

## **Safety and Security**

### **Gang Activity**

Students are prohibited from engaging in gang activities while at Citizens Academy, on Citizen Academy School's property, or at Citizens Academy Schools-sponsored events. As used herein the term "gang" means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term "gang activity" shall mean any conduct engaged in by a student:

- on behalf of any gang
- to perpetuate the existence of any gang
- to effect the common purpose and design of any gang
- to represent a gang affiliation, loyalty or membership in any way while on Citizens Academy Schools grounds or while attending a Citizens Academy Schools function.

These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. A violation of this policy is grounds for suspension or expulsion from a Citizens Academy School.

### **General Procedures**

Child safety, along with providing an exceptional education, is our greatest concern. Many school rules are intended to assure the safety and well-being of our students. All visitors to the school, including parents/guardians and volunteers, MUST report to the Main Office upon arrival and sign in. If someone other than a parent or guardian is to pick up a student from school, send a note to the homeroom teacher or parents must call the Main Office no less than 1 hour before the end of the school day. All students who leave school during the school day must get picked up and signed out in the school office so that we can identify the person to whom the student is released. Students are only released to those designated persons listed on their emergency forms.

There is no supervision of students outside before or after school. Students are only allowed to use the playground equipment when supervised by school personnel.

### **Incident Reports**

Student injuries will be reported to parents/guardians on a written Incident Form. A call will be made to the parent in the case of a student injury on the day that the injury occurs. Each Incident Report will be reviewed by the Principal or Assistant Principal.

### **Public Conduct on School Property (see Visitors, Volunteers and Guests section)**

No person shall assault, strike, threaten, or menace any child/adult or interfere with any activity conducted in or on the School premises, or unlawfully assault, strike, threaten, menace, follow, pursue, or lay hands upon a student or other person in or on the School premises, or on the way to or from School or School-sponsored activity.

School officials have the authority to call a law enforcement officer if any individual violates this policy or other posted regulations, or does not leave School property when requested to do so.

### **Restricted Access Process**

Any aggressive behaviors that intentionally or unintentionally is disrespectful, disruptive, threatening or intimidating toward a staff member, student or another parent may result in restricted access. These behaviors may include, but are not limited to:

- Screaming/yelling at a staff member or another parent
- Using profanity towards a staff member or another parent
- Behaving in a threatening or disrespectful manner towards a staff member or another parent.
- Using profanity towards or in the presence of a student or group of students
- Raising your voice at/ reprimanding a child that is of no relation to you

When these behaviors occur a “Parent Incident Form” needs to be filled out by the staff member or parent that had the encounter with the offending parent. After the form is completed the following steps will occur:

- The administrative team will review the “Parent Incident Form”, contact the person that was reported and investigate the situation
- Contact will be made with the complainant after the investigation has concluded.

If the complaint is found to be of substance the consequences are as follows:

- 1<sup>st</sup> Offense: Documented Verbal Warning
- 2<sup>nd</sup> Offense: Written Warning
- Beyond the 2<sup>nd</sup> offense there is potential for a person’s access to our building being restricted.

**Depending on the severity of the incident, immediate restricted access to the building may occur.**

### **Safety Drills**

Throughout the school year, children are given safety instructions that include fire, tornado, and lock-down drills. The procedures for each drill are posted in the classrooms and practiced regularly. Children must remain quiet and orderly so they can respond to the directions given by their teacher. Students who do not follow these requirements may receive a consequence. The drills are scheduled, conducted and documented according to state and local mandates.

### **School Safety Plan**

Citizens Academy Schools has a Safety Plan developed in cooperation with local law enforcement agencies. The plan defines the appropriate procedures for the protection and safety of our students, staff, and visitors.

### **Tips for Families**

It is critical that parents support school safety by keeping emergency contact information up-to-date and by teaching their children safety rules.

The following are some basic safety tips to keep children safe:

- Teach your child his/her full name, telephone number (including the area code) and complete address (including the city, state, and zip code).
- Teach your child how to make both a local and long distance phone call and how to use 911. Tell your child that an operator can help him/her by connecting him/her with the police or home.
- Teach your child that a stranger is someone you do not know well. Your child should learn to tell you about strangers he/she meets or anyone who asks him/her to keep a "secret". Teach your child to yell "HELP" when he/she feels threatened or in danger.
- Teach your child never to go into anyone's home without your permission. Children need to know whose homes they can enter.
- Teach your child to report any dangerous situations to his/her parents, including the presence of firearms in a friend's or others' homes.
- Teach your child that he/she should NEVER get into anyone's car unless you have given your approval. Also, teach your child not to go near cars with people in them.
- Teach your child to walk and play with others. A child who is part of a group is less vulnerable than the child who is alone.
- Teach your child that it is ok to say "no". Make sure he/she knows that every adult does not have authority over him/her – especially if that person wants the child to do something you have taught him/her is wrong.
- Teach your child that no one has the right to touch him/her or make him/her feel uncomfortable. If someone does attempt to touch him/her, he/she should tell you immediately.
- Teach your child what to do if someone is following him/her. He/she should go to a place where there are other people, to a neighbor's house or a store. He/she should ask for help. He/she should not try to hide.
- If for any reason the child is left at home unsupervised, teach him/her never to tell anyone over the telephone that he/she is alone. Make sure that your child knows a family member or a neighbor to call if someone tries to get into the house or if there is an emergency.
- Teach your child to always wear a properly fastened seat belt when riding in a car, and a helmet when riding a bike.

### **Child Abuse Policy**

As mandated by Ohio law, employees of Citizens Academy Schools who, in their official capacity, become aware or suspect that a child has suffered, or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect shall immediately notify the Cuyahoga County Department of Human Services (696-KIDS) and possibly the Cleveland Police Department in cases where child abuse is suspected. All Citizens Academy Schools staff will receive in-service training in child abuse prevention and intervention.

**This is in Page 20 of CAE's Student and Family Handbook**