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# Board of Directors Incident Reporting Policy

## When OEI-defined material incidents (listed below) arise, the CEO or organizational designee shall inform OEI of the incident along with the School's and/or Board's response or plan to keep everyone informed within 24 hours of learning of the incident. Any additional information critical to the context of the incident gathered or discovered after the initial report will also be shared with OEI within a 24-hour window. A School-OEI communication log will be kept by the school, recording all reporting conversations. An incident call log will also be kept by the school as it pertains to incident reporting. Both call logs will be housed in Board on Track with a copy of this plan.

Below is a non-exhaustive list of incidents as defined by OEI:

* + - PSOE shall notify the OEI Charter Schools Director within five (5) business days of either a school, school staff member or any PSOE school board member (acting in his or her capacity as a member of the School Board) being named as a plaintiff or defendant in any court proceeding or as the subject of any administrative enforcement proceeding arising from the operation of the school.
    - PSOE shall notify the OEI Charter Schools Director immediately as to any of the following:
      * Any material change in the availability or condition of the physical plant, such as through flood, fire, or other unanticipated circumstance;
      * Any allegation that the school or the lessor has breached any lease, deed or other land use agreement concerning the physical plant; or
      * Any proposal to move any of the PSOE schools from its current facility to another or from its current location to another.
    - Building-level safety threats
    - Presence of the following on-campus: guns, drugs, weapons, bombs
    - Inappropriate teacher-student relations (verbal, virtual, and/or physical outlawed behaviors)
    - Evidence of current or potential threat to students during field trips/excursions while affiliated with a PSOE school
    - Student body/staff discourse that results in school lock-down
    - Any threat to endanger the life of school staff, students, and/or administration
    - Any foreseeable threat of school dissolution or closure
    - Threats/physical harm to a PSOE school building
      * Theft
      * Significant vandalism
      * Building or software malfunction that could potentially endanger students, staff, and/or administration
    - Loss of or lapse in insurance coverage
    - Loss of or lapse in 501c3 status
    - Number of active board members falls below the minimum threshold required in the bylaws
    - Homicide involving students, staff, and/or faculty (on or off campus)
    - Any incident which could be reported to a news source

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*Transform communities by changing lives.*

# School-OEI Communication Log



**Constituent Communication Log**

