PINNACLE
CHARTER SCHOOLS

Crime Reporting, School Safety, and Public Communications Policy

School Year 2026–2027

1. Purpose and Commitment

Pinnacle Charter Schools is committed to providing a safe, secure, and respectful educational environment for all students, employees, parents, guardians, and visitors. This policy applies to all Pinnacle Charter Schools campuses and Pinnacle Online School.

Pinnacle Charter Schools prohibits violence, threats, criminal activity, bullying, harassment, intimidation, and conduct that endangers the safety or well-being of the school community.

School safety is a shared responsibility. Students, families, employees, and administrators are expected to work together to prevent unsafe conduct, report concerns promptly, and support appropriate responses.

2. Responsibilities of Students, Parents, and Guardians

Student Responsibilities

Students are expected to:

- Follow school rules, the Student Code of Conduct, and established safety procedures.
- Refrain from violence, threats, bullying, harassment, intimidation, possession of prohibited weapons, and other unlawful or unsafe conduct.
- Promptly report suspected criminal activity, threats, bullying, or other serious safety concerns to a teacher, school administrator, or designated school employee.
- Cooperate with school personnel and appropriate authorities during safety-related inquiries and investigations.

- Respect the rights, privacy, and personal safety of other students, employees, and visitors.
- Use school technology, MStar LSP, and electronic communications responsibly and refrain from threatening, harassing, or unlawful conduct in online environments.

Parent and Guardian Responsibilities

Parents and guardians are expected to:

- Encourage their children to follow school rules, safety procedures, and the Student Code of Conduct.
- Promptly inform school administration of known threats, suspected criminal activity, bullying, harassment, or other serious safety concerns.
- Cooperate with school administration in addressing student conduct and safety incidents.
- Discuss responsible behavior, respect for others, and appropriate use of technology and social media with their children.
- Maintain current emergency contact information and respond promptly to school communications concerning student safety.
- Support school efforts to prevent violence, intimidation, and unlawful conduct.

These expectations promote shared responsibility and do not replace the school's legal duties to report and respond to qualifying incidents.

3. Reporting Crimes and Serious Threats

Pinnacle Charter Schools requires the reporting of suspected crimes and serious threats covered by Arizona law, including conduct involving:

- Serious offenses as defined under Arizona law;
- Deadly weapons or dangerous instruments;
- Serious physical injury; or
- Threats of death or serious physical injury to students, employees, or other persons on school property.

Employees who become aware of such incidents shall immediately notify the designated school administrator and ensure that required reports are made to the

appropriate law enforcement agency.

In an emergency involving immediate danger, employees, students, parents, and visitors should contact 911.

Nothing in this policy prevents any individual from independently reporting suspected criminal activity to law enforcement.

4. Designated Reporting Responsibilities

The Principal or designated Site Administrator at each Pinnacle Charter Schools location shall be responsible for coordinating the reporting of qualifying crimes and serious threats to local law enforcement.

Each school shall designate an alternate administrator to perform these responsibilities when the primary administrator is unavailable.

The designated administrator shall ensure that incidents are documented, required notifications are completed, and records are maintained in accordance with applicable law.

For Pinnacle Online School, the designated administrator shall coordinate responses to reportable incidents connected with school activities and refer matters to the appropriate authorities.

5. Reporting Suspected Child Abuse or Neglect

Pinnacle Charter Schools requires employees and other individuals subject to mandatory reporting laws to immediately report suspected child abuse or neglect to the appropriate authorities, as required by ARS Section 13-3620.

Reports must be made directly to the legally appropriate authority. Notification to school administration does not replace an individual's mandatory reporting responsibility.

Allegations involving school employees or other school personnel shall also be addressed under applicable Arizona reporting requirements.

6. Parent and Guardian Notification

Pinnacle Charter Schools shall notify parents or guardians of students involved in

suspected crimes or qualifying incidents when required by Arizona law.

Such notifications shall be made by authorized school personnel while protecting confidential information and the privacy rights of other students.

7. Incident Documentation and Recordkeeping

Pinnacle Charter Schools shall maintain appropriate documentation of reported incidents, including the nature of the incident, date, location, individuals involved, actions taken, and notifications made to law enforcement or other authorities.

Records shall be maintained securely and made available only to authorized individuals or agencies as permitted or required by law.

Required records concerning employee disciplinary action for violations of applicable crime-reporting procedures shall be maintained and disclosed as required by Arizona law.

8. Investigation, Discipline, and Accountability

Pinnacle Charter Schools shall review reported incidents promptly, fairly, and objectively.

Appropriate disciplinary or corrective action may be taken in accordance with school policies, applicable laws, and the circumstances of each incident.

School personnel shall cooperate with authorized investigations and shall not conceal information, discourage legally required reporting, or retaliate against individuals who report concerns in good faith.

9. Official School Representative and Media Communications

The Office of the Assistant Vice President shall serve as the designated official representative and spokesperson for all Pinnacle Charter Schools concerning school safety incidents, crime-related matters, and related public or media communications.

The individual holding the position of Assistant Vice President shall assume these responsibilities throughout their tenure. Changes in personnel shall not require an amendment to this policy.

All requests for official statements, interviews, or comments from news organizations and other media representatives shall be referred to the Assistant Vice President.

The Assistant Vice President shall coordinate with school administration, legal counsel, law enforcement, and other appropriate authorities when necessary to ensure that public communications are accurate, consistent, responsible, and compliant with applicable confidentiality requirements.

No employee shall issue an unauthorized official statement on behalf of Pinnacle Charter Schools.

These communication responsibilities shall not restrict or delay mandatory reporting to law enforcement, child protection authorities, or other government agencies.

10. Confidentiality and Student Privacy

Pinnacle Charter Schools shall protect student education records and confidential information in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Information concerning incidents, investigations, disciplinary matters, or students shall be disclosed only when authorized or required by law.

11. Policy Implementation and Public Availability

School administration shall ensure that employees are informed of their reporting responsibilities and that designated personnel understand the procedures for responding to suspected crimes and serious threats.

Pinnacle Charter Schools shall maintain this policy and its required reporting procedures on the school website in accordance with applicable Arizona requirements.

The policy shall be reviewed periodically and updated as necessary to reflect changes in applicable laws, school operations, or reporting procedures.

12. Legal Compliance

This policy shall be administered in accordance with applicable Arizona and federal laws, including:

- ARS Section 15-153 — Crime reporting policies and procedures.
- ARS Section 15-341(A)(30) — Reporting specified serious crimes and threats.
- ARS Section 13-706 — Serious offenses.
- ARS Section 13-3620 — Mandatory reporting of suspected child abuse or neglect.
- ARS Section 15-514 — Reporting certain misconduct involving minors.
- 20 USC Section 1232g and 34 CFR Part 99 — Family Educational Rights and Privacy Act (FERPA).

13. Continuing Commitment

Pinnacle Charter Schools is committed to maintaining a safe educational environment through responsible conduct, timely reporting, appropriate intervention, and cooperation with students, families, law enforcement, and other authorities.

The safety and well-being of our students, employees, and school community remain a priority.