

PACIFIC COAST CHARTER SCHOOL
COMPREHENSIVE SAFE SCHOOL PLAN

2016-2017

MISSION STATEMENT:

Pacific Coast Charter School is a unique blend of home, community and campus-based learning that gives K-12 students the opportunity to realize their potential through personalized educational plans which complement their diverse learning styles. PCCS promotes strong family and community relationships, academic achievement, independence, confidence, respect, responsibility, and self-directed learning.

ASSESS CURRENT STATUS OF SCHOOL CRIME

PCCS serves 303 students in grades K-12. Students are drawn from a wide range of economic and cultural backgrounds. School crime reports are submitted to the PVUSD Child Welfare and Attendance office. We have very few reportable incidents of crime. Those that we had were as follows:

- 2013-2014 Two computers were stolen out of the office over the summer.
- 2014-2015 Student suspended ½ day for having marijuana
- 2015-2016 Student suspended 2 days for fighting

INTEGRATING SCHOOL SAFETY WITH ALL OTHER SCHOOL PLANS

Our safety plan has been developed by a sub-committee of our Governing Council and approved by Governing Council.

The Pacific Coast Charter plan will integrate safe school planning and funding with all school and community planning efforts.

Our safety plan meets requirements for current federal, state and local safe school initiatives. This document may be useful in providing data for seeking funding sources.

PROGRAMS AND STRATEGIES TO PROVIDE SCHOOL SAFETY

- Partnership with Pajaro Valley Prevention and Student Assistance.
- Healthy Start referrals
(All of the above agencies assist with issues concerning, grief, suicide, gangs, eating disorders, etc.)
- Governing Council functions as a Site Safety Committee. A section on the meeting agenda addresses safety issues.
- PCCS Staff practices drills four times 1st Semester, and three times 2nd Semester. Drills practices are Fire, Earthquake, and Lockdown.

**PROCEDURES TO ENSURE A SAFE AND ORDERLY ENVIRONMENT
KNOWING EACH STUDENT**

The backgrounds of all students will be acknowledged, respected, and incorporated into the school curriculum and activities.

Curriculum and special programs will be designed and modified to address issues relevant to the student body (e.g., gangs, drugs, family structures).

Principal or principals' designee staff will be informed of court-ordered custody issues, restraining orders and other pertinent personal student safety issues or concerns.

Staff will receive ongoing in-service training to meet the needs of the student body.

Educational programs will be geared to specific health issues as outlined by the California Health Framework.

CREATING A NURTURING PHYSICAL ENVIRONMENT

The school will be an integral part of the district through its role in interagency efforts and community activities.

The school will seek the cooperation of nearby businesses to obtain information on possible student crimes and truancy. (Such cooperation discourages crime near school campuses – crimes that may affect the safety of persons on the school campus.)

The school will be alert to exposure to safety hazards, such as toxins or pesticides from nearby agricultural areas. The school is located in a semi-rural area in an office building.

Cameras are hung on the 1st Floor, of Eiskamp and Towers buildings.

The campus will be secure from criminal activity. Access signs will be displayed prominently at entry points (PC 627.2, 627.6, and EC 32211 [e]).

Physical conditions that could lead to accidental harm will be reported promptly by Pacific Coast Charter to PVUSD Maintenance & Operations.

School buildings and classrooms will be well maintained, attractive, and free of physical hazards and designed to prevent criminal activities.

The campus will be decorated promoting school spirit, showcasing student and staff achievements.

Standard incident-reporting procedures will be in place:

- **When students observe a problem they tell any adult on campus**
- **When staff, parents, or community members observe a problem on campus, they tell the office manager or the principal**
- **The office manager or principal will take appropriate action according to established procedures.**
- **In the event the principal is not on campus or is unavailable, a chain of command has been established as follows: Beth Dyer will handle situations needing immediate attention.**

Valuables and equipment will be inventoried properly, engraved for identification, and stored securely.

A crisis response plan will identify procedures to follow during 1) human emergencies, such as bomb threats, death of a student, suicide pacts, weapons on campus, and riots; and 2) natural emergencies, such as fires, earthquakes, and other natural disaster.

A flow chart for procedures dealing with suicidal student will be on file in the main office.

The alarm, fire extinguishers, and other safety equipment will be checked regularly by PVUSD.

MANAGEMENT AND DECISION MAKING STRUCTURE

The principal will:

- Provide strong leadership and a vision for school achievement, establish a positive style and tone, and set the direction for the school
- Facilitate shared decision making, involving the staff, students, parents, and community members
- Be readily available to all members of the school community and will be highly visible on the campus

In the event the principal is not on campus or is unavailable, a chain of command has been established as follows: Beth Dyer will handle situations needing immediate attention. (as stated above)

Procedures to be followed by Chain of command when Incidents occur:

- 1. Assess the situation**
- 2. If it's an Emergency:**
 - **Call 9-911**
 - **Follow Emergency Procedures**
 - **1st Peggy Raymond, Information Desk DO 786-2100 ext. 2760**
 - **2nd Rich Buse, Director of Purchasing/Risk Management 786-2100 ext. 2195**
- 3. If it's not an Emergency:**
 - **Listen and acknowledge the information**
 - **Document the verbal report and fill out an incident report if warranted**
 - **Notify all PCCS staff via email/radio or verbally if situation warrants**
 - **Notify the District Office of non-emergency situation if warranted**
 - **If administrative assistance is needed, call: Suzanne Smith, Director of Student Services (786-2100 ex. 2390), or Mark Brewer, Assistant Superintendent (786-2100 ex. 2395)**

Parents, students, and representatives from businesses, law enforcement and community agencies will be actively engaged in the planning and decision making process for the school, whenever appropriate.

Classroom conditions will provide an orderly learning environment, enhance the experience of learning, and promote positive interactions among students and staff.

Pacific Coast Charter School allocates resources and time to support professional development in curriculum and best practices in teaching and learning including issues for at risk students.

Students, parents, and staff will participate in yearly surveys, a component of which will be school safety.

The PCCS Governing Council consisting of parents, staff, students and community members will hold eight meetings a year to address school policies, including safety issues. The Governing Council will evaluate and amend the Comprehensive Safe School Plan as needed, at least once per year.

Consequences for violating behavioral and academic expectations will be fair and will be disseminated to students and staff at the beginning of each school year. (See "Discipline" section in plan.)

Policies and procedures will be established for reporting all criminal behavior on the school campus to the appropriate law enforcement agency.

Community support agencies, such as mental health, child protective services, and juvenile probation, will take part in school matters when needed.

CREATING A CARING AND CONNECTED SCHOOL CLIMATE

Students and staff will feel physically and psychologically secure from physical and verbal attacks.

Students, parents, and staff will work together to ensure that strategies are in place to build a sense of community within the school so that all can feel pride in their school and feel that they are important members of a team.

Students and staff will accept ownership of conditions and events that happen at school.

Adults will model respectful, positive behaviors when dealing with students.

Learning and productivity will be valued, and success will be expected of everyone.

Curricula will be designed to meet the diverse learning styles of students and individual needs.

Clear and positive academic expectations will be communicated to decrease the anxiety that occurs when academic standards are vague.

Students having academic or behavior problems are given extra support and time from staff and parent involvement.

Positive behavior will be rewarded frequently and publicly when appropriate; rewards will be varied and personal. Announcements of accomplishments are shared in the monthly Parent Newsletter, PCCS Website, and at Governing Council meetings. Meeting agendas are posted on the bulletin board outside the Eiskamp Resource Center. Pacific Coast Charter School holds an annual Award Ceremony recognizing academic achievements and individual behavior.

PACIFIC COAST CHARTER SCHOOL DISCIPLINE PLAN

Our program is designed to encourage self-directed learning and critical thinking. This carries over into discipline as our students are encouraged to maintain discipline and make appropriate choices.

We believe that:

- Children have dignity and worth
- Children can and should behave appropriately
- Discipline is a shared responsibility between the home and the school
- Both positive and negative behaviors should be acknowledged with appropriate responses
- An effective rational discipline program is a necessary element for a safe and productive learning environment

PCCS SCHOOL RULES

The rules at Pacific Coast Charter School are made and enforced so that all persons may have safe and productive experiences at the PCCS school site or school-sponsored events. In addition to the supervising teacher, one or more parents are present at the majority of PCCS school activities.

1. Students will not interfere with others' right to learn.
2. Students will be positive and supportive of others.
3. Students will complete and turn in assigned work on time.
4. Students will keep hands, feet and objects to oneself.
5. Students will use equipment properly and return books and supplies on time.

CONSEQUENCES FOR BREAKING RULES

PCCS is a home independent study program. Workshops, field trips, and school group activities are an optional enrichment privilege open to all students. High school students are required to attend some on-campus classes. When an infraction of the PCCS rules occurs:

- The supervising teacher sets the immediate consequence. If the student's parent is not present when the infraction occurs, the teacher will inform the parent of the situation, if warranted.
- The principal will be informed of repeated infractions and any infraction that affects the safety of others.
- The parent may be asked to attend all activities with the student to ensure that behavior is consistent with PCCS rules. If the student's behavior continues to be a disturbance, the student will be unable to participate in program activities for a period of time to be set by the supervising teacher, parent, and principal.
- PCCS will implement PVUSD policies on discipline.
- Serious infractions (e.g. fighting, severe defiance) will result in immediate action by the teacher and principal. In extreme cases, following District policies, suspension/expulsion will be utilized.

APPROPRIATE BEHAVIOR FOR STUDENTS WHILE ON CAMPUS

Upon enrollment, all students and parents are required to sign this behavior policy below.

Students need to remember that our school is located in an office building. They must be quiet in hallways. Loud voices and distracting movement disrupt class and office work.

Students **not** participating in workshops, classes or school-related business should not be on campus and need to go home. Parents need to be clear on students' schedules and pick them up promptly when classes are over. When students have extended breaks between workshops, they should come prepared to spend time studying or volunteering their time in the Resource Center, a supervising teacher, or the office. High school students may not bring friends onto campus who are not enrolled at PCCS nor may PCCS students visit other high school campuses.

Student visitors must have prior approval from the principal and supervising teacher before going to class. They must check in at the PCCS office (Eiskamp Bldg).

Please use only the second floor restrooms when in the Eiskamp Building.

Cell phones must be turned off when in classrooms, unless the teacher has gives specific permission. Cell phones may only be used in the hallways. Cell phone cameras may not be used on campus without permission.

Grades K-5: Closed Campus

Students may go to other locations in the Eiskamp or Towers Buildings only with their teacher, parent or a supervising adult. For safety reasons, parents are required to sign their children in and out of workshops and campus activities.

Grades 6-8: Semi-Closed Campus

Students need to be under the general supervision of an adult. They may not leave the Eiskamp Building except with written parent permission. They may purchase lunch in Natasha's Café next door in the Towers.

Break Options for Middle School Students:

- PCCS Resource Center/No food or drink allowed
- Seated quietly at table next to the elevator
- Natasha's Café
- Outside eating area at Natasha's
- Seated quietly in Computer Lab/no food or drink allowed

These are **NOT** options:

- Inside the stairwell
- The hallways
- Near front entrance of Eiskamp Building
- AM/PM Mini Market

Grades 9-12: Open Campus

Break Options for High School Students:

- PCCS Resource Center/No food or drink allowed
- Seated quietly at table next to the elevator
- Natasha's café
- Outside eating area
- Seated quietly in Computer Lab/no food or drink allowed
- Community Service on-campus activities for high school credit
- Off-campus locations with approval and knowledge of parents

Students may not drive other students to school sanctioned activities. Students driving students is against the law (unless it is a sibling with written permission).

These are **NOT** options:

- Inside the stairwells
- The hallways
- At **NO** time should students be in the Warehouse Dock area

STUDENT DRESS AND GROOMING GUIDELINES:

Pacific Coast Charter School believes appropriate dress is necessary to maintain a safe and healthy learning environment. Pacific Coast Charter School does not permit the following and enforces strict policy for appropriate dress on campus and at school functions in accordance with California Education Code (AB537, 35183, 35294.1.1): Zero tolerance for apparel, emblems, accessories, backpacks, binders, buttons, or other ornamentation that is gang-related, sexually suggestive, physically threatening, or that promotes violence, drugs, discrimination, alcohol, tobacco, profanity, or insults.

In addition:

- Undergarments, including bra straps and boxer shorts, must be completely covered by non-sheer clothing.
- Torso should be covered, including midriff and abdomen; no cleavage.
- Pants, shorts, and skirts must cover rear and undergarments, even when seated.
- Shoes must be worn at all times.

Students in violation of these guidelines will, for the *first offense*, be asked by teacher and/or principal to change into acceptable clothing, and parent will be notified. For *repeated offenses*, teacher or principal will notify parent(s) and they will complete a student behavior contract; student will need to change into acceptable clothing or be taken home. In addition, repeated infractions may result in exclusion from on-site classes, enrichment workshops, field trips, and/or off-campus school-sponsored activities.

If the student misses class time to deal with a Dress Code offense, the teacher can use discretion about allowing (or not allowing) the student to make up missed classwork.

For further information regarding the dress code, please call or email your school office or administrator at Pacific Coast Charter, 786-2180, or email Kim_Sweeney@pvusd.net.

PROCEDURES FOR NOTIFYING TEACHERS ABOUT DANGEROUS PUPILS

PCCS students' CUM folders and discipline reports are available to staff at all times. A copy of newly enrolled students' discipline reports are provided to the supervising teacher. Discipline information going back three years is kept in eSchool Plus as per Education Code PVUSD. Student Services shares confidential information to our school on students.

Classroom teachers, visiting instructors and substitutes will be informed of specific students as needed by the principal or office manager.

SEXUAL HARASSMENT POLICY

Each fall, the PVUSD Anti-Harassment Policy, including student-to-student harassment, is reviewed at a staff meeting. Copies of the information on procedures and the agendas from the staff meeting will be included in this year's plan.

Each year, parents and students are given a packet of materials as part of the enrollment process that includes a copy of the PVUSD anti-harassment policies and procedures.

CHILD ABUSE REPORTING

Each fall, child abuse reporting procedures are reviewed at a staff meeting.

PROCEDURES FOR SAFE INGRESS TO, AND EGRESS FROM SCHOOL

The PCCS campus is located at The Towers office complex. There are two driveways entering The Towers. The first floor of this building houses PVUSD district office staff. The four-story Towers Building houses district services on the first, second and fourth floors. The third floor houses private businesses. The Eiskamp Building is connected to the Towers Building by an enclosed hallway. All tenants of both buildings including PCCS are renters.

K-5 in Towers Building

K-5 students and teachers meet on the 2nd floor of the Towers Building. The primary access would be either by elevator or stairway, however, during an emergency the recommended exit would be by stairways located at either end of the building. All entries and hallways are lit.

6-12 in Eiskamp Building

Grades 6-12 and office staff meet in the top floor of the two-story Eiskamp Building attached to the four-story Towers Building. We have two entrances to the second floor Eiskamp campus. One entrance is an inside entrance via a stairway or elevator. At the opposite end of the building is an outside stairway. All entries and hallways are lit.

Most students are transported to and from school by their parents in private cars with the exception of some of our high school students who drive themselves. A few of our high school students use the public bus system which has a bus stop next to one of The Towers driveway entries.

VISITOR ACCESS

Visitors are welcome on our campus. Signs are posted at access sites asking visitors to sign in at the PCCS office. When we see visitors in the hall, staff members have been asked to ascertain if these visitors have business on our floor.

Occasionally, our classrooms in the Eiskamp Building are used by district employees for meetings. These rooms are booked by reservations made through the PCCS office manager. People attending meetings in these rooms are not visitors to our school, but are physically on our campus.

COMMUNICATIONS BETWEEN BUILDINGS

Communication options between buildings include telephone, e-mail and radios. All staff members will be trained and conduct drills as needed to insure staff is sufficiently prepared to respond or communicate in emergency situations.

If a phone is ringing repeatedly on a desk, pick it up. It may be an emergency call.

All staff members have been given whistles to use in emergencies, and the Eiskamp office has a bullhorn located with the First Aid Kit.

ACTIVATION OF EMERGENCY / DISASTER COMMUNICATION SYSTEM**First Priority:** Health and Safety of Students/Staff

Call 9-911—to activate the medical, fire, law enforcement, and emergency services

Call 9-911—for Police/Sheriff's Deputies

Second Priority: Notification of Immediate Supervisor

Principal, Kim Sweeney 786-2180 ex. 6175

Office Manager, 786-2180 ex. 6170

If Principal is not here: Beth Dyer 786-2180ex. 6157

Third Priority: Notification of District Administration

Call Assistant Superintendent, Mark Brewer: 786-2100, ex. 2395

Call Director of Purchasing, Rich Buse 786-2100 ex. 2195

Inform staff in person. Share photos of students. Keep private from students.

Contact police for updates, if they are involved.

Depending on situation: Use teamwork to make decisions such as canceling classes, etc. Error on the side of caution.

Other Emergency Numbers and Communication

- 1) Use black radio to make the following emergency contacts:

Channel 1: PCCS

Channel 5: Emergency Channel/District line

- 2) Use Emergency Red Phone from Crisis Response Box

Directions are located on the phone. The phone will be plugged into the fax line to communicate with the 'outside world' in the event of a power failure and/or failure of our site phone system. .