

*“If children feel safe, they can take risks, ask questions, make mistakes, learn to trust, share their feelings, and grow.” – Alfie Kohn*

Safety always comes first at Challenge Charter School! The measures taken to ensure student and employee safety are intentionally woven directly into the culture and priorities of the organization and all of our policies and procedures.

This school safety policy therefore serves to identify and define some of the key components in summary but is not exhaustive:

- Safety is governed and prioritized in every CCS policy and most especially the:
  - *CCS Parents – Partners in Education* Family Handbook procedures
  - *Special Considerations* Family Handbook procedures
  - Discipline Policy
  - Visitor’s Open Door Policy
  - Public Conduct on School Property Policy
  - Local Wellness Policy
  - Communicable Diseases Policy
  - Sun Safety Program
  - *End of School Day Dismissal Procedures* Family Handbook
  - Medication Distribution Guidelines and Policy
  - Health – Immunization Policy
  - Medical Emergency Policy
  - Field Trip Policy
  - Environmental Health Policy
  - School & Playground Rules
  - Fire Alarm Procedures
  - Fire Drill Policy
  - Bus Rules & Procedures
  - Network & Internet Access Policy
  - Privacy Policy
  - Employee Handbook and all policies governing staff behavior, background, and clearance.
- Challenge Charter School has developed a comprehensive Emergency Response Plan built on the principles of the National Response Framework and adapted for our local needs using the input of stakeholders, school leadership, school safety committee, and under the guidance of local police and fire who have both been provided a copy. The ERP:
  - Is comprehensive in scope to include: campus threats such as an active shooter, lock out and lock down procedures, hazard exposure, pandemic exposure, and parent communication.
  - Is reviewed annually (at minimum) by key stakeholders
  - Clearly defines roles of staff and responders and names of responsible party/position for key duties

- Is revised as appropriate with an (at minimum) annual meeting.
  - Provides for annual notice to parents about the ERP and their resources.
  - Ensures response protocol is defined, practiced and discussed/communicated
- CCS has communication systems in place, including School Messenger, which can be used to quickly notify staff, parents, and guardians of safety and/or emergency related information through automated phone, email and text messages.
  - CCS has a staff safety committee that meets annually (at minimum) to review new threats/incidents and all safety procedures and policies with input from other stakeholders.
  - CCS communicates with parents frequently about school policies and procedures to ensure safety and consistency and to receive feedback and input to improve these processes.
  - Challenge Charter School receives a fire inspection annually and holds a campus-wide fire evacuation drill monthly (at minimum).
  - Challenge Charter School holds lock down/lock out drills annually (at minimum.)
  - Challenge Charter School performs bus evacuation drills for students annually.
  - CCS staff receives (at minimum) annual training on all of the school's emergency response and safety protocols and as available specialized safety training.
  - Digital citizenship and internet safety is taught and discussed often with students in all grades. School network monitored to minimize threats and monitor student needs.
  - From the CCS Visitor Open Door Policy:

*“Anyone who is in violation of any school policy or procedure may be asked to leave the school. Failure to comply with the lawful directions of the CEO/Principal or his designee, security officers, or any other law enforcement officers acting in performance of their duties, or failure to identify oneself to such officials or officers when requested to do so, may subject the person to criminal proceedings applicable under law”.*

## **School Safety Reporting (HB2119 – A.R.S. 15-153)**

Challenge Charter School staff is required to **document** and report suspected crimes to authorized “employees responsible for making a report” to law enforcement and also to the parent/guardian of all students involved in a suspected crime meeting the following criteria.

CCS Employees authorized to make a report on behalf of the school include:

Wendy Miller, Principal & CEO

Pamela Miller, Creative Programs Director and Board President

Tammy Neitch, Assistant Principal

Sonya Muir, Executive Assistant

Joseph Armijo, Facility Manager

James MacNamara, Compliance Office and Title IX Coordinator

Sabrina Calderon, School Nutrition Manager Before, After School Care Director & Health Tech

*In an emergency, CCS staff may fill in for those listed above in order of authority*

Authorized employees will be required to report to local law enforcement any suspected crime reported to them or witnessed by them against a person or property that:

*is a “serious offense” or involves a “deadly weapon” or “dangerous instrument” or “serious physical injury;” (ARS 13-706(F)(1), ARS 13-105(12), ARS 13-105(15) and ARS 13-105(39).*

*any conduct that poses a threat of death or “serious physical injury” to an employee, student or other person on school property.*

Authorized employees will ensure parents/guardians, of each student who is involved in a suspected crime or any conduct described above, are notified.

While not required under A.R.S. 15-153, Authorized employees reserve the right to report bullying, harassment, and intimidation to law enforcement when they feel it is or can become a crime or assistance beyond the school is needed to resolve. See also Discipline Policy

Authorized employees will also ensure parents/guardians are notified if it is determined any person has engaged in harassing, threatening, or intimidating conduct against their child.

All employees are required to comply with reporting requirements, this policy, and all of Challenge Charter School’s family and employee policies. We will make a note to the employee file of any employee receiving discipline for violating the school’s Safety and Safety Reporting Policy and this record will be made available to any public school that may hire this employee.

This policy and all future revisions will be posted on the Challenge Charter School public website.

*“By failing to prepare, you are preparing to fail.” -Benjamin Franklin*