Evacuation Determination: The School Director or senior management staff will determine if an evacuation is necessary. If the situation is dire and immediate, such as in the case of a fire, any employee can alert others that an evacuation is necessary and start the process.
2. Notify all in building to evacuate by activating alarm (if available), intercom/paging system, or otherwise notifying personnel.
3. Abandon the area and begin evacuation procedures with a focus on safely evacuating all employees and students.
4. Occupants will move out of the facility as per the evacuation plan posted.

## **School Facility Closure Procedures**

1. The School Director or senior management staff is responsible for closing the school facilities when it has been deemed necessary.
2. To the extent possible, all KCS entrances will be locked when it has been determined that the facility is empty; and notices will be posted on entrance doors advising of the facility closure.
3. Once the facility has been closed, no student or personnel is allowed back into the facility until it has been re-opened.
4. The School Director or senior management staff will initiate communication to school personnel, parents and students when the facility has been re-opened. The school phone/email system, school website, and social media will be used to communicate information.

## **Training**

Training in school closure procedures is held annually so that KCS employees and students may make the safest exit possible from the facility.

## **Harassment/Hate-Motivated Behavior**

KCS maintains a strict policy prohibiting sexual harassment, unlawful discrimination, harassment and/or hate-motivated behavior because of:

- Race
- Color
- Ethnic Group
- Ancestry
- National origin
- Physical or mental condition
- Medical condition
- Marital status
- Pregnancy
- Age
- Veteran status
- Actual or perceived gender or sexual orientation
- Religion
- Any other basis protected by law or regulation

## **Sexual Harassment Policy**

KCS is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

Sexual harassment is illegal and includes unwelcome sexual contact, advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults or abuse, display of explicit materials, and/or conduct which causes the recipient to feel discomfort or humiliation or that interferes with the recipient's performance, or creates an intimidating, offensive or hostile environment for the recipient. The unwelcome harassment includes contact by way of any technological tool, including but not limited to, email, instant messages, text, digital pictures or images or website postings (including blogs).

Violators of KCS sexual harassment policy shall be subject to disciplinary action, which may include expulsion.

All members of the KCS community are expected to respect the rights and sensitivities of others and exercise sound judgment in doing so. KCS endorses and will enforce the right of everyone to participate fully in the life of the school without harassment.

## **Bullying Policy**

**Bullying** shall mean the unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;

4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyberbullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Students must comply with Internet Usage Policy as noted in the Student Handbook.

Examples of cyberbullying include posting mean text messages or emails, spreading rumors by email or posting them on social networking sites, and posting embarrassing pictures, videos, or fake profiles.

**Verbal bullying** is saying or writing mean things and includes, but is not limited to teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Examples include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

**Physical bullying** involves hurting a person's body or possessions. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.

All forms of bullying are unacceptable and should be reported to school personnel and reviewed by the School Director. To the extent that such actions are disruptive of the educational process of KCS, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### **Search Policy**

School lockers are the property of KCS and can be assigned for the convenience of students. Students are allowed to use only the locker they are assigned. KCS administration reserves the right as a public charter educational institution to search student lockers and cars as well as a student's personal self and property, if there is reasonable suspicion the student is in possession of contraband or items injurious to him or herself or others. Refusal to comply will result in immediate suspension with possibility of dismissal. Parents may not be consulted prior to such searches.

## **Drug and Alcohol Testing Policy**

KCS also reserves the right to request a drug and alcohol test when there is reasonable suspicion that a student is involved with or under the influence of an illegal substance. Screening must be done within 4-6 hours of the request, or it will be considered a positive screening, and the student will be dismissed from school.

## **Preparation and Response for Pandemic Outbreaks**

KCS is committed to creating and maintaining work environments free from diseases such as influenza, or other epidemic or pandemic events, which could create unhealthy conditions for the school, our students, and staff. The following guidelines are meant to assure essential functions of the school continue immediately prior to and during a pandemic event and to provide for the safety and well-being of our students and staff.

### **Definitions:**

**Pandemic Event** or global epidemic is an outbreak of a communicable disease that severely affects people and is spread over an extensive geographical area as declared by the World Health Organization (WHO).

**Pandemic influenza** refers to a worldwide outbreak of influenza among people when a new strain of the virus emerges that has the ability to infect humans and to spread from person to person. During the early phases of an influenza pandemic, people might not have any natural immunity to the new strain; so the disease may spread rapidly among the population. A vaccine to protect people against illness from a pandemic influenza virus may not be widely available until many months after a pandemic begins. Pandemics can vary in severity from something that seems simply like a bad flu season to an especially severe influenza pandemic that could lead to high levels of illness, death, social disruption and economic loss. Some examples of diseases may include:

- **COVID-19 (Corona Virus)** Coronavirus disease 2019 is an infectious disease caused by SARS-CoV-2, a virus closely related to the SARS virus. The disease is the cause of the 2019-20 coronavirus outbreak. It passes from one person to others via respiratory droplets produced from the airways, often during coughing or sneezing.
- **H1N1 Influenza** (Swine Flu) is a respiratory disease of pigs caused by type A influenza virus that causes regular outbreaks in pigs. People do not normally get swine flu, but human infections can and do happen. Swine Flu has been known to transit through human to human contact.
- **Avian flu** (AI) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. Highly pathogenic H5N1 is deadly to domestic fowl, can be transmitted from birds to humans, and is deadly to humans.

### **Management of Pandemic Illness at KCS:**

KCS will work to try to prevent entry of disease into KCS facilities. Students, faculty and others all have a role to try minimize the transmission of the virus, including conscientious hand-washing or use of alcohol-based gels if soap and water are not available. It is generally encouraged that students and staff have general personal health supplies readily available for their use.

- Disease warning notices may be posted at Goodwill facility entry points to advise students, families, staff, vendors, and visitors not to enter if they have symptoms consistent with the pandemic illness.
- Pandemic Illness prevention educational materials (e.g., “Cover your Cough”, etc.) may be available and posted on bulletin boards or delivered to employees through other means.
- Magazines and newspapers may be removed from waiting rooms and common areas located at or before entrances to a facility to assist in containing the spread of germs.
- Hand sanitizers may be made available where there is a high frequency of contact between people.
- Social Distancing: The school may implement social distancing strategies as necessary. These strategies could include the following:
  - All students and employees showing active symptoms may be required to stay home.
  - The school may limit in person and close contact and instead use other means of electronic communication such as the internet, telephone, conferencing to conduct classes or meetings. Staff may be offered work from home scheduling.
  - Non-essential gatherings, or school activities may be canceled or postponed.
  - Lunch Practices: The school may stop selling food/drinks to students.
  - Social Areas: Students may be asked to not congregate in hallways, lunchrooms or other areas where people usually socialize.
  - Social Practices – Students/Staff should avoid shaking hands, high fives, and other personal contact. Consider holding meetings via telephone or internet.
  - Recreation Practices: The school may avoid recreational or other leisure classes, or field trips where there might be contact with infectious persons.
- Practice appropriate hygiene. Cover your nose and mouth when sneezing or coughing. Wash your hands regularly. Avoid touching eyes, nose and mouth.
- Practice good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious foods.

### **General Management of a Pandemic Illness at KCS**

KCS prepare for a reduced workforce in the event of a pandemic event. KCS may designate key and essential members and have a back-up plan ready to maintain the school’s essential functions.

During a pandemic event, KCS may change school hours and schedules to minimize contact as needed. This may include staggered schedules, classes online, or other means deemed appropriate by management.

KCS maintains the right to prohibit students and employees from working at the school KCS retains the right to close facilities as needed. This is to limit the spread of the outbreak. This could result in employees being placed on unpaid work furlough during the facility closure.

FMLA protects eligible employees who are incapacitated by a serious health condition or who have to care for an eligible family member who is incapacitated by a serious health condition. Leave taken by an employee for the purpose of avoiding exposure to a serious health issue may not be protected under FMLA, this will be handled on a case by case basis.

During a pandemic event, employees who are not ill but refuse to come to work when the action is not approved by their supervisor may be subject to discipline.

### **Management of KCS Students or Staff Who are Showing Signs of a Pandemic Illness**

During a pandemic event, if a student or employee exhibits symptoms of the current illness, several guidelines will be used. Employees may be eligible for FMLA. Employees should consult with the Human Resource Department for information regarding their personal status.

If a student or employee show signs of the pandemic illness while at school, they should let their teacher/supervisor know immediately.

The ill student/employee should avoid personal contact with others at the school. If outside the school day, students/employees should manage the notification process to their teachers /supervisor over the telephone or by email.

If the ill student or employee does have symptoms that match the symptoms of the current pandemic, they may be considered a “suspect case.” The student/employee may be directed to leave the school campus and instructed to promptly seek medical attention. The ill student / employee may be required to provide a fitness of duty certification in order to return to work.

### **Personal Protective Equipment (PPE)**

If the school issues Personal Protective Equipment to students/employees, it is required that the PPE must be used or worn, or they could be subject to disciplinary action, including not allowed on the school campus. Some examples of PPE to prevent the spread of a pandemic illness are: Gloves, Face or Surgical Masks, Protective Eye Wear, or other types of PPE.

### **School Closures:**

KCS reserves the right to close school facilities on a case by case basis. In the event that a closure is necessary, the School Director will determine whether to close the facility. The school may be closed for a deep-cleaning or as a means to implement social distancing to prevent further spread of disease.

### **School and Personal Travel Notifications During a Pandemic**

During a Pandemic Illness event, there may be certain geographic areas for which travel restrictions exist. These may be areas that are a hot-spot for the illness, and which government has issued notification of travel restrictions.

KCS reserves the right to cancel all non-essential travel. Additionally, students and employees are required to notify the School Director of any personal travel into a government travel

restricted area. KCS reserves the right to direct students/employees to self-monitor (including restrictions of coming to campus) for a period of time if necessary.

### **Contact with Vendors, Visitors, Others on Campus**

Anyone at KCS facilities who exhibits symptoms, or notifies KCS of symptoms of the pandemic illness may be instructed to leave campus immediately. Measures will be taken to minimize the contact between the individual and the rest of the school.

### **Essential Staff**

All KCS Staff should remain available for work and understand their continued responsibilities for school operations in the event of a pandemic event. The School Director will maintain the role of Pandemic Coordinator and will be responsible for taking the lead to prepare for and respond to the pandemic. Other staff, as directed, may be directed to assist during times of a pandemic.

### **Communication**

In the event of a pandemic, a communication may go out to all KCS students/families and staff informing them of the current status of the pandemic and what the agency procedures are to prepare for the pandemic and what to do in the event of a pandemic. Communication on the current status of the pandemic and the agency response is the responsibility of the School Director.

KCS will work with local, state, and federal agencies, including the State Department of Education to ensure that the proper procedures are followed to ensure the safety of students and staff. Communication on these efforts may be distributed through email, internet, newsletter, meetings, telephone or any other appropriate form of communication.

### **Discipline Policies and Practices**

KCS promotes a safe, positive learning environment where students are empowered to become decision – makers, lifelong learners and responsible productive citizens. Student conduct shall reflect consideration for the rights and privileges of others, and cooperation with all members of the school community is expected.

The School Director or teacher may utilize discretion when determining the final consequence for the disciplinary situations. Consequences may vary based on severity and circumstances of the violation. Repeat offenses of disciplinary actions can result in non-compliance letters or dismissal. The student may be suspended or put up for expulsion for:

- Sexual harassment
- Bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel
- Possession of or use of alcohol, drugs/drug paraphernalia
- Any other behavior that violates school policy.

**Review and Revision of the Plan:**

- Annually