



2026 - 2027 Safety Plan Lucerne

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Section 1: School Safety Plan Purpose

Objective

Elite Academic Academy recognizes that students and staff have the right to a safe and secure environment where they are free from physical and psychological harm. The school is fully committed to maximizing school safety and creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. The intent of this plan is to clarify school disaster procedures, both routine and emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel;
3. To ensure the safety and protection of our students and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from a school operated field trip etc., should it be necessary, following a disaster.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

Nondiscrimination and Fair Treatment of Pupils

Elite Academic Academy realizes that a major source of conflict in many schools is the problem of bias and unfair treatment of students (real or perceived) due to ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Our school strives to convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Elite

Academic Academy endeavors to communicate to students, and the greater community, that all students are valued and respected.

Conduct

Elite Academic Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards Elite Educators, other staff, students, and volunteers. Every effort is made to ensure students are aware of the expected behaviors at school-organized events.

Plan Elements

The Elite Academic Academy School Safety Plan contains the following elements:

- Emergency Preparedness
 - Learning Period Meetings
 - Testing sites
 - Field Trips
 - Staff meetings
 - School Office
- Human Resources
 - Mandated Reporter
 - Sexual Harassment
 - Bloodborne Pathogens
 - FERPA: Confidentiality of Records
- Expectations of Conduct
 - Students
 - Parents/Guardians
 - Staff

The school safety plan shall be evaluated annually. A copy of the School Safety Plan will be available for review at the Elite Academic Academy school office. The school also has an IILP, COVID plan, and School reopening plan that can be viewed upon request.

Section 2: Emergency Preparedness

Elite Academic Academy is an independent study program where students are schooled in the home and through various contracted vendors in the community. Typically, students are in the primary care of their parents/guardians for their schooling. There are a few instances when the school sponsors events, such as field trips and state testing when it is important to have a clear emergency preparedness plan.

The school's procedures for evacuation and emergency preparedness are outlined in the following section for testing sites, the school office, staff meetings, and field trips. The roles of the responsible parties, the training necessary to perform those responsibilities, necessary resources, and emergency response actions, if applicable, are defined for each site where school operations are conducted.

Further, it is important to clearly define the responsibilities of the school and parent/ guardian, as well as the school's dismissal procedures, in the event of an emergency or disaster.

Elite Academic Academy Responsibilities

Elite Academic Academy will abide by the vendor/site emergency plans. Beyond that, Elite Academic Academy will consistently maintain the following:

- Staff emergency information in Paycom
- Student emergency information is held within the Student Information
- System with staff access
- Employee safety training assignments, as appropriate
- First aid kits for all test sites, the field trip coordinators, and the school office

Parent/Guardian Responsibilities

Parents and legal guardians of students will be required to complete when applicable:

- Annual CAASPP Site Security form - ER Card
- Field trip permission slips and waivers

All parents are responsible for keeping their child's Student Information System Student Emergency Card and contacts current. In case of a declared emergency, students will be released only to persons designated on the application form.

Parents/guardians are responsible for ensuring that information on all forms is current at all times.

Guidelines for Student and Staff Dismissal

Student Dismissal

In the event of a declared emergency, as per the site, all students will be required to remain onsite or at an alternate safe site under the supervision of the Director, Director's designee, or other school staff assigned by the Director or designee. Students will not be permitted to leave until:

- Regular dismissal time, and only if it is considered safe to do so.
- Depending on the site, an authorized adult with a photo ID, whose name appears on the Emergency Card or field trip permission slip, arrives to pick up the student.
- In the event of an earthquake or other disaster that prevents parents and other designated adults from picking up students, students will remain with school staff.

Staff Dismissal

In the event of a declared emergency with students present, all school employees will remain on-site and carry out their assignments until officially dismissed by the Director, or the Director's designee, or relieved by fire or law enforcement.

Learning Period Meeting (LPM)

The purpose of the Learning Period Meeting(LPM) is for the credentialed teacher to meet with the student to provide educational support, document learning, and complete other administrative tasks. Sometimes, these meetings occur in private homes and public locations, such as a library. Typically, the parent/guardian is present for these meetings and is solely responsible for the safety of the student. In the rare occasion when a student is not accompanied by the parent, the Elite Educator is required to meet in a public location for the safety of the student.

If during an LPM, there is an incident that poses a safety threat to the student, the parent/guardian would be responsible for deciding the appropriate course of action for his/her child. If the parent/guardian is not present, the Elite Educator will take responsibility for the student's safety.

Elite Educator

Required Training and Resources:

- Annually complete the following training:
- Mandated Reporter
- Bloodborne Pathogens
- Sexual Harassment
- CPR Certification
- Download, when possible, emergency apps to phone
- Red Cross First Aid
- Red Cross Earthquake
- First Aid Kit, provided by the school
- Child abuse prevention
- Recognizing grooming behaviors
- Maintaining professional boundaries
- Reporting obligations and procedures
- Identifying inappropriate conduct
- Understanding employee misconduct reporting requirements

Completion of training is mandatory and tracked by Human Resources.

Responsibilities:

- In the event of a student injury when a parent is not present:
- Call 911 if a student's injury requires medical attention
- If blood or other bodily fluids are present, follow the bloodborne pathogens procedures using the school-provided first aid kit.
- Contact the parent/guardian and allow them to take responsibility.
- Once present, the teacher may offer the use of the first aid kit to the parent in this event.
- Contact a Director to complete any necessary paperwork.

In the event of a student catching on fire:

- Instruct the student to stop, drop, and roll (when clothes are on fire) and the teacher will use a blanket, jacket, or other available material -
- Starting at the head of the victim, drag the blanket toward the feet, moving the flame away from the face.
- Contact a Director for any necessary paperwork.

In the event of a building fire:

- Evacuate the building.
- Call 911.
- Contact a Director for any necessary paperwork.

Earthquake:

- Instruct the student to implement the Drop, Cover, and Hold procedure:
- Drop to the ground. For those students who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- Cover under or near desks, tables, or chairs in a kneeling position with their backs to the windows.
- Hold onto the table or chair legs.
- Remain in the drop position until the ground movement ends.
- Contact a Director for any necessary paperwork.

Student Instruction Requirements

The Organization will provide age-appropriate instruction to students on:

- Personal safety and abuse prevention
- Recognizing unsafe or inappropriate situations
- How to seek help or report concerns
- Understanding boundaries and respectful interactions

Instruction will be delivered annually and integrated into the school's safety and wellness programming.

Section 3: Testing Sites

The school conducts testing at various sites. Since these venues are not school-owned buildings or property, an effort to obtain the site plans from the venue and bring awareness to the staff of all site-specific emergency plans is the primary focus. Developing clear roles of responsibility,

providing emergency student information to staff, maintaining first aid training and kits as appropriate, and developing a plan in the event of various emergency scenarios are outlined as follows:

Director, Assessment

Responsibilities:

- Provide general staff safety training for test sites.
- Provide Test Site Coordinator (TSC) test-site-specific safety training and binder.

Test Site Coordinator (TSC)

Responsibilities:

- Adult and Pediatric First Aid/CPR/AED Certified
- Complete Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors
- Emergency Apps downloaded on phone:
- Red Cross First Aid
- Red Cross Earthquake
- EpiPen Trained.
- Epinephrine Indemnity Acknowledgement Signed.
- Standing Order for Anaphylaxis - Procedures to follow.
- Maintain a current list of all proctors and students on-site, including contact information (cell number) for proctors.
- Responsible for overall direction and coordination of emergency response efforts during an incident.
- Receive and review a copy of Elite's Testing Safety Plan
- Obtain Site Emergency Plans and Emergency Contact Numbers
- Confirm and Locate Site Emergency Evacuation Map in the testing room(s).
- Establish pre-designated evacuation areas and exits and clearly mark them on the site map.
- Provide site-specific safety training for proctors, and ensure all staff is aware of site exits and evacuation areas.
- Complete incident report as needed for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.

Assessment Support (AS)

Responsibilities:

- Complete Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors
- Emergency Apps downloaded on phone:
- Red Cross First Aid
- Red Cross Earthquake
- Responsible for ensuring the site is safe.
- Provided copy of Safety Plan - Test Sites.
- Support TSC as needed.
- Complete incident report, as needed, for any medical concerns: minor

Teacher/Proctor

Responsibilities:

- Proctors wear ID/lanyard or name tag at all times at the test site
- Once alerted by a parent, it is the Elite Educator's responsibility to report
- ALL listed health issues
- Attend staff safety training
- Provided copy of Elite's Testing Site Safety Plan
- Attend site-specific safety training
- Report safety concerns to TSC immediately
- Take the student to TSC/Assessment Support for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.

Site Supplies and Resources

First Aid

- First Aid Kit
- Gloves (latex-free) - Box

Emergency Preparedness

- Maintain emergency food and water
- Student Information
- TSC Manual - Master Copy -Student Emergency Card required for every student on site

Proctor Binders

- Copies - Emergency Cards- grade-level specific
- Grade Level Rosters - Parent Signatures for Sign-In and Pick-Up (Photo ID Required for student release)

Emergency Procedures

Fire

Proctors shall take Proctor Binders (containing student information) and:

1. Begin orderly evacuation immediately and complete within minutes of the initial alarm of a fire, with minimal congestion in hallways and exits.
2. Lead students to the pre-designated evacuation area away from fire lanes.
3. Take roll once in the evacuation area.
4. Report any missing students to the Test Site Coordinator (TSC) immediately. 10

Earthquake

The proctor shall implement the Drop, Cover, and Hold procedure and instruct students to

- Drop to the ground. For those students who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- Cover under or near desks, tables, or chairs in a kneeling position with their backs to the windows.
- Hold onto the table or chair legs.
- Remain in the drop position until the ground movement ends.
- Evacuation shall occur if directed by the Test Site Coordinator (TSC).
- Proctors will take Proctor Binders (containing student information).
- Proctors will lead students to the pre-designated evacuation area.
- Proctors will take roll once in the evacuation area.
- Proctors will immediately report any missing students to the Test Site Coordinator (TSC).
- Proctors will remain with students until given alternative instructions.

Emergency Site Lockdown

- The decision to call for a Lockdown will be made by the Test Site Coordinator (TSC) The TSC shall:

- Notify all proctors of the need for a test site lockdown, as soon as the decision has been made.
- As soon as possible after an emergency:
- Inform the proctors of the reasons for the need for a lockdown;
- Contact Assessment Director.
- Provide parents and other community members who ask for the reason for the lockdown, either in person or by phone, the reason as specifically as possible under the circumstances.
- Not provide the names of any students or parents involved (Ex. custody conflicts) to maintain confidentiality.
- Use discretion in determining how much information will be given to the students, based on their ages and maturity.
- Instruct proctors to provide information to the students in a calm and reassuring manner.

Lockdown Sample Situations

- The site has been informed that a crime has been committed near the site and the criminal has not been apprehended. There is no specific reason to believe that the criminal will come to the school.
- The Sheriff's Department has informed the site that an armed and dangerous person is in the vicinity of the school and all precautions should be taken.
- The site has received a direct credible threat that someone intends to do harm to one or more persons at the site.
- Information has been received by the site that a non-custodial parent is coming to try to take a student away from the test site.
- A person not having a legitimate business has been seen loitering in the vicinity of the site. He/she either has not left the area when asked to do so, or he/she has left but the TSC believes that based on the person's behavior, he/she may return.

Lockdown Procedures

The TSC will:

- Notify the Sheriff's Department.
- Notify the Assessment Director of the Lockdown as soon as possible.
- Assign a proctor to monitor the main entrance(s) to allow legitimate visitors to enter.
- Notify the proctors in the fastest possible manner that a Lockdown has been initiated.

- Notify parents of the lockdown status.
- Delay dismissal until it is safe for students to exit.
- Inform all proctors and the Assessment Director that the Lockdown has ended, once it has been determined that the dangerous situation no longer exists.

Proctors will:

- Keep all students indoors under their supervision for the duration of the Lockdown.
- Lock testing room or building doors, and close windows, and blinds if directed by the TSC.
- Contact the TSC to determine if the situation allows for students to leave the room to go to the bathroom.
- Escort any student who goes to the bathroom.
- Not dismiss students until receiving direction to do so by the TSC.
- Escort their students to the site of the parent pick-up location.

The Assessment Director will:

- Notify the Executive Director in the fastest possible manner.

Active Shooter/Armed Intruder on Campus

- If an armed assault occurs on or near the test site personnel who observed the assault should immediately notify the Test Site Coordinator (TSC) and call 9-1-1

TSC will:

- Initiate the appropriate response actions, which may include Shelter-in Place, Lockdown, On-Campus Evacuation, or Off-Campus Evacuation.
- Call 9-1-1 and provide the exact location, description, and nature of the incident. If the TSC cannot remain on the phone, a designated person should remain on the phone line with the 9-1-1 dispatcher until law enforcement personnel arrive on the scene.
- If it is safe to do so, proctors should attempt to isolate and secure the students away from the perpetrator(s).

Proctors will:

- Take steps to calm and control students.
- Keep students in secured areas until local authorities arrive and are able to neutralize the perpetrator(s).

- Stay inside testing rooms.
- Instruct students to lie flat on the floor, move away from the doors or windows, and remain quiet.
- Turn off lights, lock doors, and close any shades or blinds.
- The goal is to hide and make your room look vacant.
- Silence cell phones.
- Remain in the testing room, or secured area, until further instructions are provided by the TSC or law enforcement.

Opioid Overdose Prevention & Response (Grades 7–12)

Overview

In accordance with California Education Code requirements for schools serving grades 7–12, the School maintains a protocol for preventing, identifying, and responding to suspected opioid overdoses. Although the School operates a non-seat-based independent study program and students are rarely present at School facilities, this procedure applies to any location or School-sponsored activity where students may be physically present.

Prevention & Awareness

The School provides annual opioid-awareness information to students and families, including fentanyl-risk education and available community resources. Staff who interact with students in person receive training on recognizing signs of opioid overdose and understanding emergency response procedures. Prevention materials may be distributed through the School's website, parent portal, or learning management system.

Naloxone Availability

Naloxone (Narcan) is maintained at designated School facilities where students may occasionally be present, such as resource centers or testing sites. If the School does not operate student-accessible facilities, naloxone is stored at the administrative office and made available for any School-sponsored in-person event. At least one trained staff member is designated at each location where naloxone is stored.

Staff Training

Designated staff receive annual training on:

- Recognizing signs of opioid overdose

- Safe administration of naloxone
- Emergency procedures and Good Samaritan protections

Training may be provided through CDE-recommended modules or other evidence-based programs.

Response Procedure

If a staff member reasonably believes a student is experiencing an opioid overdose during a School-sponsored in-person activity or while on School premises, the following steps must be taken:

1. Call 911 immediately.
2. Administer naloxone if trained and if naloxone is available.
3. Notify the School Administrator or designee.
4. Monitor the student until emergency responders arrive.
5. Complete an incident report within 24 hours.

Staff acting in good faith are protected under applicable Good Samaritan laws.

Parent/Guardian Notification

Following an incident, the School Administrator or designee will notify the student's parent/guardian as soon as reasonably possible, unless otherwise directed by emergency personnel or prohibited by law.

Review & Continuous Improvement

Any opioid-related incident triggers an internal review to evaluate the response and identify needed updates to procedures, training, or resource allocation. This section is reviewed and updated annually as part of the Comprehensive School Safety Plan process.

Drowning-Prevention Information (AB 1005, Effective July 1, 2026)

To support student and family safety, our school provides annual drowning-prevention information in alignment with California Education Code (AB 1005) and public-health guidance from the Centers for Disease Control and Prevention (CDC). Although our charter school does not operate a physical campus with a pool, water-safety education remains an important part of student well-being.

Each year, families will receive the California Department of Education's (CDE) official drowning-prevention materials, once released. These resources outline

practical steps to reduce drowning risks in homes, communities, and recreational settings.

Key Water-Safety Practices for Students and Families

Based on CDC-supported prevention strategies, students and families are encouraged to follow these core safety practices:

- Always ensure active, focused adult supervision when children are in or near water, including pools, lakes, bathtubs, and canals.
- Use life jackets that are properly fitted when boating, swimming in open water, or participating in water activities.
- Learn basic swimming and water-survival skills, such as floating, treading water, and safe entry/exit techniques.
- Avoid swimming alone; use the buddy system in all water environments.
- Stay away from fast-moving or unsupervised bodies of water, including irrigation canals and flood channels.
- Know how to respond in an emergency, including calling 9-1-1 and recognizing signs of drowning, which may be silent and quick.
- Keep home environments safer by securing pools with fencing, self-latching gates, and removing standing water from containers.

These practices reflect widely accepted public-health recommendations and will be reinforced through the annual CDE-approved materials once available.

Access to Resources

When the CDE publishes its official drowning-prevention flyer and model materials, they will be:

- Distributed annually to all families
- Posted on our school website
- Available upon request from the school office

Our school may also share optional community water-safety resources to support families in accessing swim lessons, safety courses, and local programs.

Field Trips

The school hosts field trips at various venues. Since these venues are public locations, the staff, students, and families in attendance will follow the protocol for emergency evacuations and safety as per the venue guidelines. School field trips require parent participation and therefore all students should be in the care of a parent/guardian or an Elite credentialed employee. To promote the safety of those in attendance, the development of clear roles of responsibility, collection, and organization of emergency student information, and maintenance of first aid kits are outlined as follows:

Field Trip Coordinators (FTC):

- Maintain a current list of all chaperones and students on site.
- Chaperones maintain a list of student information, emergency contact information, and any medical/allergy information
- Provide a first aid kit to all Field Trip Coordinators (FTC).
- Identify the method of communication between coordinators and chaperones in the event of unforeseen events.

Field Trip Organizer (Field Trip Coordinator / Field Trips Team)

- Coordinate planning and logistics for field trips, including scheduling, venue coordination, and development of family communications.
- Ensure all required permission forms, waivers, and emergency contact information are collected and accessible through the approved attendance system prior to the activity.
- Maintain the Master Attendance List and verify student eligibility and required documentation before the trip.
- Provide staff and chaperones with event details including itinerary, safety procedures, meeting locations, communication methods, and expectations.
- Coordinate appropriate staffing and supervision ratios in alignment with school policy, including assigning staff leads and supporting chaperone recruitment.
- Serve as the primary point of contact for staff and families before and during the event for safety or logistical concerns.
- Establish and communicate the method of communication (e.g., phone, Zoom, group messaging) for use during the trip.
- Monitor weather conditions and venue advisories and communicate any safety updates as needed.

- Support staff in responding to incidents and ensure incident reports are completed and submitted according to school procedures.
- Maintain coordination with site administration and notify leadership in the event of emergencies.
- Provide families with relevant safety information, including venue procedures and emergency contact guidance.
- Coordinate transportation logistics when applicable.
- Ensure staff and chaperones are informed of their roles and responsibilities prior to the trip.
- Maintain records of attendance, communications, and documentation related to the event.
- Follow applicable health and safety guidance as required by school or public health authorities.
- The Field Trip Organizer coordinates planning and communication but does not assume direct supervision of all students unless specifically assigned as a supervising staff member.

Elite Staff Chaperone

- Maintain active supervision of assigned students and ensure students remain within sight at all times.
- Follow all school safety procedures and directions provided by the Field Trip Organizer and site administration.
- Carry a charged mobile phone and be available for communication during the event.
- Report any safety concern, behavioral concern, or incident to the Field Trip Organizer immediately.
- Assist with student check-in and check-out procedures as directed.
- Support implementation of the event schedule and help maintain a safe and positive environment.
- Follow venue emergency procedures and support coordinated response efforts if needed.
- Ensure students are accounted for during transitions and at designated meeting points.
- Provide basic first response support within training level and seek appropriate assistance when needed.
- Complete incident documentation in coordination with the Field Trip Organizer when required.
- Remain on site until supervision responsibilities are concluded or reassigned.

Parent Chaperones / Parent Guardians

- Maintain supervision of their student(s) throughout the duration of the trip unless otherwise directed by staff.
- Follow all directions from staff, venue personnel, and established safety procedures.
- Ensure students remain with their assigned group and adhere to behavioral expectations.
- Notify staff immediately of any safety concern, illness, or incident.
- Remain responsible for administration of medications for their child unless other arrangements have been formally documented.
- Utilize venue first aid or contact staff if medical support is needed.
- Follow all emergency instructions provided by staff or venue personnel.
- Ensure any non-Elite participants complete required documentation prior to attendance, if applicable.
- Comply with volunteer requirements, including LiveScan clearance, for overnight or drop-off events as required by school policy.
- Support a safe and respectful environment for all students.

SB 98 & Immigration Enforcement

Attorney General Model Policies (2025 Update)

I. Immigration Enforcement & Student Protection Policies (AG-Aligned)

Policy 1: Collection and Handling of Student & Family Information

Elite Academic Academy (EAA) shall maintain written policies governing the collection, retention, and protection of student and family information. The Academy:

- Shall not collect or require information regarding immigration status, citizenship status, or national origin.
- Shall not discriminate based on a family's decision to withhold such information.
- Shall not use school resources to create registries based on immigration status, race, ethnicity, religion, gender, or sexual orientation.
- Shall ensure staff training on these policies annually.

Policy 2: Inquiries Regarding Immigration or Citizenship Status

EAA personnel shall not:

- Inquire about or document a student's or family member's immigration or citizenship status.
- Require documentation that reveals immigration status as a condition of enrollment.
- Alternative, lawful documentation for age, residency, and eligibility shall always be accepted.

Policy 3: Social Security Number Collection

- The Academy shall not collect full Social Security numbers.
- If the last four digits are required for federal benefit eligibility, families shall be informed that refusal does not impact enrollment or attendance.

Policy 4: Information Sharing, FERPA, and Legal Requests

No student or employee information shall be disclosed for immigration-enforcement purposes without a judicial warrant, court order, or subpoena.

Upon receipt of any such request, the Academy shall:

1. Notify the CEO or designee immediately.
2. Document the request.
3. Notify parents/guardians unless legally prohibited.
4. Consult legal counsel prior to any response.
5. Decline disclosure absent proper legal authority.

Policy 5: Immigration Enforcement on School Grounds

Immigration enforcement officers are considered visitors and must comply with all visitor registration procedures.

Absent exigent circumstances or a judicial warrant:

- Access to campus, students, or records shall not be granted.
- Staff shall document officer credentials, purpose, and actions.
- Legal counsel shall be contacted immediately.

A report shall be made to the governing board and the California DOJ Bureau of Children's Justice.

Policy 6: Parental Notification

Parents/guardians shall be notified immediately if:

- An officer seeks or gains access to a student for immigration enforcement purposes, unless prohibited by law.

Policy 7: Detention or Deportation of a Family Member

The Academy shall:

- Allow families to update emergency contacts at any time.
- Permit designation of trusted adults or caregivers.
- Release students only to authorized emergency contacts or individuals with a Caregiver's Authorization Affidavit.
- Contact Child Protective Services only as a last resort.

Policy 8: Hate Crimes, Harassment, and Bullying

Elite Academic Academy prohibits discrimination, harassment, intimidation, or bullying based on actual or perceived immigration status or national origin.

Complaints shall be addressed through the Uniform Complaint Procedure (UCP) with confidentiality safeguards and anti-retaliation protections.

II. Annual Parent & Guardian Notice (Required)

Each year, EAA shall provide notice that:

- Students have the right to a free public education regardless of immigration status.
- The Academy does not release information for immigration enforcement without a court order.
- Immigration status is not considered directory information.
- Families may opt out of directory information disclosures.
- "Know Your Educational Rights" resources are available.

IV. Board Resolution for Adoption

Resolution No. BP 5145.13

A Resolution of the Governing Board of Elite Academic Academy Adopting Immigration

Enforcement & Student Protection Policies

WHEREAS, California law and guidance from the Attorney General require local educational

agencies to adopt policies protecting students and families in matters related to immigration

enforcement; and

WHEREAS, the Governing Board seeks to ensure a safe, inclusive, and legally compliant

learning environment;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Elite Academic Academy

hereby adopts the Immigration Enforcement & Student Protection Policies effective immediately,

and directs the CEO to implement, train staff, and ensure public availability of these policies.

Adopted this 4th day of February, 2026.

[SB 98 SAFE Act Notification Procedures](#) - see page 48

Teacher Transportation & Travel Policy

Purpose: To ensure the safety of students and compliance with California Education Code, this policy establishes guidelines for teachers transporting students in personal vehicles and traveling by air for school-related activities.

1. Transporting Students in Personal Vehicles

Teachers are strongly discouraged from transporting students in their personal vehicles. If no other transportation options are available, the following conditions must be met:

- Written Parent/Guardian Consent: A signed permission form must be obtained from the student's parent/guardian before transport.
- Administrative Approval: Prior approval from school administration is required.
- Valid License & Insurance: The teacher must have a valid California driver's license and provide proof of insurance meeting the minimum liability coverage required by state law.

- **LiveScan & Driving Record Clearance:** The teacher must have a cleared background check and a satisfactory driving record verified by the DMV.
- **No One-on-One Transport:** Teachers should avoid transporting a single student alone unless in emergency situations with administrative and parental notification.

2. Air Travel with Students

If a teacher is required to travel with students via air for a school-sanctioned event, the following must be adhered to:

- **Pre-Approval:** All travel must be approved by school administration and aligned with district/state travel policies.
- **Written Parent/Guardian Consent:** A signed permission form must be obtained from the student's parent/guardian before transport.
- **Chaperone Ratios:** Adequate chaperone supervision must be maintained according to district policy.
- **Student Conduct & Safety:** Teachers are responsible for ensuring students adhere to school conduct policies while traveling.

3. General Compliance

All transportation and travel must comply with California Education Code §35330, which governs student field trips and excursions, and Vehicle Code §12517, which covers the transportation of students.

Non-compliance with this policy may result in disciplinary action in accordance with school district guidelines.

Staff Meetings

In-person staff meetings are conducted in person at a facility rented by the school. Because this venue is a public location, the staff and any additional participants in attendance will follow the protocol for emergency evacuations and safety as per the venue guidelines. In an effort to promote the safety of the staff, the development of clear roles of responsibility, collection and organization of emergency staff information, and maintenance of first aid kits are outlined as follows:

Director or Director's designee

- Maintain a current list of all employees in attendance.

- Responsible for supporting the venue's direction and coordination of emergency response efforts during an incident.
- Obtain Site Emergency Plans, if possible.
- Obtain Site Emergency Evacuation Map, if possible.
- Establish pre-designated evacuation areas and exits and mark them on the site map.
- Bring a first aid kit.

Required Training and Resources:

- Complete Safe Schools Training - First Aid

All Employees:

- Maintain current personal emergency contact information with the school in Paycom.
- Report safety concerns to a Director immediately.
- Support Director as needed.
- Follow the emergency plans as directed by the venue.

School Office

The school office is located in a rented facility that does not have an emergency plan. The staff and any additional individuals in attendance will follow the protocol for emergency evacuations and safety as per the following guidelines. In an effort to promote the safety of the staff, the development of clear roles of responsibility, collection of emergency staff information, and maintenance of first aid kits is outlined as follows:

Director and Human Resources

- Maintain current staff emergency contact information.
- Develop site emergency plans and protocol as well as communicate plans to staff.
- Clearly post a site map indicating various evacuation routes and exits within the facility, fire extinguishers, location of the site alarm, and predesignated refuge or safe areas outside.
- Provide a first aid kit including flashlights and a window breaker.
- Provide safety training as needed.

Designee

- The Designee is the most senior staff member present at the time of the emergency.

- Uphold the evacuation and safety plan.
- Bring a first aid kit.

All Additional Office Staff

- Maintain a current personal emergency contact with the school in Paycom.
- Responsible for following the emergency and safety plans during an incident.

Emergency Procedures

1. In the event that an emergency occurs, all employees are to evacuate the building by following the procedures below.
2. In the event of an emergency, all employees should immediately stop whatever they are doing and quickly and safely exit the building.
3. It is the responsibility of the most senior staff member present at the time of the emergency to see that all employees leave the building promptly and
4. All employees should exit the building by way of the nearest exit or stairwell, if applicable, to the outside.
 - a. If the nearest stairwell, if applicable, is blocked by smoke, use the other stairwell, if applicable. DO NOT USE AN ELEVATOR. Elite Academic Academy will make every attempt to create prior arrangements with staff and individuals with disabilities as needed to assist them in the event of an evacuation.
 - b. If the nearest doorway or exit is blocked, and if the emergency calls for immediate evacuation, utilize the window breaker to clear a safe path to the outside.
5. Follow the exit plans. People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.
6. If possible, before leaving the building, the designee will call the Fire Department and leave all doors unlocked to allow the fire department easy access.
7. Once outside the building, the designee will:
 - a. Confirm that the fire department has been called (911)
 - b. Congregate all employees in the parking lot and confirm that all employees and visitors are out of the building.
 - c. Designate someone to meet the fire department at the front entrance to provide additional information if necessary.

8. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid. Appropriate aid should then be given.
9. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the designee.

Section 4: Human Resources

Human Resources is responsible for providing staff training and ensuring compliance. The following Safe Schools training courses are available to be assigned to designated employees depending upon their level of responsibility for upholding the school safety plan and requirements per the law. Training plans may include one or more of the following:

- Active Shooter
- Crisis Response and Recovery
- Family Reunification
- Incident Command Systems
- Managing the Aftermath of Tragedy
- Terrorism: Awareness and Response
- Supervisor's Role in Safety
- Chemical Spills Overview
- Compressed Gas Safety
- Confined Spaces
- Electrical Safety
- Eye and Face Protection
- Facility Emergencies
- Fall Protection
- Fire and Explosion Hazards
- Fire Extinguisher Safety
- General Safety Orientation

- Lead Safety Awareness
- Office Ergonomics
- Personal Protective Equipment
- Slips, Trips and Falls
- Storm Water Management Overview
- AED (Automated External Defibrillators)
- Bloodborne Pathogen Exposure Prevention
- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Health Emergencies: Asthma Awareness
- Health Emergencies: Choking and Heimlich Maneuver
- Health Emergencies: Life-Threatening Allergies
- Health Emergencies: Overview
- Health Emergencies: Seizures
- HIV/AIDS Awareness
- Sexual Harassment: Staff-to-Staff
- Sexual Harassment: Student Issues & Response
- Sexual Misconduct: Staff-to-Student
- Workplace Bullying: Awareness and Prevention
- Cybersecurity Overview
- Email and Messaging Safety
- Arson Awareness and Prevention
- Safety Basics for Security Staff
- School Intruders
- School Violence: Identifying and Addressing

- Visual Weapons Screening
- Online Safety: Cyberbullying
- Online Safety: Predators
- Online Safety: Threats of Violence
- Online Safety: What Every Educator Needs to Know
- Bullying: Recognition and Response
- Child Abuse: Identification & Intervention
- Child Abuse: Mandatory Reporting
- Gang Awareness
- Hazing
- Making Schools Safe for LGBT Students
- Mandated Reporter: Child Abuse and Neglect
- Youth Suicide: Awareness and Prevention
- Evacuation Planning for Students with Special Needs
- Online Safety: Threats of Violence Mandated Reporter

Mandated Reporter - Duty to Report

In conformance with the requirements of the Penal Code 11165.7, any district employee who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been a victim of child abuse, shall report the known or suspected instance of child abuse to the Sheriff and/

or child protective agency immediately, or as soon as practically possible, by telephone; and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporting duties are required of the individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

For this reporting procedure and the Penal Code 11166.1, “reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like situation,

drawing when appropriate on his or her training and experience, to suspect child abuse.

Definitions

1. "Child Abuse" includes the following:
 - a. A physical injury inflicted by other than accidental means on a child by another person.
 - b. Sexual abuse of a child.
 - c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
 - d. Unlawful corporal punishment or injury resulting in a traumatic condition.
 - e. Neglect of a child or abuse in out-of-home care.
2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors," and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:
 - a. Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, school psychologists, licensed nurses, counselors, and instructional aides or other classified employees trained in child abuse reporting.
3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation
4. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the director, or the director's designee, as soon as possible after the initial verbal report by telephone.

Notified administrators shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and school regulations. At the mandated reporter's request, the director may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a director, he/she shall provide or mail a copy of the written report to the school without his/her signature or name.

Legal Responsibility and Liability

1. According to P.C. 11166 [c], if a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. If the mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect, the failure to report is a continuing offense until a county designated agency to receive mandated reports specified in P.C. 11165.9 discovers the offense.
2. Any supervisor or administrator who violated P.C. 11166 [1], which prohibits impeding others from making a report, shall be punished by not more than 6 months in county jail or by a fine of not more than \$1,000, or both.
3. Any mandated reporter who willfully fails to report abuse or neglect, or any person who impedes or inhibits a report of abuse or neglect, where the abuse or neglect results in death or great bodily injury, shall be punished by not more than 1 year in county jail or by a fine of not more than \$5,000, or both (P.C. 11166.01 [b]).
4. No mandated reporter shall be civilly or criminally liable for any report required or authorized unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report. Any person who makes a report of child abuse or neglect known to be false or with reckless disregard of the truth or falsity of the report is liable for any damage caused (P.C. 11172 [a]). When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them, and a single report made and signed by that person. However, if any person who knows or should know that the designated person failed to make the report, that person then has a duty to do so.

Child Protective Services Hotlines

1. Los Angeles County: 800-540-4000 (within CA), 213-639-4500 (outside CA), 800-272-6699 (TDD)
2. Kern County: 661-631-6011 -or- 760-375-6049
3. Riverside County: 800-442-4918 -or- 877-922-4453
4. Orange County: 714-940-1000 -or- 800-207-4464
5. San Bernardino County: 909-384-9233 -or- 800-827-8724
6. San Diego County: 858-560-2191 -or- 800-344-6000

7. Imperial County: 760-337-7750

Sheriff's Offices Contact Information:

1. Los Angeles County
 - a. Phone: 323-267-4800
 - b. Website: <http://www.lasd.org>
2. Kern County
 - a. Phone: 800-861-3110
 - b. Website: <http://www.kernsheriff.com>
3. Riverside County
 - a. Phone: 951-955-2400
 - b. Website: <http://www.riversidesheriff.org>
4. Orange County
 - a. Phone: 714-647-7000
 - b. Website: <http://www.ocsd.org>
5. San Bernardino County
 - a. Phone: 909-387-8313 (Valley)
 - b. Phone: 760-956-5001
 - c. Website: <http://www.sbcounty.gov/sheriff>
6. San Diego County
 - a. Phone: 858-565-5200
 - b. Website: <http://www.sdsheriff.net>
7. Imperial County
 - a. Phone: 800-452-2051, 442-265-2021
 - b. Website: <http://www.icso.org>

Within 36 hours, a written report must be sent, faxed, or submitted electronically. The written report should be completed on state form 8572, which can be downloaded at [BCIA 8572, Suspected Child Abuse Report](#). (Appendix B: Child Abuse Report Form)

Child Abuse Training Requirement:

- Per AB 1432, all school employees must annually complete the Mandated Reporter Training course within the first six weeks of school, or by the sixth week of employment.
- This course is fully compliant with California Assembly Bill 1432 and is available online through Safe Schools, the school's online training and tracking system designed specifically for education agency employees.

- The Safe Schools learning management system will generate the required reports for proof of completion. Employees should retain a copy of the training certificate and provide a copy to Human Resources.
- Staff can access online training courses at:
 - <http://www.mandatedreporterca.com> -or-
 - <https://eliteacademicacademy-ca.safeschools.com/login>
 - Employees must contact HR at thasper@eliteacademic.com for mandated reporter course assignment in order to complete the training through the Safe Schools interface.

Updated Requirements: Child Abuse Prevention, Reporting, and Professional Boundaries (Effective July 1, 2026)

- Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to [a police or sheriff's department, or to a county probation department (if authorized to receive mandated reports) or the county welfare office.] [NOTE: Given the options available, the School should determine whether the county probation department is authorized to receive mandated reports and if not, delete reference to that agency.]
- Child abuse is broadly defined as physical injury or death inflicted upon a child by another person other than accidental means, sexual abuse, neglect, unlawful corporal punishment or injury, or the willful harming or injuring of a child or the endangering of the person or health of a child. School employees are required to report instances of child abuse when the employee has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. 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 the person's training and experience, to suspect child abuse or neglect. 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; any reasonable suspicion is sufficient.
- Child abuse should be reported immediately by phone to a [list the appropriate agencies], or as soon as is practicably possible. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by mail, fax or electronically. There is no duty for the reporter to contact the child's parents.

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

- The name, business, address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter.
- The child's name and address, present location, and, where applicable, school, grade, and class.
- The names, addresses and telephone numbers of the child's parents/guardians.
- The name, address, telephone number and other relevant personal information about the person who might have abused or neglected the child.
- 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/them.
- 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 Cde section 11166.05.
- 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, evidence by states of being or behavior, including, but not limited to, severe anxiety, depression, withdrawal or untoward aggressive behavior toward self or others, may make a report to the appropriate agency.
- Reporting the information regarding a case of possible child abuse or neglect to an employee's supervisor, the School principal, a School counselor, coworker, or other person shall not be a substitute for making a mandated report to [insert appropriate agencies]. 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.
- A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required is guilty of a misdemeanor. When a child is released to a peace officer and taken into

custody as a victim of suspected child abuse or neglect, the [include the title of the head of the school] or designee shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

Sexual Harassment

Elite Academic Academy prohibits sexual harassment of school employees and job applicants. The school also prohibits retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Elite Academic Academy Administrative team shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Per AB1825 and CA Govt. Code Sec. 12950. The school will provide supervisory employees, within 6 months of their assumption of a supervisory position, 2 hours of interactive sexual harassment training and education. Supervisors will be required to complete sexual harassment training every 2 years thereafter.
2. Providing training to all staff on sexual harassment and the sexual harassment school policy, particularly the procedures for filing complaints and employees' duty to use the school's complaint procedures as outlined in the employee handbook.
3. Publicizing and disseminating the school's sexual harassment policy to staff.
4. Ensuring prompt, thorough, and fair investigation of complaints.
5. Taking timely and appropriate corrective/remedial actions. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant, or a student, shall immediately report the incident to Human Resources, his/her supervisor, the

director, or the director's designee. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

An employee who receives a harassment complaint shall promptly notify Human Resources. Complaints of sexual harassment shall be filed.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a school employee, job applicant, or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Bloodborne Pathogens (BBP)

This policy pertains to spills and cleanup of blood or other body fluids. It is not a first aid/emergency response procedure.

Treatment of Students

Each staff member will be required to complete a BBP course and will be equipped with a first aid kit. Staff will be instructed to prevent exposure to themselves by utilizing the kits if they must treat a student. Staff should follow the protocol of the site where the cleanup is needed (test site, field trip, etc.). If cleanup is needed during a Learning Period Meeting, the Elite Educator can provide the first aid kit to the parent/guardian for their use. All staff must contact their supervisor when an event requiring the use of their first aid kit was needed. First aid kits will be replaced as necessary.

School Office

Procedure

1. In the event of a serious injury resulting in the release of blood or other body fluids that could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party. All personnel will have completed the Safe Schools Bloodborne Pathogens course in order to prevent exposure.
2. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed by all personnel:
 - a. Advise the most senior employee on duty. They should be aware of the individual(s) doing the actual clean-up and the purpose of the cleanup.
 - b. Clean up the spilled fluids as follows:
 - i. Put on protective gloves.

- ii. Spread the absorbent material on the spilled body fluids, (e.g., paper towels) or use the Bloodborne Pathogens Spill kit.
 - iii. Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for 15 minutes.
 - iv. Use paper towels to pick up material as best possible. Place all potentially contaminated materials in a leak-proof plastic bag.
 - v. Sweep/mop up any additional neutralized/absorbed fluids and place them in the leak-proof bag.
 - vi. Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside out and place them in the bag.
 - vii. Secure the bag and discard it as other trash.
 - viii. Wash hands thoroughly in hot, soapy water.
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to the Director.

Section 5: Expectations of Conduct

It is important that all students, parents/guardians, and staff understand the conduct expected at Elite Academic Academy in order to ensure that all parties feel safe.

Students

Elite Academic Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards Elite Educators, other staff, students, and volunteers. Every effort is made at each site to ensure students are aware of the expected behaviors at a school-organized event.

Parents/Guardians

The school developed a Civility Policy in light of defining the appropriate conduct for parents/guardians in relation to school-related interactions as well as a guide

to the proper responses in light of a disruption. Please see the Elite Academic Academy Parent-Student Handbook.

Staff

Staff conduct is equally important, and staff must exhibit professionalism at all times. Because we consider all school staff to be representatives of Elite Academic Academy, the school outlines standards of conduct for all staff members in the employee handbook, and defines expectations surrounding the following areas:

- Workplace violence
- Prohibited Conduct
- Physical Contact with Students and Other Staff Members
- Off-duty conduct
- Drug and Alcohol-Free Workplace and Awareness Program
- Tobacco-Free Workplace
- Punctuality and Attendance
- Professionalism
- Dress Code
- Gifts to Employees
- Fee and Cash Collection
- Tuition Assistance
- Building Security

Bullying Policy

The school recognizes the harmful effects of discrimination, harassment, intimidation, and bullying on student learning and works to provide a safe school culture that protects students from physical and emotional harm. Bullying creates a hostile environment in schools if it sufficiently and severely interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. The school will establish student safety at all school-related functions as a high priority and will not tolerate discrimination, harassment, intimidation, and/or bullying of any student.

No student or group of students shall, through physical, written, verbal, non-verbal, gestural, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cybersexual bully, cause bodily injury to, or commit hate

violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance occurring within a school under the jurisdiction of the Director of Elite Academic Academy.

Note: Pursuant to Education Code 32261 48900 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act. AB 746 (Ch. 72, Statutes of 2011) amended Education Code 32261 AB 1732 (Ch. 157, Statutes of 2012) amended Education Code 48900 to expand the definition of bullying committed by means of an electronic act to include posting of messages on social media networks; see AR 5144.1 - Suspension and Expulsion/Due Process Involuntary Transfer Back to the District of Residence/Due Process.

In addition, Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages).

Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting). Cyberbullying and cybersexual bullying is an act of bullying committed through the transmission of a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or another wireless communication device, or computer. Cyberbullying

includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.

Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation via a post on a social network Internet Web site, including not limited to posting to or creating a burn page, creating a credible impersonation of another actual pupil, or creating a false profile.

Cybersexual bullying includes but is not limited to, focusing on the person's appearance, body parts, sexual orientation, or sexual activity through the use of technology.

Bullying Prevention, Intervention, and Reporting

School staff will have access to Safe Schools online training related to the professional development of detecting warning signs, effective prevention strategies, and intervention skills.

School staff who witness an act of discrimination, harassment, intimidation, bullying, hazing, or teasing shall take immediate steps to intervene to stop the incident when it is safe to do so (Education Code 234.1.1b) and notify a Director. As appropriate, the Director, or the Director's designee, will notify the parents/guardians of victims and perpetrators. The Director or the Director's designee also may involve counselors and/or law enforcement as necessary.

Students are encouraged to notify school staff when they are being discriminated against, harassed, intimidated, bullied, hazed, or teased or suspect that another student is being attackictimized.

Hate Crime Reporting

Hate crimes occur when a perpetrator targets a victim because of his or her membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation.

Hate crimes can take many forms. Incidents may involve but are not limited to, physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters.

Intervention and Reporting

1. Any student or employee who believes that he/she is a victim of hate-motivated behavior shall immediately contact the appropriate staff, Director, or the Director's designee; or, if an employee, Human Resources.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Director, or the Director's designee; or, if regarding another employee, Human Resources.
3. Law enforcement will be notified by the Director, or Human Resources if it is determined that a hate-motivated crime occurred.
4. The staff has access to Safe Schools training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

Cyber Security

In today's digital learning environment, cybersecurity is essential to protecting students, staff, and school data from online threats. All members of the school community must follow best practices to ensure a safe and secure digital experience. This includes using strong, unique passwords, enabling multi-factor authentication, and being cautious with emails and links to prevent phishing attacks. Staff should model responsible technology use and educate students on recognizing cyber threats, maintaining privacy, and practicing good digital citizenship. The school's devices are monitored to prevent unauthorized access, and any suspicious activity should be reported immediately to the IT department. By staying vigilant and following cybersecurity protocols, we can create a safe and secure digital environment for all.

Notifying Staff of Dangerous Pupils

Per California Ed. Code 49079 and in an effort to ensure the safety of all employees, the school will notify the Elite Educator or any additional staff as necessary in writing if a pupil has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 as outlined below:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous objects, unless, in the case of possession of an 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 Director, or the designee of the Director.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.

- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm which would be a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.
- Engaged in, or attempted to engage in, hazing. "Hazing" being a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. "Bullying" being any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - Placing a reasonable pupil or pupils in fear of harm to that pupil or those pupils' person or property.
 - Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - A message, text, sound, or image.
 - A post on a social network Internet Web site including, but not limited to:
 - Posting to or creating a "burn page."
 - Creating a credible impersonation of another actual pupil
 - Creating a false profile
 - An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Additional Requirements and Liability as per Ed. Code 49079:

1. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
2. An officer or employee of a school who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

3. Any information received by a teacher or staff pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the employee.

APPENDIX A: [School Pathways](#) Student Emergency Card

APPENDIX B: [Child Abuse Reporting Form](#) - detailed guide here

Additional link to the [Counseling Department site here](#).

Instructional Continuity Plan (ICP) Addendum

Effective July 1, 2025 – Aligned with California Education Code § 47607.6(a)(6)

As part of our Comprehensive School Safety Plan (CSSP), Elite Academic Academy - Lucerne, a non-classroom-based charter school, affirms the following measures to ensure instructional continuity in the event of emergency-related disruptions. This Instructional Continuity Plan (ICP) will be included as an integral component of Elite Academic Academy - Lucerne's Comprehensive School Safety Plan (CSSP) by July 1, 2025, as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

1. Two-Way Communication

- a. We will initiate contact with all students and families within five calendar days using:
 - i. SMS, phone calls, and email through [insert platform, e.g., ParentSquare, SchoolMessenger].
 - ii. Our Learning Management System (e.g., Canvas, Google Classroom). • Printed notices and in-person outreach, if appropriate.

2. Continuity of Instruction

- a. As a non-classroom-based school, Elite Academic Academy - Lucerne is structured to offer flexible, individualized instruction. Within 10 instructional days, we will:
 - i. Continue learning through established virtual platforms.
 - ii. Maintain instruction aligned with each student's Master Agreement and personalized learning plan.
 - iii. Provide synchronous and asynchronous instructional support by credentialed educators.

3. Access to Instructional Materials

- a. Students will be provided with:

- i. Ongoing access to digital curriculum and/or printed instructional packets.
- ii. Technology devices and internet access supports (such as hotspots) to ensure uninterrupted learning.
- iii. Continued support for EL Learners, students with disabilities, foster youth, homelessness, and EL students through online and zoom services
- iv. IEPs and 504s will continue to be provided and maintained through secure online meetings and through secured electronic systems.

4. Student Support Services

- a. We will continue to support students by:
 - i. Offering virtual counseling and mental health services.
 - ii. Conducting regular check-ins to monitor engagement and academic progress.
 - iii. Addressing individualized needs through our Student Services team.

5. Emergency Reassignment

- a. Should students need to be temporarily served by another LEA due to a large-scale emergency, Elite Academic Academy - Lucerne will waive residency requirements to maintain instructional continuity.

6. Technology Infrastructure

- a. Elite Academic Academy - Lucerne will:
 - i. Maintain a current inventory of all school-issued devices and connectivity resources.
 - ii. Ensure staff and students have access to digital tools and platforms necessary for instruction.
 - iii. Provide regular training and support on virtual instruction platforms and digital literacy.

7. Instructional Standards Compliance

- a. Instruction during emergency closures will:
 - i. Adhere to California's independent study regulations and student Written Agreements.
 - ii. Reflect state standards and the CDE's Digital Learning Integration & Standards Guidance.
 - iii. Provide professional learning opportunities and resources to staff through online platforms

8. Interagency Coordination

- a. We will collaborate with neighboring charter schools, school districts, and county offices of education to:

- i. Share instructional personnel and digital resources.
- ii. Minimize disruption and promote continuity of learning for all students.



ELITETM
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2025-26 SB 98: SAFE Act Notification Procedures

This template provides a framework for developing the Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsites and should be tailored to the unique needs and context of the Local Educational Agency (LEA) and its school sites.

Resources to help support implementation can be found at <https://www.cde.ca.gov/ls/pf/if/yr25cdoletter0227.asp>

Local Educational Agency (LEA) Name	School Name	Contact Name and Title	Email and Phone
Elite Academic Academy-Lucerne	Elite Academic Academy - Lucerne	Ashlea Kirkland CEO	AKirkland@eliteacademic.com 866-354-8302

Introduction and Purpose

This plan establishes the **Procedures for Notification when Immigration Enforcement is Confirmed on the Schoolsites**. These procedures are a mandatory component of the Comprehensive School Safety Plan (CSSP), pursuant to the amendment of California Education Code (EC) Section 32282(a)(2)(N). The

purpose of these procedures is to create a safe and inclusive campus environment for all students by preventing panic and promoting calm and security on schoolsites in the event of confirmed immigration enforcement.

CSSP Integration Requirement: This plan must be included in the LEA’s Comprehensive School Safety Plan (CSSP).

Implementation Deadline: The procedures must be incorporated into the CSSP when it is next reviewed and updated, but no later than March 1, 2026.

Definition and Scope of Enforcement

Definition of Immigration Enforcement: For the purposes of this plan, “**immigration enforcement**” includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law.

Criminal Immigration Enforcement: The definition also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.

Confirmation and Notification Protocols

Confirmation Protocol

Detail the specific process and designated staff member (e.g., principal, superintendent) responsible for confirming the presence of immigration enforcement on the schoolsite, which triggers the notification requirement.

1. Confirmation Protocol

The Chief Executive Officer (CEO) or Chief Academic Officer, Chief Personnel Officer, Chief Operations Officer, must confirm the authenticity and purpose of the enforcement presence through:

Direct communication with enforcement personnel

Consultation with legal counsel if necessary

Once confirmation is made, the CEO or designee triggers the notification process.

Required Notification Recipients

The procedures must ensure notification is issued to the following groups:

- Parents and guardians of pupils
- Teachers
- Administrators
- School personnel

Upon confirmation, notification will be issued via electronic notification and phone call to:

Parents/Guardians of affected students

EAA teachers, staff, and administrators

Local partners or site hosts (if applicable)

Notification Timing

Specify the timeline for issuing notification following confirmation, ensuring it aligns with safety goals and minimizes panic.

Notification must occur within one hour of confirmation, or as soon as it is safe to communicate, prioritizing the emotional safety and privacy of students and staff.

Notification Content and Privacy Requirements

Safety and Well-being Standard

The content and timing of the notification shall consider the safety and well-being of the pupils, employees, and community members of the schoolsite.

All communications will:

Emphasize calm, reassurance, and factual information

Avoid speculation or operational details that could cause alarm

Include clear next steps and available supports

Privacy Constraint

The notification shall not include any personally identifiable information.

Notifications will not include:

Names, citizenship status, or personal identifiers of any students, staff, or families

Notification Methods

Specify the secure methods used for two-way communication to reach the required recipients, such as mass communication systems, email, or school portals, and detail how these methods are maintained.

EAA will use ParentSquare as its primary mass notification platform, with secure two-way communication features.

Additional channels may include:

Staff email notifications (internal network only)

Administrative updates on EAA's official website (if appropriate)

All communication systems are maintained by the IT and Communications Department to ensure accessibility and confidentiality.

Field Trips & Off-Campus Events Protocol Procedures for Immigration Enforcement

If an immigration agent arrives at any location:

Politely ask for identification and state purpose.

Direct the agent to the designated Immigration Response Lead (CEO, Site Director, or Principal).

Do not provide access to students, staff, or records until the warrant is verified by legal counsel.

Notify the Director and CEO immediately.

Complete an Incident Report and notify families in accordance with SB 98 emergency communication requirements.

Field Trips & Off-Campus Activities

These protections apply to all school-sponsored activities, including field trips, competitions, and community service events.
Staff Guidelines:

Carry the Field Trip Immigration Response Information included in your chaperone Information.

If approached by an enforcement agent:

Stay calm and avoid confrontation.

Request a judicial warrant and contact the Response Lead via phone or text.

Relocate students to a safe area.

Document details (time, location, agency, badge number).

Do not disclose any student information (rosters, transport logs, etc.).

Families will be notified per SB 98 protocols through ParentSquare and provided CDE Toolkit resources.

Resource Provision (Optional but Encouraged)

The notification may include a hyperlink to additional resources for families regarding:

- Educational rights
- State laws that protect parents' and students' privacy and confidentiality

- Counseling or support services (including services that support families impacted by immigration enforcement and model policies adopted by the LEA).

Each ParentSquare notification will include a link to family support resources, such as:

California Department of Education: Immigration Enforcement Resources

Know Your Educational Rights (CDE Fact Sheet)

Counseling and Support Services Directory

Community Legal Aid and Family Safety Resources

Review and Compliance

Annual Evaluation

This plan will be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year.

The EAA School Safety Committee will review and revise this plan annually to ensure compliance with state law and alignment with best practices.

Public Availability

An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

An updated copy of this plan will be available for public inspection at the EAA Main Office and on the school's website under Safety Plans & Policies.

State Guidance

Compliance with this plan should align with the checklist for developing a comprehensive school safety plan, which the Department of Education is required to maintain and conspicuously post on its internet website

This plan aligns with CDE's checklist for developing Comprehensive School Safety Plans, as required under SB 98 (2025).