

Comprehensive School Safety Plan

**2023-2024
School Year**

School: Grizzly Challenge Charter School
CDS Code: 40104050101725
District: Grizzly Challenge Charter School
Address: 721 Mendocino Ave. Bldg 945
San Luis Obispo, CA 93405
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- with Law Enforcement
- with Fire Authority

Approved by:

Name	Title	Signature	Date
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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

https://www.grizzlyyouthacademy.org/wp-content/uploads/2024/02/2022_Comprehensive_School_Safety_Plan_Grizzly_Challenge_Charter_School.pdf

A copy of the Comprehensive School Safety Plan is available for review at .

Safety Plan Vision

MISSION

The mission of the Grizzly Challenge Charter School is to intervene in and reclaim the lives of students who are at risk of dropping out of high school. Graduates gain the values, life skills, education, and self-discipline necessary to succeed as productive citizens.

VISION

Grizzly Challenge Charter School, in partnership with California National Guard, is a structured, nurturing, safe, and professional environment that values the development of the whole student. Through positive relationships, Grizzly develops the student's social, emotional and physical well being. Possessing self-discipline, respect and integrity, students become contributing citizens who succeed both personally and professionally and move forward with resilience and a strong sense of self into a life filled with promise.

Components of the Comprehensive School Safety Plan (EC 32281)

Grizzly Challenge Charter School Safety Committee

Assessment of School Safety

DATA REVIEW

In order to assess the current status of school crime at GYA, the following types of information were gathered and analyzed:

- o Physical Structure and Environment
- o Current Status of School Crime and Overview of School Climate
- o Attendance Rates
- o Suspension/Expulsion Data
- o CPS Reports
- o Local Law Enforcement Juvenile Crime Data
- o Bullying Survey
- o Counseling/Group Requests

PHYSICAL STRUCTURE AND ENVIRONMENT

GCCS is located at Camp San Luis Obispo, just off Highway 1 between San Luis Obispo and Morro Bay. Camp San Luis Obispo houses the California National Guard for the central coast. As the commercial, governmental, and cultural hub of California's central coast, San Luis Obispo is home to a number of federal and state regional offices and facilities, including Cal Poly State University, Cuesta Community College, Cal Fire, the Regional Water Quality Board, and the CalTrans District offices.

The school facility is constructed of eleven modular buildings and three newer permanent buildings with a total of 14 classrooms, one student support services building, and one administration building (main office). The school is often referred to as the "Wagon Wheel". The classrooms' close proximity to each other provides easy access and reduces transition time between passing periods. There are typically two male and two female bathrooms for students. The circular design of the facilities allows for greater communication between staff and administration, teacher to teacher, and among support staff. The design of the school allows staff to visibly see activity and helps to create a safe environment. There is a circular walkway bordering the classrooms and the asphalt-filled center within the inner perimeter of the Wagon Wheel. This allows for safe travel between classrooms. There is an eight-foot-wide awning over the circular walkway providing minimum protection from the rain and sun. The facility is safe, well-lit, well-supervised, and has a built-in loudspeaker system/intercom.

GCCS currently has 22 certificated staff that includes 15 full time credentialed teachers, two academic counselors, one resource specialist, one program coordinator, one school psychologist, and two administrators. The classified staff includes two paraeducators, two bilingual paraeducators, one administrative specialist, one administrative assistant, one registrar, one MFT (marriage and family therapist), and one IT coordinator. In addition to the school staff, the California National Guard has four Platoon Leaders and over 30 Cadre that support students and serve as their guardians in the 22 week residential phase of the program.

Cadre (military staff) are present at the school during the day assisting with supervising student behavior in the classroom, transition in and out of the classroom, and ensuring safe passage to and from school and lunch. They are available in case of emergency. The campus is closed to outsiders; access is limited at the military gate to those carrying the proper identification and purpose.

Students/cadets live in the military barracks just to the left of the main gate. Bunk beds are provided along with the necessary linens. There are two buildings capable of housing up to 250 students. Night staff are present to supervise overnight. Cameras are located in each building and are monitored throughout the night.

CURRENT STATUS OF SCHOOL CRIME AND SCHOOL CLIMATE

The GCCS school safety goal for the residential phase of the program is to build the habits of mind and behavior that all successful students must possess. They are taught rigorous academic content by fully credentialed teachers compliant with the requirements of the Every Student Succeeds Act (ESSA). The Grizzly Challenge Charter School continuously undergoes rigorous oversight in order to remain accredited by the Western Association of Schools and Colleges (WASC), giving our students the ability to earn accredited high school credits and diplomas.

The school and the California National Guard work together to create a safe school environment designed to build the academic skills these students need to continue their education and obtain their high school diploma. Students are required to attend school daily from 8:30 AM to 3:50 PM. The majority of students have had extremely poor attendance prior to coming to GCCS and as a result they have large gaps in their learning. The majority of students come from poverty, they associate with (or are in) gangs, and they have a history of using drugs. This history of difficulty and failure in the traditional school setting is why GCCS puts such great emphasis on changing negative attitudes and beliefs toward school and filling in any existing learning gaps. Grizzly Youth Academy (GYA) is a quasi-military program where discipline and structure is mostly provided by California National Guard cadre who are trained to supervise through prevention, redirection, and intervention. We acknowledge that the reason our at-risk campus is safe is largely due to not only the consistent follow through from all school staff on the policies and procedures, but the support of the cadre and the military structure they implement.

Evening assignments, aka homework, are completed nightly with cadre overseeing evening study halls. Students have a history of failing classes and many are significantly below grade level in math and English. In response, one-on-one tutoring is available to students with a total of four evening tutors present four nights a week. Students return to school, homework completed, and ready to learn with a newfound confidence in their ability to succeed. Students monitor their grades on Aeries Student Information System from their personally assigned Chromebooks and receive weekly feedback through progress reports that reflect both their grades as well as their overall academic growth.

In concert with cadre and Platoon Leaders, the school personnel intervene with any student who is struggling or not performing. Practical strategies are in place to allow students to overcome their obstacles and continue their mission. We find that approximately 20% of the students are identified as Special Education/504, approximately 20% are English Learners, over 60% are testing at 6.0 grade level or below in math, and approximately 60% in reading. Using the pre- and post- Test of Adult Basic Education (TABE), the students average an overall TABE increase of about 1.5 grade levels over the course of the program. English Learners build their language skills through both Integrated and Designated English Language Development. Teacher designed programs have been implemented for mathematics intervention. Addressing learning issues immediately and effectively significantly improves the climate of the school.

Students at GCCS enroll in core high school classes, thus enabling students to return to their high school on track to graduate with their class. For the 2020/2021 school year, the GCCS awarded 112 fully accredited high school diplomas and 12 HiSET or CHSPE, bringing our total high school completers to 124 or 44% of our residential students. In preparation for entrance into a college or trade school, all students learn about the FAFSA application while in residence in order to seek funding to support them through college. Our FAFSA workshop is offered to both parents and students and many attend and take advantage of that support. All students take a Career Planning (aka, Get Focused Stay Focused) course through Cuesta College Dual Enrollment. In Career Planning, students earn 3 college credits, but more importantly, they also learn college and career readiness skills such as developing career goals, how to find employment, apply to college, and personal finance.

The internal structure of the school and its adherence to the academic and safety goals developed by the staff lends itself to a highly functional program with few problems that rise to the criminal level. At school, the support and supervision provided by cadre allows the teachers to teach without the distractions present at other at-risk schools. The low student to teacher ratio, as well as the low student to cadre ratio at the school, creates a safe and supportive environment for learning. Students feel safe in school due to the lower student to staff ratio, inability to leave the site without supervision, and little access to negative outside influences. Criminal offenses rarely occur on or off campus. A lower student to staff ratio can better guarantee that this at-risk student population is getting the attention and support they need to reach their highest potential.

In this environment, students are awakened to a renewed sense of academic ability, emotional control, and a realization that they can do more. Options not known to them before begin to materialize. Many students will possess the self-knowledge that they can go to college or return to high school and be extremely successful. As further encouragement, the Grizzly Youth Academy Foundation (GYAF) awards approximately forty \$1000 scholarships per year in support of students who demonstrate academic excellence. Once high school dropouts, cadets grow to become engaged, productive citizens.

ATTENDANCE RATES

Grizzly students live at the California National Guard Camp San Luis Obispo and are supervised 24 hours a day by the cadre acting as the parent/guardian during the 22 week program. Although our student population comes to us with historically bad attendance, absenteeism, and ditching, these are not an issue as we have the staff to enforce the attendance standard. The cadre not only ensures that the students eat, do their homework, sleep, and get to school on time, but they also support the education staff during the school hours in order to maintain a safe environment as well as maintain the quasi-military standards. Students feeling ill are sent to school if they don't have a fever, correcting the behavior of being allowed to stay home with a headache, general malaise, or disinterest. Due to our ability to control the students' absenteeism our attendance rate is approximately 99% per cycle. During flu episodes the attendance may drop significantly for a few weeks as students are often kept on bedrest by the California National Guard staff, or in some cases isolation or quarantine, but increases as soon as the flu symptoms abate.

SUSPENSION/EXPULSION DATA

GYA is an alternative program that is designed for students that are at-risk of dropping out of high school and may have been suspended or expelled from their home schools. Students that have been expelled complete their Rehabilitation Plans while here and return with a clean slate. GYA has a very structured disciplinary plan of action for student misbehavior during or after school. The steps in that plan do not include suspension or expulsion. Our goal is to keep kids in school. Therefore, alternative disciplinary actions are initiated to manage behaviors making Suspension/Expulsion Data non-existent.

CPS REPORTS

Many of the students attending GYA have been abused prior to enrolling with us. Our program facilitates disclosure. However, it has been our experience that most of the students who have sustained reportable incidents already have reports on file. We file between one and five new reports per year.

LOCAL LAW ENFORCEMENT JUVENILE CRIME DATA

Grizzly rarely has the need to contact local law enforcement given that we are located on a military base where our students are never without supervision. Although many of these students have criminal behavior in their backgrounds, they have made a voluntary decision to attend GYA to change their lives. To help them maintain their adherence to that goal, the rules are strictly enforced. The police would be called in any of the following cases: an assault where someone was hurt or where one of the parties wanted to press charges; sexual harassment; or a runaway. The police calls for those offenses only occur about two times a year.

The program accepts students that are on probation and the Platoon Leaders work closely with the probation officers from other counties to ensure compliance with the probationary orders.

PLATOON SURVEY

Each cycle the Platoon Leaders give their assigned platoon a survey that asks them to identify their fellow cadets as 1) motivated; 2) angry; 3) a victim; and/or 4) a bully. The numbers are tallied and the students are observed and counseled as to their score. The survey is given three times per cycle. The interventions put into place to respond to the results can be determined as successful when more students are removed from the bully column and identified as motivated.

GYA addresses the bully situation directly by facilitating a Peer Program where cadets/students are responsible for monitoring and intervention. There are four student Peer leaders in each of the four platoons for a total of 16 school-wide. These leaders are educated on bullying behavior, trained on how to intervene, and meet weekly. These Peer leaders are identified in the classroom and platoons by their gold colored pips that they wear on their shirt collar, as opposed to the standard silver colored, and are chosen for this role based on interest, ability, and merit.

GYA's core components also play a major role in reducing the number of victim-bully incidents. Anger Management and My Action Plan (MAP) are activities offered to redirect a student's highly charged emotions into more positive behaviors and beliefs.

In addition to Platoon Leader efforts, GCCS expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene and document. Each complaint of bullying is promptly investigated. To ensure bullying does not occur on school campus, GCCS provides staff development training in bullying prevention, including cyberbullying and cultivates acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

POLICIES AND PROCEDURES

This section includes the policies and procedures that allow for a safe school environment. This is a compilation of material from both Military and Education resources which demonstrates the cohesiveness of the partnership between the two entities.

1. Child Abuse Reporting Procedures
2. Teacher/Staff Notifying of Dangerous Pupils
3. Discrimination and Harassment Policy
4. Bullying Prevention and Cyber Safety
5. School-wide Dress Code
6. Ingress and Egress Procedures
7. Suspension and Expulsion Policies
8. Disaster/Emergency Procedures

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to the law enforcement agency in the city where the violation occurred. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution (Penal Code Section 11166).

Mandated Reporter: Defined as a “child care custodian” to include teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff, those specifically trained in child abuse detection, instructional aides, teacher’s aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical “injuries which appear to have been inflicted...by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report must be made immediately to the law enforcement agency located in the city in which the student lives. For local students the employee must contact CPS and SLO Sheriff at the numbers provided below:

- a. The Child Protective Services (805) 781-KIDS (5437) 3433 S. Higuera St. San Luis Obispo, CA 93401
- b. San Luis Obispo County Sheriff’s Department (805) 781-4550 1525 Kansas Ave. San Luis Obispo, CA 93405

A follow up written report must be submitted within 36 hours. Forms are available online at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf or through the counseling office.

School Interview Law: Penal Code 11174.3 (see below) imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only and speaks only to abuse which takes place in the home. Interview procedures do not apply when law enforcement comes to school to take a student into custody. Under those circumstances, the child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present “to lend support.”

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegations of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two – The investigator must advise the child of the right to choose a staff member to be present during the interview.

What should the school employee should do if:

- a. The child chooses not to have a staff member present? The staff member should leave the room.
- b. The child asks for either the mother or father to be present? School employees do not grant or deny such requests. This responsibility lies with the investigator.
- c. The child changes their mind during the interview? The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a

court orders testimony. No written report is required by the staff member.

California Penal Code 11174.3
"School Interview Law"

11174.3. (a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff

so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

The following page shows a sample of the child abuse reporting form. It can also be reported on-line at:
https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf?

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

1. Medical Emergencies - The following symptoms are considered to be medical emergencies for the purposes of obtaining emergency medical treatment:

- Loss of consciousness
- Seizure or convulsion
- Suicide attempt
- Serious head or facial injury
- Broken bone(s)
- Unusual bleeding
- Skin rash or eruption other than acne
- Respiratory congestion or difficulty breathing
- Fever in excess of 101° unresolved with Tylenol
- Persistent severe pain
- Vomiting blood
- Persistent vomiting with indications of dehydration
- Incoherent speech and/or bizarre behavior

- a. If the cadet appears to have a life threatening condition, GYA staff present will call 911 for medical assistance and employ all possible emergency procedures to sustain the cadet's life until relieved by qualified medical personnel, if appropriate. Present GYA staff will then notify the school administration and National Guard administration when safe and able to do so.
- b. If any of the above symptoms occur that are non-life threatening, GYA staff will immediately notify the school administration and National Guard administration, who will evaluate the seriousness of the medical emergency.
- c. If the medical emergency occurs while medical staff are available at the Troop Medical Clinic (TMC), the school administration and National Guard administration will notify medical staff immediately and follow their instructions.
- d. If the medical emergency occurs while medical staff are not in the TMC, and it appears that the cadet needs immediate medical attention, e.g., life, limb, eyesight, etc., GYA staff present will call 911 and arrange for the cadet to be taken to the Emergency Room at Sierra Vista Hospital or French Hospital in the city of San Luis Obispo and then immediately notify the school administration and National Guard administration.
- e. If present cadre can safely transport the cadet (ambulance and/or paramedics are not required), a GYA staff member will transport the cadet to the Emergency Room and remain at the Emergency Room until the cadet is released. The GYA staff member will remain with the cadet the entire time the cadet is being treated, unless released to a parent or guardian.
- f. The GYA staff member present in the Emergency Room will contact the school administration and National Guard administration with the cadet's status as soon as details are available. The school administration and National Guard administration will keep each other informed of the cadet's status, as it becomes available.
- g. The GYA staff member present at the Emergency Room will take the appropriate Medical Consent form to the Emergency Room with the cadet.
- h. Certified GYA staff will provide appropriate First Aid and/or CPR while arranging for emergency medical treatment.
- i. If the school administration and National Guard administration is not sure that the medical condition is actually an emergency requiring immediate attention, they will call 911.
- j. If the school administration and National Guard administration determines that the medical condition is not an emergency, a Sick Call slip will be submitted for the next time that medical staff are on duty. The school administration and National Guard administration are expected to use good judgment and an abundance of caution in determining whether a medical condition constitutes an emergency. Appropriate First Aid techniques should be utilized until a medical staff can see the cadet.
- k. As soon as reasonably possible, the TMC representative will notify the cadet's parent(s)/guardian or next of kin of the nature of the serious illness or injury and the action that was taken regarding the cadet's care. If the cadet has been taken to the Emergency Room, the TMC representative will also advise the cadet's parents to contact the medical facility to provide additional medical history and/or consent for treatment.
- l. If a cadre suffers injury or illness, other cadre will render appropriate first aid and follow the instructions in this SOP regarding reporting the injury or illness and obtaining medical treatment.
- m. Before leaving the TMC at the end of the shift, cadre who discovered and/or handled the medical emergency will write an Incident Report IAW CAL Reg 190-40 regarding the details of the medical emergency and the action that was taken regarding the cadet's or cadre's care and the required notifications.
- n. Each barracks will be equipped with a first aid kit. The medical staff will be responsible for inspecting the first aid kits and maintaining the contents according to the policies established by the medical staff.

2. Suicide Attempts: Additional Procedures - If a cadet attempts suicide, the following procedures will be followed in addition to the basic procedures for Medical Emergencies:

- a. At least one adult will remain with the cadet constantly until medical and/or counseling staff assumes responsibility for the cadet.
- b. The school administration or National Guard administration will contact the on-call Medical staff.
- c. As soon as reasonably possible, the Principal/Commandant/shift NCOIC will contact the Director/Designee and provide a status report of the suicide attempt, the actions taken by cadre/staff, and the cadet's physical and mental condition.
- d. Except as necessary to provide emergency medical treatment, the scene of the attempted suicide will not be disturbed until an investigation has been completed.
- e. After the emergency has been handled, a counselor will conduct an investigation to determine the following:
 - (1) The reason(s) the incident occurred.
 - (2) Whether the incident could have been avoided.
 - (3) Whether GYA staff handled the incident properly.
 - (4) What could be done to prevent similar incidents in the future?
 - (5) Observations of the cadet during the emergency.
 - (6) Factors causing the decision(s) to continue and/or end safety restraints.
- f. The Safety Officer will use the results of the investigation to prepare any reports regarding the incident and to take any corrective action that may be necessary regarding SOP changes and/or cadre performance.
- g. See appendix, Suicide Prevention Plan for more information on prevention and postvention.

3. Other Mental Health Emergencies: Additional Procedures - Other Mental Health Emergencies will be defined as those in which the cadet presents an immediate danger to himself or others, or the cadet exhibits behavior that results in destruction of property or reveals the intent to cause self-inflicted physical harm. In these cases, the following procedures must be followed in addition to the basic procedures for Medical Emergencies:

- a. Cadre will isolate the cadet from the other cadets and from the environment in which he or she is out of control. The cadet should be isolated in the manner that is the least restrictive and the most possible means to gain control of the situation.
- b. The Principal/Commandant/shift NCOIC will contact the Counseling staff in addition to the medical staff. If necessary, the Psychological Emergency Team will be called.
- c. Follow the same procedures outlined in Section 2.
- d. As a result of any mental health emergency, mental health professionals may determine a cadet needs to be hospitalized. GYA staff will cooperate with mental health professionals to ensure the cadet is transported safely to the county mental health facility in San Luis Obispo.
- e. Parents will be informed, as soon as possible, by the school administration or National Guard administration.

4. Fire Safety Plan - Fire safety will be maintained in the following manner:

- a. It is the responsibility of all staff members to implement and maintain safety standards.
- b. Paper and other flammable materials will not be allowed to accumulate in the barracks, offices, storerooms, classrooms, restrooms or any other area.
- c. Chemicals and cleaning fluids will be properly labeled and stored pursuant to the manufacturers' instructions and kept in a locked location except when actually in use.

- d. Rags that have been used with any chemicals or cleaning fluids will not be left piled in any area. They must be laundered or disposed of properly in a timely manner.
- e. Electrical outlets will be properly maintained and circuits will not be overloaded.
- f. Electrical equipment will not be connected to electrical outlets if wires are exposed or other defects are evident. Defective equipment will be repaired or discarded as soon as the defect is observed.
- g. Smoke alarms will be tested at least once every six months and repaired or replaced as indicated.
- h. Diagrams with exit routes, alternate exit routes, and the locations of fire alarm pull boxes and fire extinguishers are posted in each barracks and in various locations throughout the area. See appendix for maps.
- i. The Principal and Vice Principal are responsible for conducting unannounced fire drills on a periodic basis. A fire drill will be conducted during the second week of the program at the school. Fire drills will involve the same procedure as for an actual fire (except that alarms and notifications should be simulated instead of real). Fire drills will be conducted and documented by the Commandant or designee for the barracks.

5. Fire - In the event of a fire, the following procedures will be followed, but the sequence may be altered depending on the severity of the fire:

a. Staff will summon assistance in the fastest possible manner. There are Fire Alarm pull boxes in each barracks, on the walls at the Wagon Wheel and panic bars on the doors. There are also pull boxes at various locations. Whenever possible, cadre will activate the alarm box closest to the exit door that is most reasonable to be used based on the location of the fire. Staff will use the phone to call 911 immediately.

b. Cadets should be moved to safe areas immediately. The primary and secondary exit routes are posted in each barracks, each classroom, office and in various locations. Each GYA staff member should be familiar with the exit route for the area in which he or she is assigned.

(1) Staff will move cadets in an orderly fashion to the safest exit door. Cadets will be directed to remain absolutely quiet and to follow instructions exactly.

(2) At least one cadre will remain with the cadets who are preparing to exit the area, and another staff will systematically let other cadets out of the building to join the others.

(3) If necessary, cadets should be moved to the safest and most secure yard area until the emergency is over.

(4) GYA staff in unaffected areas will control the cadets in their areas and prepare to evacuate them.

c. All GYA staff will proceed to the exit door that provides for the safest evacuation of cadets and cadre in the affected unit.

d. If possible with minimal risk of injury, GYA staff should contain the fire. Shutting the door to the room where the fire is located can contain some fires.

e. Emergency fire sprinklers are located in some areas. They are designed to come on automatically and to disburse a large volume of water.

f. As soon as reasonably possible, the Principal/Commandant/shift NCOIC will notify the Director and/or the Duty Officer of the emergency, and will provide updates as indicated. The Principal will notify the Assistant Superintendent of Student Services and provide updates as indicated.

g. If any cadets or cadre are injured during the emergency, available GYA staff will provide emergency First Aid as indicated, and the

school administration and National Guard administration will arrange for appropriate medical attention.

6. Communicable Disease/Pandemic - In the event of an outbreak, Grizzly Challenge Charter School will work closely with the San Luis Obispo County Public Health Department as well as its National Guard Partner to develop and implement a plan.
COVID-19 or Other Pandemic Response

Pandemic Protocols released from the SLO County Public Health Department for Schools will be strictly followed if a student or staff member has tested positive for an identified illness.

The Pathway Guidelines

- Pathway: If a staff member or student shows symptoms of COVID-19 or other identified illness, then we are directing them to stay home and seek a medical evaluation. Students or staff members may return to campus when they are fever free and related symptoms are alleviated.

In the case of a COVID-19 or other pandemic, GCCS is prepared to continue its educational program by holding classes remotely. This can be done for students who are impacted individually or in small groups or can be done school-wide for all students and/or staff.

7. Evacuation Plan - In the event that cadets must be evacuated from the barracks/classrooms or from a specific area because of fire, earthquake, or any other emergency, the cadets will be housed as follows:

a. If the fire, earthquake, or other emergency does not affect any barracks, cadets from the affected barracks will be housed in the barracks not affected.

- For Classroom evacuation the announcement is made by administration using a school-wide sound system.
- Students are told to secure their belongings, exit the classrooms and fall out into a company formation.
- Campus/Base maps are posted at the doorways of all classrooms/school buildings.
- Once in formation, a student count is made by platoon guides and given to cadre in charge.
- Cadre confirm student count
- Cadre/student platoon guides lead student platoons to barracks or other designated sites.
- If required, platoon transportation is by bus. Busses are located in the gravel parking area directly in front of the school.

- b. If the fire, earthquake, or other emergency affects all units, cadets will be evacuated and transported to emergency facilities at Camp Roberts, CA.
- c. Cadre will take a copy of the Cadet Roster with them during any evacuation, even if the cadets will remain in a different facility.
- d. The school administration and National Guard administration are responsible for making arrangements for the safe evacuation of the cadets and GYA staff. All available GYA staff will assist in the evacuation.
- e. Once cadets have been evacuated, they will not be returned until the area has been declared to be safe.
- f. During and after the emergency, cadre will make sure all cadets are accounted for.
- g. As soon as the emergency condition no longer exists, GYA staff who discovered and/or handled the emergency will write an Incident Report regarding the details of the fire, the actions taken to handle the emergency, the cause of the fire if determined, and whether anything could have been done to prevent the fire.

8. Loss of Power

- a. For the safety and security of the cadets and staff, if the main power shuts down, all cadets will be directed to go to the barracks immediately. Cadre will remain in the barracks with cadets until power is restored or until arrangements are made for alternate housing.
- b. GYA staff will also turn off all televisions, computers, and similar equipment to prevent damage to the equipment when the power is restored.

9. Earthquake - It is unlikely that significant damage will occur during an earthquake unless the earthquake has a high magnitude. If it is significant:

- a. If cadets are outside the barracks/classrooms, GYA staff will instruct them to lie flat on the ground and remain there until given further instructions.
- b. If cadets are in the barracks/classrooms, GYA staff will instruct them to DROP, COVER & HOLD. All students will drop under tables, cover their eyes and hold on to something. They are to remain there until given further instructions.
- c. GYA staff will attempt to comfort cadets who are agitated by the emergency to the best of their ability.
- d. After the shaking stops, GYA staff will assess any damage and determine whether any further action needs to be taken for the safety of the cadets.
- e. If any cadets or cadre are injured during the emergency, GYA staff will provide emergency First Aid as indicated, and GYA staff will arrange for appropriate medical attention.
- f. As soon as reasonably possible, the GYA staff will contact the school administration and National Guard administration or the Duty Officer and provide a status report of any significant damage and/or injuries requiring medical attention.
- g. If there is significant damage, GYA staff should follow the same evacuation procedure as described above.
- h. If there are any injuries and/or significant damage, GYA staff will prepare an Incident Report regarding the injuries, damage, and cadre actions.

10. Other Disasters - Any other disaster will be handled in a manner similar to the procedures for fire and earthquake. GYA staff are expected to use good judgment in determining the course of action for unforeseen events. Safety and security of the cadets and GYA staff will be of primary concern in determining an appropriate course of action. If there are multiple injuries as a result of a disaster, GYA staff will take the injured to the safest location for medical evaluation (triage) and treatment.

11. Unauthorized Absences (UA) - In the event that a cadet is absent without authorization (UA), the following procedure will be followed:

- a. GYA staff will determine the identity of the cadet(s) who has an UA.
- b. A search of the campus and post will be conducted, either by GYA staff or by Post Security Personnel, if available. If the cadet(s) cannot be located, GYA staff will notify:
 - (1) San Luis Obispo Sheriff's Office.
 - (2) The school administration and National Guard administration.
 - (3) The cadet's parent(s), who should be advised to contact the academy if the cadet makes contact with them.
- c. Before leaving shift, GYA staff on duty at the time of the UA will prepare an Incident Report containing complete details of the UA.

12. Hostages, Fights, and Other Disturbances - If any cadets hold a GYA staff member or other cadet hostage, engage in a fight or in behavior that could be described as a riot (a violent disturbance created by more than one cadet), or perform any similar actions, and the involved cadets do not respond to verbal commands to stop the behavior/disturbance, the following procedures will apply:

- a. GYA staff will summon assistance from other GYA staff via voice/speaker system/cell phone.
- b. GYA staff will secure all cadets in all barracks/classrooms as quickly as possible. The cadets will remain secured in the barracks until the situation is under control. If cadets are in school or other areas of the campus, GYA staff will maintain supervision of cadets in those locations until it is reasonably safe to return to them to their respective barracks or to any barracks/classrooms that are not directly involved in the disturbance.
- c. Cadre will bring the situation under control using the Use of Force guidelines outlined in the academy SOPs.
- d. Cadre will separate the perpetrators if possible, and house them in separate areas.
- e. GYA staff will attempt to counsel the cadets to calm their behavior.
- f. GYA staff who observed the riotous behavior will prepare Incident Reports regarding the details of the incident, paying particular attention to the identities of the perpetrators and their level of participation.

13. Guns Fired, Stranger/Intruder, or any other Civil Disturbances - If persons outside GYA engage in behavior that is riotous and/or threatens the security of cadets and/or GYA staff, the following procedures will apply:

- a. GYA staff will attempt to keep the cadets as calm as possible. Leadership will exercise good judgment in determining whether to lockdown or evacuate the cadets in the barracks/classrooms in order to maintain control.
- b. The school administration, National Guard administration, or available GYA staff will summon assistance by calling 911.
- c. If subject is seen, do not engage the suspect.
- d. If suspect is outside, lock the entry doors.

e. Follow Evacuation procedures or Lockdown Procedures as determined.

f. Listen for further directions or All Clear Signal.

14. Active Shooter - If there is an active shooter situation at the school, barracks, dining facility, or any other area populated by staff or students, the staff will follow the trained Active Shooter Response of Run, Hide, Fight.

Staff Responsibilities:

a. Safety and security of cadets is paramount. Act in a manner that is in the best interest of the cadets in your care and maintain accountability.

b. Call 911 when the first opportunity presents itself. Be prepared to give a description of the shooter, mode of travel, direction of travel, direction of shots heard, your location, and /or any other information that will assist law enforcement.

c. Contact the school administration and National Guard administration after you call 911. Give your location, number and names of personnel with you, number of cadets with you (by platoon if possible), and any other important information.

d. Keep radio traffic to a minimum to allow pertinent information to be passed.

Shift NCOIC Responsibilities:

a. Ensure 911 was called, contact CSLO security, and chain of command.

b. Track locations of staff and cadets for accountability and to inform staff if the shooter is in or heading into the area they are hiding.

c. Pass pertinent information on to law enforcement, CSLO security, chain of command and staff on location.

d. Assist law enforcement when they take charge of the scene and coordinate search efforts for personnel and cadets when the "all clear" is given by law enforcement.

Law Enforcement Responsibility:

a. Law enforcement will take charge of the scene when they arrive.

b. Stop the active shooter by proceeding to the location of shots fired and eliminate the threat.

c. Give the "all clear" and assist with locating personnel and cadets.

15. Bomb Threats - If a bomb threat is received specific to GYA, the following procedures will apply:

a. GYA Staff will calmly and systematically direct cadets to evacuate the area where the bomb is reported to be. Cadre will maintain control of cadets at all times during the evacuation and will conduct systematic head counts until the emergency status has ended.

b. The school administration, National Guard administration, or available GYA staff will summon emergency assistance by calling 911.

c. If evacuation is necessary, GYA staff will follow the procedures detailed above.

d. As soon as reasonably possible, the First Sergeant/shift NCOIC/Principal will call the Director/Assistant Superintendent Student

Services and provide information about the bomb threat and the status.

- e. Cadre will not return cadets to the affected areas until law enforcement has given the area official clearance.
- f. If the bomb threat was received by phone or in person, the person receiving the bomb threat will provide law enforcement with as much information as possible about the person who made the bomb threat – the person’s voice, the exact words, and any other information that may be significant for the police investigation.
- g. If the bomb threat was received in writing, the person receiving the bomb threat will retain all portions of the paper on which the threat was written, including the envelope if one was used.
- h. If a GYA staff member discovers any suspicious envelopes or packages, the GYA staff will not disturb the envelope or package, but will summon law enforcement to handle the incident by calling 911.
- i. After the emergency has been handled, the GYA staff member who received the bomb threat or discovered the suspicious package will write an Incident Report giving the details of the incident and the actions taken to resolve the matter.

16. Other Emergencies - Other emergencies may occur that are not specifically addressed in this SOP. GYA staff will use the procedures for other emergencies as a guideline and will exercise good judgment in determining an appropriate course of action.

17. GYA Staff Member Injuries - In addition to any first aid that may be necessary as a result of a GYA staff member injury, the following procedures will be followed:

- a. There are forms that must be completed as soon as possible for Worker’s Compensation and/or other State reporting purposes. The Administrative NCO will maintain a supply of the appropriate forms and will assist the cadre in completing the forms.
- b. The school administration or National Guard administration will immediately offer the GYA staff member a medical evaluation through Medical Services or Sierra Vista Hospital. The school administration or National Guard administration will inform the GYA staff member that delaying or postponing the evaluation may jeopardize future claims regarding the injury.
- c. If the examining physician determines that the GYA staff member cannot perform the full range of job duties, the GYA staff member will be placed on leave until medically cleared. A provision for “light duty” is at the discretion of the Director.
- d. The school administration and National Guard administration will follow up with any subsequent paperwork and referrals until the GYA staff member is cleared for full duty status or until a determination is made regarding permanent disability.

18. Hazardous Materials

- a. Bodily Fluids – During any emergency situation, blood or other bodily fluids may be spilled or may splash on a GYA staff member or a cadet. The GYA staff will use universal precautions to prevent exposure to bodily fluids, and will use approved methods for cleaning up spills and disposing of clean-up materials. The GYA staff member will inform exposure to bodily fluids to their supervisor as soon as possible after clean up.
- b. Chemical substances – GYA staff will use extreme caution when using cleaning materials or supervising cadets using cleaning materials. Cleaning products will be used only according to the instructions on the label, and will not be mixed unless the instructions specifically allow mixing cleaning products.
- c. Unknown substances – Staff will immediately inform the school administration, National Guard administration, or representative about the presence of any unknown substance that may be hazardous in nature. Staff will contact CSLO Department of Public Works at (805) 594 6544 or 6-6544 via CSLO phones and follow their instructions regarding disposal of the substance.

19. Avoidance of Emergencies - GYA staff members will exercise caution, foresight, and good judgment to avoid emergency situations whenever possible. GYA staff will counsel cadets as necessary to assist them with personal problems and individual needs, and will refer cadets for medical and mental health treatment as indicated to prevent crisis situations.

20. Lockdown Procedures - Lockdown announcement is made by administration using a school-wide sound system. Once the announcement is made, the Administration will notify law enforcement using 911.

See appendices Lockdown Emergency Response Quick Reference Flowchart.

LOCKDOWN

Announced on PA system:

“Emergency – Initiate Lockdown.”

“Emergency – Initiate Lockdown.”

“Emergency – Initiate Lockdown.”

LOCKDOWN INSIDE SCHOOL BUILDING:

a) Upon hearing the lockdown announcement, staff will immediately initiate lockdown procedures;

b) All occupants of the school will disregard the fire alarm system if safe to do so; (NOTE: Staff must be aware of the potential for other emergencies such as fire. Should this occur, staff and students must be prepared to react and possibly evacuate a locked down area for their own safety);

c) Lockdown procedure for non-classroom areas:

- i. Depending on the individual school plan and the situation (location and actions of the suspect) consideration must be given to the controlled evacuation of students to identified secure areas.
- ii. Individual School / Worksite Lockdown Emergency Response Plans will include specific direction regarding a secure location where people in these areas must report to in the event of a threatening incident;
- iii. Each classroom has a water source, the National Guard has a Meal Ready to Eat (MRE) supply for both staff and students, and student medications are available through the Troop Medical Clinic (TMC).

LOCKDOWN PROCEDURE FOR CLASSROOMS:

- i. Check sidewalks and other common areas;
- ii. Direct all to the nearest classroom or closest secure location as determined by school plan;
- iii. Shut and lock classroom door by disengaging the Lockblock or by key; move students away from doors and windows into a safe corner of the classroom; students are to remain quiet and still;
- iv. Cover window in classroom door using the velcro window cover;
- v. Close blinds;
- vi. Take attendance;
- vii. DO NOT use cell phones or PA system unless there is a need to communicate vital emergency information;
- viii. Remain in the secure location until given further direction by appropriate personnel.
- ix. Lockdown is in effect until cancelled by an administrator or designee with an “All Clear” announcement over the sound system.
- x. Each classroom has a water source and snacks for up to 36 people. If the lockdown continues for an excessive amount of time, the school administration and National Guard will determine processes for access to MRE’s (Meal Ready to Eat) as well as access to

student medications via the Troop Medical Clinic (TMC).

21. Hold and Secure – Hold and Secure announcement is made by administration using a school-wide sound system. Hold and Secure will be initiated when it is desirable to secure the school due to an ongoing situation outside and not necessarily related to the school.

HOLD AND SECURE

Announced on PA system:

“Attention all staff – the school is now in Hold-and-Secure.”

“Attention all staff – the school is now in Hold-and-Secure.”

“Attention all staff – the school is now in Hold-and-Secure.”

a) Hold and Secure is used when it is desirable to secure the school / worksite due to a potentially threatening incident occurring outside and not necessarily related to the school. In this situation, all exterior doors are locked and monitored, to allow any students from outside to enter, but the doors should otherwise remain locked.

b) Classes may continue to function normally. If the administrator or designate decides to call “hold and secure”, plain, clear language, with specific directions, should be used.

c) Each classroom has a water source and snacks for up to 36 people. If the Hold and Secure continues for an excessive amount of time, the school administration and National Guard will determine processes for access to MRE’s (Meal Ready to Eat) as well as access to student medications via the Troop Medical Clinic (TMC).

d) Additional directions may be added as appropriate including but not limited to informing students:

i. that in the event of a fire alarm to either evacuate to the outside or to remain in the school until otherwise advised;

ii. whether movement is restricted and if class change bells should be ignored;

iii. of additional safety measures such as closing blinds or turning off lights.

Note: Confirm with police, security forces, or authorities when the school can return to normal functioning.

e) Types of events that trigger Hold and Secure include robbery or any serious criminal offence in close proximity to a school or where a suspect has been pursued by police and / or on foot near a school.

f) Hold and Secure is in effect until cancelled by an administrator or designee with an “All Clear” announcement over the sound system.

22. Shelter In Place – Shelter In Place announcement is made by administration using a school-wide sound system. Shelter In Place will be initiated when personal safety is considered to be in danger if anyone leaves the school.

SHELTER IN PLACE

Announced on PA system:

“Attention all staff – the school is now in Shelter In Place”

“Attention all staff – the school is now in Shelter In Place.”

“Attention all staff – the school is now in Shelter In Place.”

a) Shelter in Place is used when personal safety is considered to be in danger if anyone leaves the school. This is mainly used for environmental or weather related events. ?

b) It is necessary for everyone to remain inside the school and take protective actions. Depending upon the emergency, heating and

air-conditioning or other intake / exhaust systems may need to be turned off to avoid drawing in air from the outside. ?

c) While everyone may move freely within the school, close and lock all windows and exterior doors and remain inside and monitor the situation until advised by authorities that conditions are safe. ?

d) Types of events that trigger Sheltering in Place:

- i. weather events such as a tornado or hurricane;
- iv. environmental event such as a chemical spill exterior to the school;
- v. missing student;
- vi. dangerous wild animal (mountain lion, bear etc.) and;
- vii. any situation where evacuation may pose a greater risk than sheltering in place.

e) Each classroom has a water source and snacks for up to 36 people. If the Shelter in Place continues for an excessive amount of time, the school administration and National Guard will determine processes for access to MRE's (Meal Ready to Eat) as well as access to student medications via the Troop Medical Clinic (TMC).

f) Shelter In Place is in effect until cancelled by an administrator or designee with an "All Clear" announcement over the sound system.

23. After Emergency Actions –

a. Take attendance and accountability of students and staff. Locate everyone. Report anyone not accounted for to the Administration/Cadre.

b. Report anyone in need of medical or psychological attention to Administration/Cadre.

c. Re-check to ensure the facility is safe to enter.

d. Write a narrative to document the incident for future debriefing and reporting.

e. Notify parents.

f. Following the incident, debrief with team members to review responses/outcomes for additions/corrections to the school safety plan.

Adaptations for Students with Disabilities

All necessary adaptations will be made for students with disabilities.

Public Agency Use of School Buildings for Emergency Shelters

N/A

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

General Discipline, as defined at GYA, is the mental and physical training of both the individual and the group. This training teaches cadets how to obey orders, maintain a proper attitude, and conduct themselves appropriately at all times. The way cadets learn discipline is by paying attention to detail, as well as emulating appropriate behaviors modeled by cadre, staff and teachers. (The word discipline comes from the word “disciple” meaning “follow me.”) Although discipline may be associated with strict adherence to rules, it will never involve physical contact between staff and cadet, will not be abusive in nature, and will not utilize “props” in assigned corrective actions. In reference to the Youth Challenge Program Hands-Off Leadership Policy, it states that “hands-off leadership means that no staff member may touch a cadet or use abusive language as a means of coercive leadership. If a staff member has to resort to shoving, pushing, or swearing to lead cadets, he or she has already failed.” See appendix for Challenge Program Hands-Off Leadership Policy.

Cadets are expected to obey and support all rules and regulations established in their handbook or given to them by authorized staff members. Each platoon is expected to work as a team and to help each other obey all rules. The goal is for everyone to work within the established system. Methods used to instruct, train, and enforce discipline are as follows:

- On-the-Spot Correction: Immediate information provided to a cadet to correct a problem behavior.
- Informal Counseling: A face-to-face counseling by cadre, staff or teacher, such as “footlocker” counseling, etc.
- Formal Counseling: A face-to-face counseling session by cadre, staff or teacher which is documented on Behavioral Referral Form; the form is retained in the cadet’s file.
- Functional Observation Assessment Form: The form utilized to identify patterns of behavior and assist staff in developing a behavior modification plan.
- Behavior Referral: Written reports that document a positive or negative behavior/action and the results or recommendations as a result of that behavior/action; annotated on the Behavior Referral Form.
- Commandant’s Board: Also known as a Summary Discipline Board is administered at the discretion of Commandant, on the recommendation of the Platoon Sergeant. It is used to address ALL Category violations.
- Director’s Discipline Board: Will be convened when recommended by the Commandant and is chaired by the Director. Department heads from counseling, the school, and cadre convene with the Director and Commandant to review the cadre recommendation and determine if the cadet should remain in the program or be terminated. The cadet appears before the board, in person and is expected to discuss the reason for their appearance before the board, including the circumstances that lead to the need for a Director’s Board.
- Director’s Probation: This is a result of the Director’s Discipline Board. The length and requirements of the probation are determined by the Director. Violations may result in dismissal.

2. Delinquencies

Definition: The behavior/action committed or omitted by a cadet by intent, neglect, or carelessness that results in a failure to perform duties, violation of rules, acts of misconduct, or failure to meet the standards required by GYA. Committing delinquent acts may result in disciplinary action. The Director, Commandant or Platoon Sergeant, depending on the seriousness of the act and the recommendation of the chain of command, may administer disciplinary action. Delinquencies are rated according to the seriousness of the offense. Repeated delinquencies of the same nature could result in increased sanctions, up to and including dismissal from the program.

3. Behavior Referral

Behavior Referrals are issued by staff to cadets for either positive or adverse behavior and will be annotated on the Behavior Referral Form. Categories of Behavior Referrals are positive, advisory, A, B, and C.

- Positive – Issued for outstanding performance and/or initiative by a cadet
- Category A – Offense of a serious nature may lead to possible expulsion from the Academy, and referral to the Discipline Board
- Category B – Offense of a moderate nature that may cause the cadet to appear in front of a Commandant’s Board
- Category C – Offense of a minor nature that, if repeated, may cause the cadet to appear in front of a Commandant’s Board

The following is a Partial List of Adverse Behavior Referral Offenses. They are listed according to seriousness from the most to least serious and by category. Based on the seriousness and/or frequency of the offense, the category may be raised at the Director's discretion.

Category A:

- Assault on a staff member
- Verbally threatening bodily harm to a staff member
- Drug use, failing a drug test, or possession of illegal drugs or paraphernalia including the misuse of a prescribed drug
- Fighting – punching/physical blows with another cadet with the intent to commit bodily harm. Under certain circumstances, this could possibly result in legal charges being filed
- Fraternization – sexual intercourse or any other sexual act
- Unauthorized leave – leaving post without GYA permission
- Branding/self-mutilation (while enrolled at GYA) or possession of tattooing material (commercial or homemade). This includes drawing pictures or symbols on your body
- Gang activity
- Being outside of the billets after lights out

Category B:

- Tagging/Graffiti
- Disrespect to a staff member or intentional disobedience to instructions from staff. Cadet knowingly disregards instructions given
- Using profanity and/or making an obscene gesture to GYA staff, or the general public
- Fraternization – open display of physical contact or affection
- AWOL from assigned location (not associated with leave)
- Fighting –shoving or pushing (requires someone to speak up or separate). This also includes verbal or bodily threatening
- Open disrespect or insults made to the cadet chain of command
- Immature or unnecessary arguing/disagreeing (failure to follow formal procedures with staff)
- Use or possession of any tobacco products
- Vandalism of Academy/Government facilities
- Hazing or intimidation (bodily or verbally) of another cadet

Category C:

- Making phone calls at unauthorized times
- Disrupting class
- Failure to respond to a correction
- Disrespecting another cadet, unprofessional behavior, etc.
- Violation of rules, standards, or directives
- Other acts of misconduct as defined by the Director or Commandant
- Failure to return from leave on time without proper authorization
- Possession of obscene materials (professionally produced or self-created)
- Possession of contraband in the billets
- Fraternization – Letter or note writing to other cadets
- AWOL from formation
- Failure to work with the cadet chain of command – Commandant's discretion
- Improper wearing of uniform
- Violation of hair/facial hair standards
- Unauthorized Snake Mail or verbal communication
- Self Harm
- Punching walls or bunks
- Unauthorized use of Netbook

Note: Three Behavior Referral Forms (BRFs) in the same level will raise severity to the next level.

4. Execution of Discipline

In addition to staff-level discipline, the following guidelines will be used when determining other actions for infractions:

The Category A violations may result in immediate dismissal at the decision of the Director. In the absence of expulsion, consequences may be levied. The Category B or C violations may result in referral to a Commandant's Board.

The following consequences may be levied in a Commandant's Board:

- Extra Duty (i.e. barracks cleanup, Academy area maintenance, etc.) of up to 12 hours per violation.
- Corrective Training.
- Mandatory Counseling.
- Any other consequence as prescribed by the Director or Commandant.

5. Adverse Behavioral Referrals

The rules of each violation have been stated in the Cadet Handbook, however, the final decision on the level of each offense will be at the discretion of the Director or Commandant. When a cadet receives an Adverse Behavioral Referral, a copy of the Referral will be forwarded with comments to the Commandant indicating the level of offense and any other pertinent information. The cadet may receive additional consequences (if more than indicated by the Platoon Sergeant).

6. Discipline Board

When a cadet has shown a continued unwillingness to change his or her behaviors, or commits a Category A infraction, the cadet may be required to appear in front of the Discipline Board to determine whether he or she should be removed from the program. Cadets who have been recommended for dismissal by the Discipline Board may appeal to the Director to remain in the Academy.

7. Contraband

Contraband is defined as any unauthorized item. Examples of contraband include, but are not limited to:

- Any food served in the dining facility or issued as field rations not consumed during designated times
- Soft drinks or coffee
- Candy or "junk food"
- Cleaning agents not issued from supply except upon Platoon Sergeant approval
- Boot cleaning materials excluding paste polish, saddle soap and mink oil.
- Audio-video equipment
- All magazines, posters, and pictures (excluding family photos)
- Tobacco and tobacco products
- Products in aerosol containers
- Playing cards and dice (purchased or homemade)
- Products containing alcohol, i.e. mouthwash
- Any other item designated by the Director or Commandant

Cadets will not use, consume, or possess contraband unless specifically authorized. If the privilege to consume food items in the barracks is granted, consumption is restricted to the designated area. All meals (i.e. sack lunches) not consumed during field trips are contraband upon return to the billets/CSLO grounds. The staff will collect these items.

Acts of Violence

Cadets are expected to obey and conform to accepted standards of conduct and display politeness at all times. No use of loud, vulgar, or profane language will be allowed at any time. Back talk, arguing, clowning around, slow or exaggerated movements, refusal to comply or any other inappropriate behavior is considered insubordination and may incur a punitive action ranging from loss of privileges to dismissal.

Possession of firearms, ammunition, explosives, fireworks, incendiaries, knives, clubs, sticks, rocks or any other instrument whose primary use is to inflict personal injury or damage is considered a serious infraction of the rules.

Possession of or the creation of any pornographic material is prohibited.

Fighting, arguing, yelling in an abusive manner, threats, either demonstrated or implied action, or intent to do bodily harm to another individual, animal, or object are not acceptable behaviors. These actions may result in punishment or dismissal.

Any items found that are deemed to be dangerous, illegal or detrimental to the program will be confiscated.

A major purpose of GYA is for the cadets to learn self-control, self-discipline, compromise, and communication with others. Profanity, vulgar talk, ridiculing others, gambling, lying, cheating, stealing and teasing have no place in this program and are not acceptable behaviors.

Acts of Dishonesty

A cadet will not lie, cheat, steal, or destroy the property of others, or perform any acts of dishonesty while a member of the GYA. Failure in this regard is justification for dismissal from the Academy.

Any cadet caught performing a dishonest act that results in damage, loss, or destruction of any personal, state, or federal property may also be charged for the cost of repair or replacement of the item(s).

A cadet may be referred to the police or appropriate authorities for prosecution, if appropriate.

A cadet observing a dishonest act on the part of another cadet has an obligation to report the incident to his/her cadre. Failure to do so will make the cadet subject to disciplinary action.

10. Drug and Alcohol Communication

Any communication about the use or glorification of illegal drugs and/or alcohol is prohibited. Cadets who engage in this conduct may be dismissed.

The use of any illegal or unauthorized drugs will not be allowed. Students will be tested for drug use during in-processing. If a student tests positive, he/she may be rejected from the program and returned home. Cadets may be tested for drugs at any time during the course. Any positive test will normally result in dismissal.

Any medications a cadet takes that have been prescribed by a doctor must be turned into a Registered Nurse during in-processing. He or she will schedule the medicine as prescribed. If a cadet is required to take the medicine on a continuing basis he/she must also bring a copy of the doctor's prescription. The cost of the prescription medications will be charged to the cadet's medical insurance.

Possession of nonprescription or over-the-counter medications is not authorized. If a student brings any with him/her, they must be turned over to a cadre. If a cadet requires any non-prescription medications, they will be dispensed to him/her through the Troop Medical Clinic (TMC).

Alcohol consumption during the course is prohibited. Alcohol use or possession will result in dismissal.

GYA is a TOBACCO, DRUG, and ALCOHOL-FREE environment.

11. Classroom Rules and Regulations

General Information - The Grizzly Challenge Charter School operates through the San Luis Obispo County Office of Education (SLOCOE). The instructors on the teaching staff are fully California credentialed teachers.

Academic Calendar - The 22-week program is divided into 2 Semesters. Both semesters are composed of 5 academic core classes and a study hall. A yearbook class and the Job

Internship Program are offered during the second semester. The block schedule (M/W, and T/TH) allows students to concentrate on academic achievement. Progress during this time has a significant influence on future scheduling of classes while at GYA.

12. Entering the Classroom

Platoons form up into education groups in front of the classroom at the position of parade rest before class begins in silence. When the teacher signals the Platoon Guide (PG), students quietly enter the classroom in single file. Students remove their cover upon entry to the room. Students stand at attention behind their seat until the teacher signals the PG. At that time, the PG gives the command "ground your gear" then "take your seats", followed by "adjust" which allows the students to position themselves comfortably to begin class. These responsibilities are given to the student council members, two in each class, after student elections.

13. Exiting the Classroom

Students stand at attention behind their seat until the teacher signals the PG that all materials are returned, books are in place, all trash disposed of, and the room is in order. Upon the command from the PG, students quietly leave the room in single file. The student's cover is to be put on at the door upon leaving. Platoons form up outside the classroom and wait for further orders.

14. Classroom Behavior

- Come to class prepared to learn
- Respect yourself and others
- Treat all property with respect
- Follow all teacher directions
- Hands are to be raised when a student would like to speak
- One person speaks at a time
- Consistency in student uniform in the classroom is required. With the PG's lead, the platoon must agree as to the attire for that class
- Students are to carry a canteen of water at all times. It is to be filled only between classes
- No sleeping in class during school hours. If a student is sleepy, he/she may stand in the back of the classroom, hydrate or run the circle
- Yelling, profanity or obscene gestures are not allowed in class
- Gang writing, old English script or tagging is not allowed anywhere on post
- No letter writing is permitted during class time
- Students remain in the classroom during class time. The only valid reason for leaving the classroom is for latrine use with the teacher's permission
- If the student would like an appointment with a counselor, they are to notify the teacher or their platoon cadre
- No talking inside the Wagon Wheel while in formation

Each teacher will have individual procedures and standards in addition to those listed.

15. Latrine Use

Cadets are to utilize the latrine during the scheduled latrine breaks throughout the day.

16. Telephone Use

Students are not permitted to use the telephones in the classroom at any time.

If a student would like to use the phone for academic or life planning purposes, they can notify the teacher who will inform the School Counselor. The School Counselor will then make an appointment to meet with the student during study hall hours.

17. Attendance

If a student is absent five times from class, they will be referred to the Principal.

Excessive absences jeopardize a student's enrollment in the GYA Academy and are a reason for referral to a Disciplinary Board.

18. Homework

Homework is expected to be turned in on the date it is due. Any "incomplete" assignment will be noted on their student weekly progress reports. An assignment is considered "turned in" when it is completely done and entered into the gradebook by the teacher. It is the student's responsibility to get their assignments from their teachers when they are absent.

19. Cheating

Cheating in any form will not be tolerated and will result in:

- No credit for the assignment
- An appointment with the principal
- Any further offenses will result in a hearing with the disciplinary board

20. Grading Policy

It is the students' responsibility to arrive prepared for class each day. This means that students have a binder with binder paper, pencil or pen, fully charged Chromebook, and all assignments completed when they come to class.

Students and cadre are given a progress report typically every Tuesday with grades, teacher comments, and missing assignments listed.

Each teacher has class policies and procedures in addition to those presented in this handbook. They have these policies outlined in their course syllabus. It is the student's responsibility to understand and to respect these standards.

21. Academic Credits

All credits earned at GYA are transferable to other academic institutions. The students' home schools decide how they will apply these credits. It is important for students to assess their credit standing with the School Counselor to ensure that their credits will be applied to the appropriate course content area. Academic core classes (English Language Arts, Social Studies, Math, and Science) are each worth five credits per semester.

22. High School Diploma

Students may obtain a WASC accredited high school diploma while at Grizzly. During the first three weeks of school each student will have a credit assessment completed and will receive counseling concerning their academic standing. Those students who are determined eligible to receive a diploma at GYA may receive an individualized set of courses to ensure their ability to meet the graduation requirements.

23. High School Equivalency Test (HiSET) Procedures

The HiSET is a high school equivalency test, similar to the GED in California. The test is computer-based and Grizzly Challenge Charter School has become a test site. It will be provided for those students who meet the necessary requirements. These are:

- A valid CA picture identification.
- 17 years 10 months of age at the time of the test.
- A passing score on the official practice test or the TABE.

24. California High School Proficiency Exam (CHSPE)

Students, who will not be 17 years 10 months before graduation from the residential phase of the academy may be eligible to take the California High School Proficiency Exam (CHSPE). The CHSPE is a very difficult exam and will be granted only to those 16-year-old students who score very high on the TABE test. The date of this exam will be announced in the first semester. School staff will assist students with the registration for this exam.

25. Contract Credit

Only students who are within 60 credits of graduating from GYA may apply to take contract credits. Students who qualify for contract credits may be allowed to take the remaining credits on contract for a specific subject. One credit is equivalent to 12 hours of academic work.

26. Study Hall Procedures

Each school group receives four hours of study hall a week. Study halls are designed to teach the cadets how to study, organizational skills, work completion skills and time management skills.

- Students will work diligently on assigned homework
- All students must allow a quiet atmosphere that fosters academic study

- Treat the classroom and resources with respect
- Reference books are to be left in study halls

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Education Code 49079 and Welfare and Institutions Code 827 state that teachers must be notified of the reason(s) a student has been suspended from school. Although the disciplinary plan does not include student suspension, GYA’s process for making this immediate notification is through email on the day of the suspension by the Principal to all the teachers. At the weekly staff meetings, the teachers may be alerted to the details of the incident leading to suspension.

Pursuant to Education Code 48267, which states that schools be notified regarding students who have engaged in certain criminal conduct, the California National Guard administration will notify the school administration regarding the offense. In turn, the school administration will notify the School Counselor and teachers on the day of the occurrence. This information will be kept CONFIDENTIAL and secure so that others may not view it. The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- (C-1) possessed/sold/furnished firearm
- (C-2) brandished a knife at another person (C-3) sold a controlled substance
- (C-4) committed/attempted to commit sexual assault or sexual battery (C-5) possession of an explosive
- (A-1) caused serious physical injury to another person (needed medical attention) (A-2) possessed any knife or other dangerous object
- (A-3) possessed a controlled substance (A-4) committed robbery or extortion
- (A-5) committed assault or battery upon a school employee A –altercations, fights
- B – sold/furnished a knife or dangerous object
- C – use/under influence or possession of a small amount of drugs or alcohol D – look-alike substance (offered/tried to sell)
- E – attempted to commit robbery or extortion
- F – caused/attempted to cause damage to school or private property G – stole/attempted to steal school or private property
- H – possessed or used tobacco or nicotine products
- I – committed an obscene act or engaged in habitual profanity or vulgarity J – possessed drug paraphernalia
- K – disruption of school activities or defiance L – knowingly received stolen property
- M – possession of an imitation firearm
- O – harassed/threatened/intimidated a complaining witness P – offered or sold/attempted to sell prescription drug Soma Q – engaged/attempted to engage in hazing
- S – aiding or abetting in the infliction of physical injury T – engaged in sexual harassment
- U – hate violence
- V – harassment, threats, intimidation against a pupil or group
- W – made terrorist threats against school officials or school property

(E) Sexual Harassment Policies (EC 212.6 [b])

GYA will not tolerate sexual harassment of any kind or any form by its employees. This pertains to the harassment of other employees as well as the youth that are attending GYA.

Sexual harassment is discrimination based on sex and prohibited by Title VII of the Federal Civil Rights Act, and California Education Code Sections 210 - 214, inclusive. Unwelcome sexual advances, requests for sexual favors and other unsolicited verbal or physical conduct or communication of a sexual nature constitute sexual harassment when:

Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of employment or membership in the program. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or membership in the program. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working/learning environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the program.

It is the policy of the GYA that any employee who engages in acts of sexual harassment; who permits employees or corps members under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee or corps member who reports such harassment is in violation of this policy and will be disciplined, as appropriate, up to and including dismissal.

GYA is committed to maintaining a professional work environment conducive to maximum efficiency and productivity. All employees and corps members have the right to work and learn in an environment free of sexual harassment. Employees and corps members who believe they have been sexually harassed are encouraged to report such incidents. Complaints will be handled impartially and promptly. Through this policy, GYA is affirming its commitment to creating a work environment for all employees and corps members that is free of any form of discrimination.

All cadets are provided with the GCCS sexual harassment policy.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Cadets are expected to maintain their grooming and appearance in a clean, neat, orderly, and acceptable manner. Clothing is provided and laundry is available free of charge. Cadets are expected to be clean at all times. Proper hygiene will be explained early in the program. Cadets let their cadre know if any of the items issued (i.e. boots, uniforms, canteens, etc.) become unserviceable.

Athletic shoes will be kept clean and tied. Any fasteners on the shoes, such as Velcro, will be fastened. Boots will be free of dirt and brush shined, at a minimum.

Haircuts, styles, and colors must be conservative and in good taste, using the military standards as a guide. Extreme or faddish styles of haircuts are not authorized. During Gold phase, military style "high and tights" may be authorized.

Beards, goatees, long sideburns, or other patches of facial hair are not permitted, unless a shaving profile is given by the medical staff. Sideburns will not extend below the bottom of the opening of the ear.

The female's hair will be neatly groomed. The bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over eyebrows or extend below the bottom of the collar. Hair will be pinned up while wearing all uniforms. Weaves and braids are authorized, but must be kept neat. Wearing curlers, rollers, hair nets, shower caps, plastic bags, bandanas, or any other unusual or inappropriate accessory/adornment to the hair is prohibited. Hair holding ornaments for females such as barrettes, pins, clips, beads and bands must be unadorned, inconspicuously placed and must be transparent or match hair color. Inappropriate hairstyles, initials, or figures cut into hair are prohibited.

For safety purposes, cadets will not be allowed to wear traditional or body-piercing jewelry. Some things to remember are: fingernails should be no longer than 1/8 inch, sunglasses are not authorized without doctors' orders, and fad devices or vogue items/actions are not permitted. Contact lenses are not authorized. Make-up will NOT be worn while attending the academy, except when authorized by the Director. Any style of hair or wear of clothing that requires an interpretation as to appropriateness will be decided by the Director.

1. Clothing Issue

Cadets are issued clothing provided by GYA upon arrival and are required to sign a hand receipt for all items received. Clothing and equipment issued by the program will not be altered, changed, or modified in any manner. Time will be allotted to do personal laundry. Bed linens will be turned in once a week to be cleaned by an approved laundry service. Cadets will be responsible for all issued items of clothing and equipment for the duration of the program and will turn it in prior to departing.

All personal clothing will be marked with permanent marker at the direction of the cadre. No other writing is authorized on clothing, unless specified by the Commandant or Director.

2. Uniforms

There are three types of uniforms authorized for wear:

- Battle Dress Uniform (BDU)
- Physical Fitness Uniform (PFU)
- Internship/Field Trip Uniform

Uniforms will be worn in accordance with the Academy Dress Code. Uniform requirements will be addressed in the daily training schedule. Modifications or exceptions to uniform wear will not be made unless specifically authorized by the Director or Commandant.

The following are guidelines as to how the uniform is to be worn with patches and cadet ranks:

- Physical Fitness badges are to be worn a half-inch from the seam on the left shoulder of the BDU.
- Only the highest Physical Fitness award will be worn on the BDU.
- Student Council badges will be worn centered on the left upper pocket of the BDU.
- Leadership Brassards will be worn on the left arm above the elbow on the BDU and PT uniforms.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

- Students: Students are trained by the military to march in formation upon arrival at Camp San Luis Obispo. There are four platoons; three male and one female, with at least one Cadre present per platoon who supervise students during the school day. The students are marched from the barracks to the dining facility and then to school and back again at the end of the day in formation and under strict supervision. This allows for a safe and orderly passage to and from school.
- Staff: The school is located on the premises of Camp San Luis Obispo. All adults entering the grounds are required to stop at the front gate and show their ID. Cars may be searched at random upon entering or exiting. Passes are issued to staff members with proof of car insurance, registration and ID.
- Visitors: Temporary passes (one day) are issued with proof of car insurance, registration and ID. The person is still required to show their current ID at the gate along with the temporary pass. The above procedures apply to parents and visitors.
- Parental/Mentor Visitations: Access to School Campus – Visitor Procedures.
- All visitations will be either scheduled or personally approved by the Director or Commandant.
- Visits by parents/immediate family members or family/friends are subject to the approval of the Director or Commandant. Visits will be discouraged except for documented emergencies.
- When visits are allowed, cadets are picked up from the academy by mentors and parents/guardians to attend medical appointments, funerals, or other authorized absences. They must be returned the same day and cadets are responsible for abiding by academy rules while under their parent(s) or mentors' care. All cadets who leave the facility must be escorted by a parent or guardian and are subject to drug screening upon returning to the academy.
- All cadets and visitors to GYA are required to sign in and out of the academy area. The cadre manages the sign-in/sign-out roster. Anyone violating this policy will be escorted out of the GYA facilities and the SECFOR/police will be called to escort unauthorized subjects off of the property.
- Planned Visits Home: Planned breaks (or passes) are scheduled for each class. The Director will give instructions. There are three rules cadets are to remember:
 - Follow the instructions given to you.
 - Your parent or legal guardian must pick you up at the designated time.
 - While on leave, remember, you are still a cadet of GYA; do not use drugs, consume alcohol or get in other trouble with the law. Random drug testing will occur after each home pass.

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Grizzly Challenge Charter School Student Conduct Code

CADET GENERAL RULES

The following "Cadet General Rules" for the California Challenge Youth Academy.

- #1 - I will follow all orders given to me by military staff, teachers and cadet leaders.
- #2 - I will focus on the task at hand to the best of my ability.
- #3 - I will not lie, cheat, or steal. Nor will I tolerate those who do.
- #4 - I will report all violations of GYA policy to the staff member in charge.
- #5 - I will not fight with any of my fellow cadets.
- #6 - I will be safe in everything that I do.
- #7 - I will wear my GYA uniform with pride at all times.
- #8 - I will learn something new everyday.
- #9 - I will help others in my platoon that need it and will not make fun of others.

CADET HONOR CODE

The Cadet Honor Code states that: "A Cadet will not lie, cheat, or steal nor tolerate those who do." At the Grizzly Youth Academy, Cadets are expected to abide by the Honor Code. Each cadet is entrusted with its guardianship and the preservation of the ideals it represents:

Lying: Cadets violate the code by lying if they make an oral or written statement or gesture of communication in the presence of or to another, intended to deceive or mislead.

Cheating: Cadets violate the honor code by cheating if they fraudulently act out of self-interest, or assist another to do so with the intent to gain or give unfair advantage. Cheating involves such acts as presenting one's own work dishonestly, presenting someone else's work as one's own, or transmitting material to someone who should not properly have access to it. All work submitted must be your own.

Stealing: Cadets violate the code by stealing if they wrongfully take, obtain, or withhold by any other means, the personal property of another.

***Note: Violation of the Honor Code is grounds for dismissal; a violation may result in a referral to the Commandant's Board or Director's Board.

Conduct Code Procedures

GENERAL:

Discipline, as utilized in the Academy, is the mental and physical training of both the individual, as well as the group. This training teaches cadets how to obey orders, maintain a proper attitude, and conduct themselves appropriately at all times. The way cadets learn discipline is by paying attention to detail, as well as emulating appropriate behaviors modeled by cadre, staff and teachers (the word discipline comes from the word "disciple" meaning "follow me.") Although discipline may be associated with strict adherence to rules, it will never involve physical contact between staff and cadet, will not be abusive in nature, and will not utilize "props" in assigned corrective actions.

Cadets are expected to obey and support all rules and regulations established in this handbook or given to them by authorized staff members.

Each platoon is expected to work as a team and to help each other obey all rules. Our goal is for everyone to work within the established system.

Methods used with the GYA program to instruct, train, and enforce discipline are as follows:

On-the-Spot Correction: Immediate information provided to a cadet to correct a problem behavior.

Informal Counseling: A face-to-face counseling by cadre, staff or teacher, such as "footlocker" counseling, etc.

Formal Counseling: A face-to-face counseling session by cadre, staff or teacher which is documented on Behavioral referral form; the form is retained in the cadet's file.

Behavior Observation Assessment Form. Form utilized to identify patterns of behavior and assist staff in developing a behavior modification plan.

Behavior Referral. Written reports that document a positive or negative behavior/action and the results or recommendations as a result of that behavior/action; annotated on the Behavior Referral Form (Form 1-3).

Commandant's Board: Also known as a Summary Discipline Board; administered at the discretion of Commandant, on the recommendation of the Platoon Sergeant. Commandant's Boards are utilized to address ALL Category violations.

Director's Discipline Board: Will be convened when recommended by the Commandant; chaired by the Director. Representatives from counseling, teaching, and cadre convene, with the Director and Commandant to review the cadre recommendation and determine if the cadet should remain in the program or be terminated. The cadet appears before the board, in person and is expected to discuss the reason for their appearance before the board, including the circumstances that lead to the need for a Director's Board.

Director's Probation: Is a result of the Director's Discipline Board; the length and requirements of the probation are determined by the Director. Violations may result in dismissal.

DELINQUENCIES:

Definition: The behavior/action committed or omitted by a cadet by intent, neglect, or carelessness that results in a failure to perform duties, violation of rules, acts of misconduct, or failure to meet the standards required by GYA.

Committing delinquent acts may result in disciplinary action. The Director, Commandant or Platoon Sergeant, depending on the seriousness of the act and the recommendation of the chain of command, may administer disciplinary action.

Delinquencies are rated according to the seriousness of the offense. Repeated delinquencies of the same nature could result in increased sanctions, up to and including dismissal from the program.

BEHAVIOR REFERRAL:

Behavior Referrals are issued by staff to cadets for either positive or adverse behavior and will be annotated on GYA Form 3a (Behavior Referral Form).

Categories of Behavior Referrals are positive, advisory, A, B, and C.

Positive – Issued for outstanding performance and/or initiative by a cadet.

Advisory – Issued to inform the cadet that although their behavior is not serious enough to warrant a Spot Report, it is still unacceptable and that you are being watched to see if you will correct your behavior.

Category A – Offense of a serious nature may lead to possible expulsion from the Academy, and referral to the Discipline Board.

Category B – Offense of a moderate nature that may cause the cadet to appear in front of a Commandant's Board.

Category C – Offense of a minor nature that ,if repeated, may cause the cadet to appear in front of a Commandant's Board.

The following is a Partial List of Adverse Behavior Referral Offenses. They are listed according to seriousness from the most to least serious and by category. Based on the seriousness and/or frequency of the offense, the category may be raised at the Director's Discretion.

Category A:

Assault on a Staff Member

Verbally threatening bodily harm to a staff member.

Drug use, failing a drug test, or possession of illegal drugs or paraphernalia. (This includes misuse of a prescribed drug.)

Fighting – Punching/Physical blows with another cadet with the intent to commit bodily harm. Under certain circumstances, this could possibly result in legal charges being filed.

Fraternization – sexual intercourse or any other sexual acts

Unauthorized leave. Example, going off post without GYA permission

Branding/Self-mutilation (while enrolled at GYA) or possession of tattooing material (commercial or homemade). This includes drawing pictures or symbols on your body.

Gang activity

Being outside of the Billets after lights out.

Category B:

Tagging/Graffiti

Disrespect to a staff member or intentional disobedience to instructions from staff. Cadet knowingly disregards instructions given.

Using profanity and/or making an obscene gesture to GYA staff, or the general public.

Fraternization – Open display of physical contact or affection

AWOL from assigned location (not associated with leave)

Fighting –Shoving or pushing (requires someone to speak up or separate). This also includes verbal or bodily threatening.

Open disrespect or insults made to the cadet chain of command.

Immature or unnecessary arguing/disagreeing (failure to follow formal procedures with staff).

Use or possession of any tobacco products.

Vandalism of Academy/Government facilities

Hazing or intimidation (bodily or verbally) of another cadet.

Category C:

Making phone calls at unauthorized times.

Disrupting class

Failure to respond to a correction.

Disrespectful to another cadet, unprofessional behavior, etc.

Violation of rules, standards, or directives.

Other acts of misconduct as defined by the Director or Commandant.

Failure to return from leave on time without proper authorization.

Possession of obscene materials (professionally produced or self-created).

Possession of contraband in the billets.

Fraternization – Letter or note writing to other cadets.

AWOL from formation

Failure to work with the cadet chain of command – Commandant’s discretion.

Improper wearing of uniform

Violation of hair/facial hair standards

Unauthorized use of the PX.

Note: 3 BRF’s in the same level will raise severity to the next level.

EXECUTION OF DISCIPLINE:

In addition to staff-level discipline, the following guidelines will be used when determining other actions for infractions:

A Category A violation may result in immediate dismissal at the decision of the Director. In the absence of expulsion, consequences may be levied IAW paragraph 2 below.

A Category B or C violation may result in referral to a Commandant’s Board. Punishment will be levied IAW paragraph b) below.

The following consequences may be levied in a Commandant’s Board:

Extra Duty (i.e. barracks cleanup, Academy area maintenance, etc.) of up to 12 hours per violation.

Corrective Training

Written Essay (500-1,500 words) per violation

Mandatory Counseling

Any other punishment as prescribed by the Director or Commandant.

ADVERSE BEHAVIORAL REFERRALS:

The rules of each violation have been stated in this handbook; however, the final decision on the level of each offense will be at the discretion of the Director or Commandant.

When a cadet receives an Adverse Behavioral Referral, a copy of the Referral will be forwarded with comments to the Commandant indicating the level of offense and any other pertinent information. The cadet may receive additional consequences (if more than indicated by the Platoon Sergeant).

DISCIPLINE BOARD:

When a Cadet has shown a continued unwillingness to change his or her behaviors, or commits a Category A infraction, the Cadet may be required to appear in front of the Discipline Board to determine whether he or she should be removed from the program. Cadets who have been recommended for dismissal by the Discipline Board may appeal to the Director to remain in the Academy.

(K) Hate Crime Reporting Procedures and Policies

1. Ethnic/Gender Awareness

Male and female cadets attending GYA may be from all ethnic and racial backgrounds represented in the State of California. When possible, cadets will be assigned to platoons balanced to reflect the same ethnic and racial ratios. This provides each group an opportunity to develop a better understanding and appreciation for individuals from different ethnic and racial backgrounds.

Cadets are instructed not to use jokes, remarks, or gestures that may offend others. Negative remarks made regarding any ethnic/racial group or gender will be cause for disciplinary action.

2. Sexual Misconduct/Fraternization

Fraternization is defined as, but not limited to:

- Acts of sexual intercourse or intent to commit those actions.
- Sexual intimacy.
- Other physical touching of a romantic or sexual nature.
- Any display of affection while on or off post during or after hours (this includes home-pass.)
- Males and females visiting each other's bay.
- Note/letter writing to other cadets or staff until authorized and sent through proper channels.
- Cadet groups and staff will include both male and female members. Cadets are expected to display acceptable manners and respect towards members of the opposite sex at all times.
- Unacceptable behavior includes crude or lewd remarks, sexist jokes or comments at any time, written or spoken, whether members of the opposite sex are present or not, touching, rubbing, kissing, petting, and hand holding, whether consensual or not.
- Any sexual act or relationship whether it is consensual or not will be justification for dismissal. Visits on Family Day are restricted to immediate family members, unless otherwise approved by the Director.

If a cadet wishes to communicate to a fellow cadet in another platoon, regardless of gender, he/she must submit a written letter addressed to the fellow cadet to the Platoon Leaders. The Platoon Leaders will review the letter for appropriateness and ensure the addressed cadet receives the letter. Only approved letters signed by counseling will be considered authorized. Any other correspondence will be considered fraternization.

Fraternization between cadets is prohibited and may result in the dismissal of those involved. Males and females may jointly accomplish professional business, however, they must follow the "Rule of Three;" (three persons must be present in any conversation between two people of the opposite sex.) Males and females will maintain at least one arm's length between them at all times.

3. Sexual Harassment Policy Statement

GYA will not tolerate sexual harassment of any kind or any form by its employees. This pertains to the harassment of other employees as well as the youth that are attending GYA.

Sexual harassment is discrimination based on sex and prohibited by Title VII of the Federal Civil Rights Act, and California Education Code Sections 210 - 214, inclusive. Unwelcome sexual advances, requests for sexual favors and other unsolicited verbal or physical conduct or communication of a sexual nature constitute sexual harassment when:

Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of employment or membership in the program. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or membership in the program. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working/learning environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the program.

It is the policy of the GYA that any employee who engages in acts of sexual harassment; who permits employees or corps members under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee or corps member who reports such harassment is in violation of this policy and will be disciplined, as appropriate, up to and including dismissal.

GYA is committed to maintaining a professional work environment conducive to maximum efficiency and productivity. All employees and corps members have the right to work and learn in an environment free of sexual harassment. Employees and corps members who believe they have been sexually harassed are encouraged to report such incidents. Complaints will be handled impartially and promptly. Through this policy, GYA is affirming its commitment to creating a work environment for all employees and corps members that is free of any form of discrimination.

All cadets will be provided with the GCCS sexual harassment policy.

(J) Procedures to Prepare for Active Shooters

Grizzly Challenge Charter School is located on the premises of Camp San Luis Obispo, which is secured by base staff. In the case of an active shooter, GCCS will follow the steps spelled out in our "Lockdown" procedures. See "Disaster Procedures".

LOCKDOWN INSIDE SCHOOL BUILDING:

- a) Upon hearing the lockdown announcement, staff will immediately initiate lockdown procedures;
- b) All occupants of the school will disregard the fire alarm system if safe to do so; (NOTE: Staff must be aware of the potential for other emergencies such as fire. Should this occur, staff and students must be prepared to react and possibly evacuate a locked down area for their own safety);
- c) Lockdown procedure for non-classroom areas:
 - i. Depending on the individual school plan and the situation (location and actions of the suspect) consideration must be given to the controlled evacuation of students to identified secure areas.

- ii. Individual School / Worksite Lockdown Emergency Response Plans will include specific direction regarding a secure location where people in these areas must report to in the event of a threatening incident;
- iii. Each classroom has a water source, the National Guard has a Meal Ready to Eat (MRE) supply for both staff and students, and student medications are available through the Troop Medical Clinic (TMC).

LOCKDOWN PROCEDURE FOR CLASSROOMS:

- i. Check sidewalks and other common areas;
- ii. Direct all to the nearest classroom or closest secure location as determined by school plan;
- iii. Shut and lock classroom door by disengaging the Lockblock or by key; move students away from doors and windows into a safe corner of the classroom; students are to remain quiet and still;
- iv. Cover window in classroom door using the velcro window cover;
- v. Close blinds;
- vi. Take attendance;

- vii. DO NOT use cell phones or PA system unless there is a need to communicate vital emergency information;

- viii. Remain in the secure location until given further direction by appropriate personnel.

- ix. Lockdown is in effect until cancelled by an administrator or designee with an “All Clear” announcement over the sound system.

- x. Each classroom has a water source and snacks for up to 36 people. If the lockdown continues for an excessive amount of time, the school administration and National Guard will determine processes for access to MRE’s (Meal Ready to Eat) as well as access to student medications via the Troop Medical Clinic (TMC).

Procedures for Preventing Acts of Bullying and Cyber-bullying

Bullying Prevention

All GCCS teachers and staff participate in an annual Bully Prevention and Cyber Safety training. GCCS understands how prevalent youth violence is in today’s society, particularly in school settings. Grizzly students are isolated from many outside pressures and elements, which makes it very unique in so many ways that aid in preventing many violence issues teens face daily. However, Grizzly is not immune to bullying issues and takes measures to prevent and manage them. As mentioned in the “Platoon Survey”, each platoon has Peer leaders and representatives that meet weekly and are trained by Platoon Leaders on how to intervene. Students are encouraged to say something if they see something; either directly to the persons involved at the time of the incident or with a Peer leader, staff, or by email.

School staff and teachers as well have a zero tolerance for bullying inside and outside of the classrooms, and as previously mentioned, staff who witness such acts take immediate steps to intervene and document.

Cyber Safety

All students are issued a Chromebook once school begins, typically at the end of the second week of the program. Students sign an Acceptable Use Policy (AUP) before being given a Chromebook once they have reviewed and understand the AUP with the guidance of the GCCS school staff (see appendix C for GCCS AUP). Students are also advised about the law and the consequences of using computers as a tool for bullying or harassment. Chromebooks are used daily for school and students understand that these devices are for school purposes only. GCCS takes many precautions to prevent students from accessing inappropriate content through content filters as well as monitoring software, such as GoGuardian, to not only monitor student computer activity and keep them focused on the task inside and outside of the classroom but to also interact with them and assist them with technology needs as they arise.

All Grizzly students are provided with the GCCS Bullying policy along with information on how to anonymously report incidents. Anonymous reporting goes directly to the Principal to be addressed.

Opioid Prevention and Life-Saving Response Procedures

Grizzly Youth Academy is a drug free program where all students are searched and drug tested upon entry with follow up searches and testing occurring throughout the program. Additionally, all staff receive CPR and First Aid training that includes responding to opioid reactions and overdoses. Narcan, a nasal spray approved for opioid overdose treatment, is available in all student barracks and at the academy medical center.

Safety Plan Review, Evaluation and Amendment Procedures

GCCS administration will review and update the Safety Plan annually. Input from staff, families and the National Guard is incorporated during the review process with these educational partners.

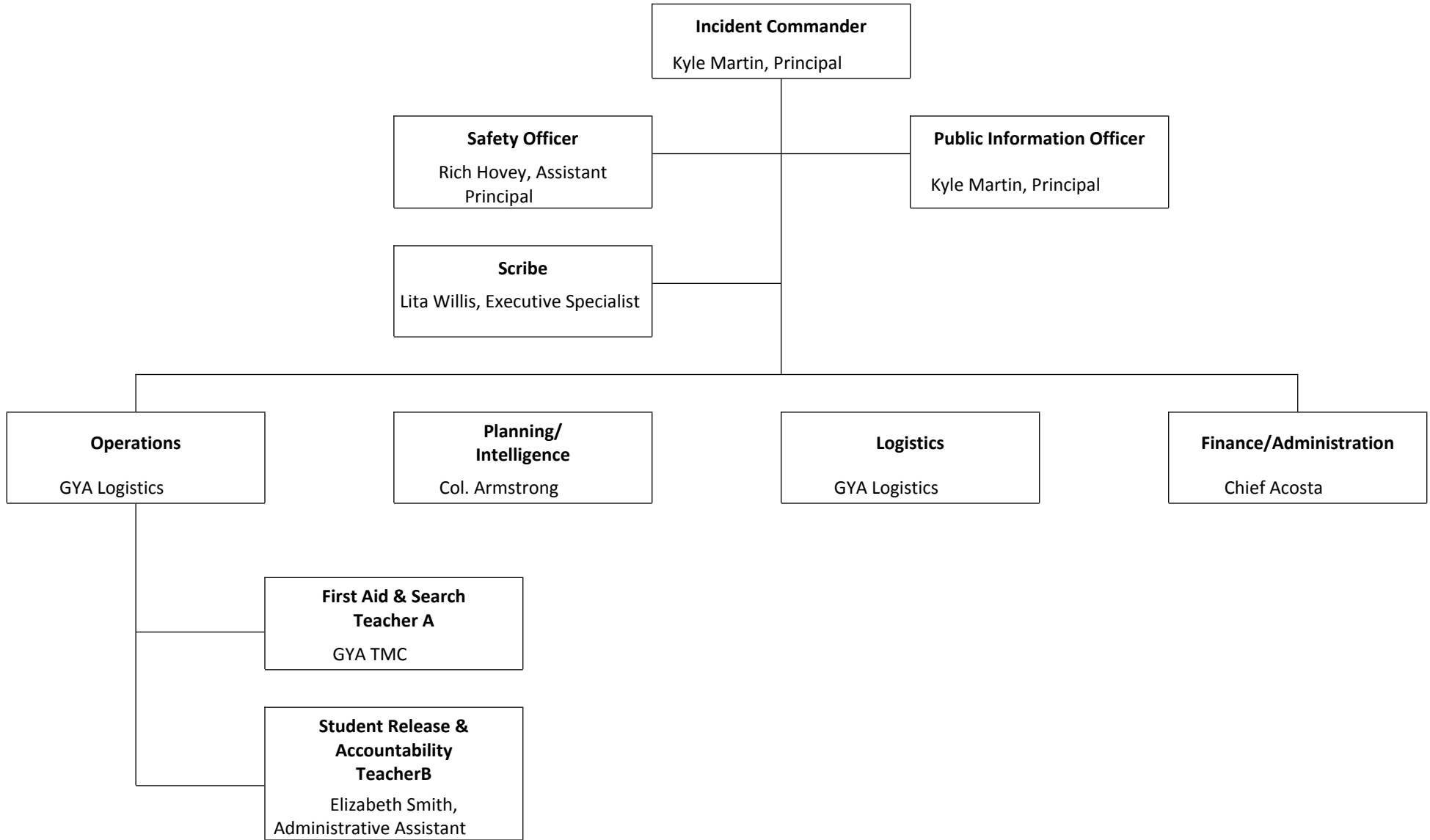
Safety Plan Appendices

Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Cal Fire	(805) 543-4244	
Law Enforcement/Fire/Paramedic	San Luis Obispo Sheriff	(805) 782-4540	
Law Enforcement/Fire/Paramedic	California Highway Patrol	(805) 594-8700	
Public Utilities	Department of Power and Water - Camp SLO	(805)594-6261	
Local Hospitals	Sierra Vista Regional Hospital	(805) 546-7600	

Grizzly Challenge Charter School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Animal Disturbance

SHELTER IN PLACE

Announced on PA system:

“Attention all staff – the school is now in Shelter In Place”

“Attention all staff – the school is now in Shelter In Place.”

“Attention all staff – the school is now in Shelter In Place.”

a) Shelter in Place is used when personal safety is considered to be in danger if anyone leaves the school. This is mainly used for environmental or weather related events. ?

b) It is necessary for everyone to remain inside the school and take protective actions. Depending upon the emergency, heating and air-conditioning or other intake / exhaust systems may need to be turned off to avoid drawing in air from the outside. ?

c) While everyone may move freely within the school, close and lock all windows and exterior doors and remain inside and monitor the situation until advised by authorities that conditions are safe. ?

d) Types of events that trigger Sheltering in Place:

i. weather events such as a tornado or hurricane;

iv. environmental event such as a chemical spill exterior to the school;

- v. missing student;
- vi. dangerous wild animal (mountain lion, bear etc.) and;
- vii. any situation where evacuation may pose a greater risk than sheltering in place.

e) Each classroom has a water source and snacks for up to 36 people. If the Shelter in Place continues for an excessive amount of time, the school administration and National Guard will determine processes for access to MRE's (Meal Ready to Eat) as well as access to student medications via the Troop Medical Clinic (TMC).

f) Shelter In Place is in effect until cancelled by an administrator or designee with an "All Clear" announcement over the sound system.

23. After Emergency Actions –

a. Take attendance and accountability of students and staff. Locate everyone. Report anyone not accounted for to the Administration/Cadre.

b. Report anyone in need of medical or psychological attention to Administration/Cadre.

c. Re-check to ensure the facility is safe to enter.

d. Write a narrative to document the incident for future debriefing and reporting.

e. Notify parents.

f. Following the incident, debrief with team members to review responses/outcomes for additions/corrections to the school safety plan.

Armed Assault on Campus

Active Shooter - If there is an active shooter situation at the school, barracks, dining facility, or any other area populated by staff or students, the staff will follow the trained Active Shooter Response of Run, Hide, Fight.

Staff Responsibilities:

a. Safety and security of cadets is paramount. Act in a manner that is in the best interest of the cadets in your care and maintain accountability.

b. Call 911 when the first opportunity presents itself. Be prepared to give a description of the shooter, mode of travel, direction of travel, direction of shots heard, your location, and /or any other information that will assist law enforcement.

c. Contact the school administration and National Guard administration after you call 911. Give your location, number and names of personnel with you, number of cadets with you (by platoon if possible), and any other important information.

d. Keep radio traffic to a minimum to allow pertinent information to be passed.

Shift NCOIC Responsibilities:

a. Ensure 911 was called, contact CSLO security, and chain of command.

b. Track locations of staff and cadets for accountability and to inform staff if the shooter is in or heading into the area they are hiding.

c. Pass pertinent information on to law enforcement, CSLO security, chain of command and staff on location.

d. Assist law enforcement when they take charge of the scene and coordinate search efforts for personnel and cadets when the “all clear” is given by law enforcement.

Law Enforcement Responsibility:

- a. Law enforcement will take charge of the scene when they arrive.
- b. Stop the active shooter by proceeding to the location of shots fired and eliminate the threat.
- c. Give the “all clear” and assist with locating personnel and cadets.

Biological or Chemical Release

Hazardous Materials

- a. Bodily Fluids – During any emergency situation, blood or other bodily fluids may be spilled or may splash on a GYA staff member or a cadet. The GYA staff will use universal precautions to prevent exposure to bodily fluids, and will use approved methods for cleaning up spills and disposing of clean-up materials. The GYA staff member will inform exposure to bodily fluids to their supervisor as soon as possible after clean up.
- b. Chemical substances – GYA staff will use extreme caution when using cleaning materials or supervising cadets using cleaning materials. Cleaning products will be used only according to the instructions on the label, and will not be mixed unless the instructions specifically allow mixing cleaning products.
- c. Unknown substances – Staff will immediately inform the school administration, National Guard administration, or representative about the presence of any unknown substance that may be hazardous in nature. Staff will contact CSLO Department of Public Works at (805) 594 6544 or 6-6544 via CSLO phones and follow their instructions regarding disposal of the substance.

Bomb Threat/ Threat Of violence

Bomb Threats - If a bomb threat is received specific to GYA, the following procedures will apply:

- a. GYA Staff will calmly and systematically direct cadets to evacuate the area where the bomb is reported to be. Cadre will maintain control of cadets at all times during the evacuation and will conduct systematic head counts until the emergency status has ended.
- b. The school administration, National Guard administration, or available GYA staff will summon emergency assistance by calling 911.
- c. If evacuation is necessary, GYA staff will follow the procedures detailed above.
- d. As soon as reasonably possible, the First Sergeant/shift NCOIC/Principal will call the Director/Assistant Superintendent Student Services and provide information about the bomb threat and the status.
- e. Cadre will not return cadets to the affected areas until law enforcement has given the area official clearance.
- f. If the bomb threat was received by phone or in person, the person receiving the bomb threat will provide law enforcement with as much information as possible about the person who made the bomb threat – the person’s voice, the exact words, and any other information that may be significant for the police investigation.
- g. If the bomb threat was received in writing, the person receiving the bomb threat will retain all portions of the paper on which the threat was written, including the envelope if one was used.
- h. If a GYA staff member discovers any suspicious envelopes or packages, the GYA staff will not disturb the envelope or package, but will summon law enforcement to handle the incident by calling 911.

i. After the emergency has been handled, the GYA staff member who received the bomb threat or discovered the suspicious package will write an Incident Report giving the details of the incident and the actions taken to resolve the matter.

Disorderly Conduct

Hostages, Fights, and Other Disturbances - If any cadets hold a GYA staff member or other cadet hostage, engage in a fight or in behavior that could be described as a riot (a violent disturbance created by more than one cadet), or perform any similar actions, and the involved cadets do not respond to verbal commands to stop the behavior/disturbance, the following procedures will apply:

- a. GYA staff will summon assistance from other GYA staff via voice/speaker system/cell phone.
- b. GYA staff will secure all cadets in all barracks/classrooms as quickly as possible. The cadets will remain secured in the barracks until the situation is under control. If cadets are in school or other areas of the campus, GYA staff will maintain supervision of cadets in those locations until it is reasonably safe to return to them to their respective barracks or to any barracks/classrooms that are not directly involved in the disturbance.
- c. Cadre will bring the situation under control using the Use of Force guidelines outlined in academy SOP.
- d. Cadre will separate the perpetrators if possible, and house them in separate areas.
- e. GYA staff will attempt to counsel the cadets to calm their behavior.
- f. GYA staff who observed the riotous behavior will prepare Incident Reports regarding the details of the incident, paying particular attention to the identities of the perpetrators and their level of participation.

Earthquake

Evacuation Plan - In the event that cadets must be evacuated from the barracks/classrooms or from a specific area because of fire, earthquake, or any other emergency, the cadets will be housed as follows:

- a. If the fire, earthquake, or other emergency does not affect any barracks, cadets from the affected barracks will be housed in the barracks not affected.
 - For Classroom evacuation the announcement is made by administration using a school-wide sound system.
 - Students are told to secure their belongings, exit the classrooms and fall out into a company formation.
 - Campus/Base maps are posted at the doorways of all classrooms/school buildings.
 - Once in formation, a student count is made by platoon guides and given to cadre in charge.
 - Cadre confirm student count
 - Cadre/student platoon guides lead student platoons to barracks or other designated sites.
 - If required, platoon transportation is by bus. Busses are located in the gravel parking area directly in front of the school.

- b. If the fire, earthquake, or other emergency affects all units, cadets will be evacuated and transported to emergency facilities at Camp Roberts, CA.
- c. Cadre will take a copy of the Cadet Roster with them during any evacuation, even if the cadets will remain in a different facility.
- d. The school administration and National Guard administration are responsible for making arrangements for the safe evacuation of the cadets and GYA staff. All available GYA staff will assist in the evacuation.
- e. Once cadets have been evacuated, they will not be returned until the area has been declared to be safe.
- f. During and after the emergency, cadre will make sure all cadets are accounted for.
- g. As soon as the emergency condition no longer exists, GYA staff who discovered and/or handled the emergency will write an Incident Report regarding the details of the fire, the actions taken to handle the emergency, the cause of the fire if determined, and whether anything could have been done to prevent the fire.

Fire in Surrounding Area

Fire Safety Plan - Fire safety will be maintained in the following manner:

- a. It is the responsibility of all staff members to implement and maintain safety standards.
- b. Paper and other flammable materials will not be allowed to accumulate in the barracks, offices, storerooms, classrooms, restrooms or any other area.
- c. Chemicals and cleaning fluids will be properly labeled and stored pursuant to the manufacturers' instructions and kept in a locked location except when actually in use.
- d. Rags that have been used with any chemicals or cleaning fluids will not be left piled in any area. They must be laundered or disposed of properly in a timely manner.
- e. Electrical outlets will be properly maintained and circuits will not be overloaded.
- f. Electrical equipment will not be connected to electrical outlets if wires are exposed or other defects are evident. Defective equipment will be repaired or discarded as soon as the defect is observed.
- g. Smoke alarms will be tested at least once every six months and repaired or replaced as indicated.
- h. Diagrams with exit routes, alternate exit routes, and the locations of fire alarm pull boxes and fire extinguishers are posted in each barracks and in various locations throughout the area. See appendix for maps.
- i. The Principal and Vice Principal are responsible for conducting unannounced fire drills on a periodic basis. A fire drill will be conducted during the second week of the program at the school. Fire drills will involve the same procedure as for an actual fire (except that alarms and notifications should be simulated instead of real). Fire drills will be conducted and documented by the Commandant or designee for the barracks.

Fire - In the event of a fire, the following procedures will be followed, but the sequence may be altered depending on the severity of the fire:

- a. Staff will summon assistance in the fastest possible manner. There are Fire Alarm pull boxes in each barracks, on the walls at the Wagon Wheel and panic bars on the doors. There are also pull boxes at various locations. Whenever possible, cadre will activate the alarm box closest to the exit door that is most reasonable to be used based on the location of the fire. Staff will use the phone to call 911 immediately.

b. Cadets should be moved to safe areas immediately. The primary and secondary exit routes are posted in each barracks, each classroom, office and in various locations. Each GYA staff member should be familiar with the exit route for the area in which he or she is assigned.

(1) Staff will move cadets in an orderly fashion to the safest exit door. Cadets will be directed to remain absolutely quiet and to follow instructions exactly.

(2) At least one cadre will remain with the cadets who are preparing to exit the area, and another staff will systematically let other cadets out of the building to join the others.

(3) If necessary, cadets should be moved to the safest and most secure yard area until the emergency is over.

(4) GYA staff in unaffected areas will control the cadets in their areas and prepare to evacuate them.

c. All GYA staff will proceed to the exit door that provides for the safest evacuation of cadets and cadre in the affected unit.

d. If possible with minimal risk of injury, GYA staff should contain the fire. Shutting the door to the room where the fire is located can contain some fires.

e. Emergency fire sprinklers are located in some areas. They are designed to come on automatically and to disburse a large volume of water.

f. As soon as reasonably possible, the Principal/Commandant/shift NCOIC will notify the Director and/or the Duty Officer of the emergency, and will provide updates as indicated. The Principal will notify the Assistant Superintendent of Student Services and provide updates as indicated.

g. If any cadets or cadre are injured during the emergency, available GYA staff will provide emergency First Aid as indicated, and the school administration and National Guard administration will arrange for appropriate medical attention.

Fire on School Grounds

Fire Safety Plan - Fire safety will be maintained in the following manner:

a. It is the responsibility of all staff members to implement and maintain safety standards.

b. Paper and other flammable materials will not be allowed to accumulate in the barracks, offices, storerooms, classrooms, restrooms or any other area.

c. Chemicals and cleaning fluids will be properly labeled and stored pursuant to the manufacturers' instructions and kept in a locked location except when actually in use.

d. Rags that have been used with any chemicals or cleaning fluids will not be left piled in any area. They must be laundered or disposed of properly in a timely manner.

e. Electrical outlets will be properly maintained and circuits will not be overloaded.

f. Electrical equipment will not be connected to electrical outlets if wires are exposed or other defects are evident. Defective equipment will be repaired or discarded as soon as the defect is observed.

g. Smoke alarms will be tested at least once every six months and repaired or replaced as indicated.

h. Diagrams with exit routes, alternate exit routes, and the locations of fire alarm pull boxes and fire extinguishers are posted in each barracks and in various locations throughout the area. See appendix for maps.

i. The Principal and Vice Principal are responsible for conducting unannounced fire drills on a periodic basis. A fire drill will be conducted during the second week of the program at the school. Fire drills will involve the same procedure as for an actual fire (except that alarms and notifications should be simulated instead of real). Fire drills will be conducted and documented by the Commandant or designee for the barracks.

Loss or Failure Of Utilities

Loss of Power

a. For the safety and security of the cadets and staff, if the main power shuts down, all cadets will be directed to go to the barracks immediately. Cadre will remain in the barracks with cadets until power is restored or until arrangements are made for alternate housing.

b. GYA staff will also turn off all televisions, computers, and similar equipment to prevent damage to the equipment when the power is restored.

Pandemic

COVID-19 or Other Pandemic Response

Pandemic Protocols released from the SLO County Public Health Department for Schools will be strictly followed if a student or staff member has tested positive for an identified illness.

The Pathway Guidelines

- Pathway: If a staff member or student shows symptoms of COVID-19 or other identified illness, then we are directing them to stay home and seek a medical evaluation. Students or staff members may return to campus when they are fever free and related symptoms are alleviated.

In the case of a COVID-19 or other pandemic, GCCS is prepared to continue its educational program by holding classes remotely. This can be done for students who are impacted individually or in small groups or can be done school-wide for all students and/or staff.

Psychological Trauma

Other Mental Health Emergencies: Additional Procedures - Other Mental Health Emergencies will be defined as those in which the cadet presents an immediate danger to himself or others, or the cadet exhibits behavior that results in destruction of property or reveals the intent to cause self-inflicted physical harm. In these cases, the following procedures must be followed in addition to the basic procedures for Medical Emergencies:

a. Cadre will isolate the cadet from the other cadets and from the environment in which he or she is out of control. The cadet should be isolated in the manner that is the least restrictive and the most possible means to gain control of the situation.

b. The Principal/Commandant/shift NCOIC will contact the Counseling staff in addition to the medical staff. If necessary, the Psychological Emergency Team will be called.

c. Follow the same procedures outlined in Section 2.

d. As a result of any mental health emergency, mental health professionals may determine a cadet needs to be hospitalized. GYA staff will cooperate with mental health professionals to ensure the cadet is transported safely to the county mental health facility in San Luis Obispo.

e. Parents will be informed, as soon as possible, by the school administration or National Guard administration.

Unlawful Demonstration or Walkout

Disturbances - If any cadets engage in behavior that could be described as a riot (a violent disturbance created by more than one cadet), or perform any similar actions, and the involved cadets do not respond to verbal commands to stop the behavior/disturbance, the following procedures will apply:

- a. GYA staff will summon assistance from other GYA staff via voice/speaker system/cell phone.
- b. GYA staff will secure all cadets in all barracks/classrooms as quickly as possible. The cadets will remain secured in the barracks until the situation is under control. If cadets are in school or other areas of the campus, GYA staff will maintain supervision of cadets in those locations until it is reasonably safe to return to them to their respective barracks or to any barracks/classrooms that are not directly involved in the disturbance.
- c. Cadre will bring the situation under control using the Use of Force guidelines outlined in academy SOPs.
- d. Cadre will separate the perpetrators if possible, and house them in separate areas.
- e. GYA staff will attempt to counsel the cadets to calm their behavior.
- f. GYA staff who observed the riotous behavior will prepare Incident Reports regarding the details of the incident, paying particular attention to the identities of the perpetrators and their level of participation

Emergency Evacuation Map