**ACADEMY OF ACCELERATED LEARNING, INC.**
**BOARD POLICY MANUAL**
**POLICY GROUP – SCHOOL SAFETY AND SECURITY – REPORTING SERIOUS THREATS**
**RELATED SAFETY CODE REFERENCE: FFB – STUDENT WELFARE: CRISIS INTERVENTION**

## Section 1. Purpose of Policy

Through this policy, the Board of Directors (hereafter, the "Board") of Academy of Accelerated Learning, Inc. (hereafter, the "School") establishes a uniform process for receiving, immediately escalating, assessing, documenting, and responding to reports of serious threats to students, employees, visitors, School property, or School operations. The policy supports the School's multi-hazard emergency operations plan, Safe and Supportive School Program, behavioral threat assessment process, and coordination with law enforcement and emergency responders.

## Section 2. Applicability

This policy applies to all School campuses and facilities and to students, employees, contractors, volunteers, parents and guardians, visitors, and community members who observe, receive, or become aware of information indicating a serious threat connected to the School, a student, School personnel, School property, transportation, an activity, or an event.

## Section 3. Definitions

- Serious threat means a communicated, observed, or reasonably suspected act, plan, statement, behavior, or circumstance indicating a potential for serious bodily injury, death, targeted violence, use or possession of a weapon, explosive or incendiary device, active attack, credible bomb threat, or other substantial danger to a person or the School community.
- Imminent threat means a serious threat that appears immediate or is developing and requires emergency action without delay.
- Threat Assessment Team means the multidisciplinary Safe and Supportive School Program team established by the School in accordance with Texas Education Code § 37.115.
- Reporter means any person who submits or communicates information about a serious or suspected threat.

## Section 4. Duty to Report and Emergency Action

Any employee, contractor, or volunteer who observes, receives, or reasonably suspects a serious threat shall report it immediately. If the danger is imminent, the person shall first call 911 or otherwise contact law enforcement, initiate or follow applicable emergency procedures when authorized, and notify the campus principal or administrator in charge as soon as safely possible. No person shall delay an emergency report while attempting to investigate, verify, resolve, or assess credibility independently.

### Section 5. Reporting Channels

Reports may be made to a campus principal, the Superintendent/CEO, the Director of Operations and designated School Safety and Security Coordinator, a member of the Threat Assessment Team, security personnel, or law enforcement. The School shall also maintain an anonymous reporting method for suspicious, dangerous, violent, or unlawful activity that occurs or is threatened to occur on School property or relates to a student or School personnel, consistent with Texas Education Code § 37.220. Anonymous reports shall be reviewed promptly; anonymity does not replace the duty to call 911 when danger is imminent.

## Section 6. Assigned Responsibilities

- All employees, contractors, and volunteers: Immediately report known or suspected serious threats, preserve relevant information, follow emergency directives, and avoid conducting an independent threat investigation.
- Campus Principal or administrator in charge: Ensure immediate protective action; contact 911 or law enforcement when warranted; notify the Superintendent/CEO and Director of Operations without delay; secure available evidence; make required parent or guardian notifications in coordination with administration; and refer the matter to the Threat Assessment Team.
- Superintendent/CEO: Exercise executive oversight; ensure the emergency operations plan and chain of command are activated as appropriate; authorize districtwide protective, operational, and public communication decisions; ensure required notifications to the Board and governmental authorities; and designate alternates when responsible officials are unavailable.
- Director of Operations and designated School Safety and Security Coordinator: Serve as the district-level coordinator for serious-threat reports; coordinate with principals, security personnel, law enforcement, emergency management, and the Threat Assessment Team; ensure incident documentation, operational follow-through, required reporting, and after-action review; and maintain alignment with the School's emergency operations plan and active-threat annex.
- Threat Assessment Team: Conduct the behavioral threat assessment and case-management process required by Texas Education Code § 37.115; distinguish between making a threat and posing a threat; identify intervention, supervision, support, referral, and safety measures; notify appropriate persons and law enforcement as required; and maintain records in the School's approved case-management system.

- Security personnel: Take immediate protective action within training and authority, contact law enforcement or emergency services when necessary, preserve the scene, and promptly report to the principal and Director of Operations.
- **Public Information Officer or Superintendent/CEO designee:** Coordinate parent, employee, media, and public communications under the emergency operations plan and Board Policy on Real-Time Parent Notification while protecting confidential and security-sensitive information.

**Section 7. Assessment and Response**

The principal or district coordinator shall promptly triage each report for emergency action and referral. The Threat Assessment Team shall use the School's state-aligned procedures to gather relevant information, assess whether a person poses a threat, and develop an individualized management and support plan when appropriate. Responses may include emergency action, law-enforcement referral, increased supervision, safety planning, disciplinary action consistent with law and the Student Code of Conduct, mental health or community referral subject to applicable consent requirements, parent or guardian notification, and continuing case management. A threat assessment is a prevention and support process and does not replace emergency response, criminal investigation, special education duties, or required disciplinary procedures.

**Section 8. Law Enforcement and Required Notifications**

The School shall immediately involve law enforcement when a report indicates an imminent threat, a weapon, suspected criminal conduct, or another circumstance requiring emergency assistance. Administration shall provide information to law enforcement and emergency responders as authorized by law and shall not obstruct or duplicate a criminal investigation. Parent or guardian, employee, Board, agency, and public notifications shall be made by the responsible official when required by law, the emergency operations plan, Board policy, or the circumstances, while protecting confidential student information and operational security.

**Section 9. Student Protections and Special Circumstances**

Reports shall be evaluated objectively and without discrimination. When a student receiving special education or Section 504 services is the subject of a threat assessment, the School shall include or consult personnel with the legally required knowledge of the student's disability and its manifestations and shall comply with applicable procedural protections. Good-faith reporting shall not, by itself, be treated as misconduct. Knowingly, false reports may result in disciplinary or legal consequences consistent with law.

### Section 10. Confidentiality, Evidence, and Records

The School shall protect the identity of a reporter to the extent permitted by law and operational necessity but shall not promise absolute confidentiality. Employees shall preserve relevant writings, electronic messages, photographs, recordings, social-media content, objects, and other available evidence without altering or broadly distributing them. Reports, triage decisions, notifications, assessments, interventions, law-enforcement contacts, and case outcomes shall be documented in the School's approved incident or case-management system and retained in accordance with law and the School's records-retention schedule. Records shall be disclosed only as permitted or required by FERPA, applicable state confidentiality law, and emergency or law-enforcement exceptions.

### Section 11. Training, Communication, and Non-Retaliation

The Superintendent/CEO or designee shall ensure that employees receive periodic training on recognizing and reporting concerning behavior, emergency escalation, anonymous reporting, evidence preservation, confidentiality, and the roles of the Threat Assessment Team. The School shall communicate age-appropriate reporting options to students and provide reporting information to families. Retaliation against a person for making a good-faith report or participating in an assessment or investigation is prohibited and shall be addressed promptly.

### Section 12. Legal References

- Texas Education Code § 12.104(b), provisions applicable to open-enrollment charter schools.
- Texas Education Code § 37.108, multi-hazard emergency operations planning and emergency communications.
- Texas Education Code § 37.109, School Safety and Security Committee responsibilities.
- Texas Education Code § 37.115, Threat Assessment and Safe and Supportive School Program and Team.
- Texas Education Code § 37.220, anonymous reporting of suspicious, dangerous, violent, or unlawful activity.
- Texas Education Code §§ 37.001, 37.006, and 37.007, Student Code of Conduct and applicable disciplinary requirements.
- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and 34 C.F.R. Part 99.
- Applicable Texas Education Agency and Texas School Safety Center rules, directives, model materials, and guidance.