

# *COMPREHENSIVE SCHOOL SAFETY PLAN*

## *Part I – Public Components*

### *2019-2020*

**School:** Alternative Family Education/Branciforte Small Schools Campus

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## **Purpose of the Comprehensive School Safety Plan (CSSP)**

Sections 32280-32288 of the California Education Code outline the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a Comprehensive School Safety Plan relevant to the needs and resources of that particular school.

It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated Comprehensive School 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. Comprehensive School Safety Plans are required under SB 719 & AB 115 and must contain 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 (SARC).

A copy of the Comprehensive School Safety Plan Public Version – Part I is available for review at the Alternative Family Education/Branciforte Small Schools Campus office, and online at <http://bssc.sccs.net/cms/one.aspx?pageId=9004517>.

**Plan Development and Approval**

The Alternative Family Education/Branciforte Small Schools Campus Comprehensive School Safety Plan has been developed by:

- X School Site Council
- School Safety Planning Committee

Which includes the following members:

Name	Membership Role
Michelle McKinney	Principal or Principal's Designee
Peter Deutsch	Teacher from Alternative Family Education/Branciforte Small Schools Campus
Lori Kintz	Parent whose child attends the School
Gail Mabrouk	Classified Employee
Trevor Kendall	Law Enforcement Agency Representative
Hayley Kintz	Other

Key Dates of Plan Development and Approval	Date(s)
Meeting with representative of law enforcement agency to develop the Plan	February 4, 2019
Meeting at the school site to allow members of the public the opportunity to review and express opinions about the Plan	February 6, 2019
School Site Council approval of the Plan	February 6, 2019
School District Board approval of the Plan	February 20, 2019
Submission to Santa Cruz County Office of Education for audit review	

### Current Status of School Crime

This section presents data that will be analyzed to assess the current status of school crime committed on the Alternative Family Education/Branciforte Small Schools Campus campus and at school-related functions. Data presented include:

Incident Type	2015-16	2016-17	2017-18
Suspensions (Total #)	0	0	0
Expulsions (Total #)	0	0	0
Chronic Absentee Rate (%)	n/a	n/a	8.4%
Discipline for Bullying and Harassment (Total #)	1	0	0
Discipline for Fighting/Physical Harm (Total #)	0	0	0
Discipline for Substance Abuse (Total #)	0	0	0
Incidents involving Law Enforcement	0	0	0

Findings from the analysis of the data presented above include:

As an Independent Studies K-12 school, students earn attendance hours for K-8 and high school credits. As this is not a daily program and a school of choice, absenteeism is most often managed by students enrolling in more appropriate educational settings.
AFE has very few instances of bullying, harassment, fighting or physical harm in recent years. As a school community committed to Positive Discipline, Trauma Informed practices, and Restorative practices, most behavioral issues can be addressed in a timely manner.
As a small independent studies school, substance abuse is very rare, as every student is known well by a team of caring adults at the BSS campus.
As Positive Discipline, Trauma Informed practices, and Restorative practices are applied at AFE, there have been no incidents involving law enforcement.

Family and student survey  
results:

1. Safety of the physical  
environment = 94%  
satisfied/very satisfied

2. Safety of the  
socio-emotional  
environment = 92%

3. Student respect  
towards one another =  
89% satisfied/very  
satisfied

4. Feeling welcome at  
school/on campus =  
95% satisfied/very  
satisfied

## **School Safety Strategies and Programs**

Alternative Family Education/Branciforte Small Schools Campus is committed to school safety for all students, staff, and visitors. Many strategies and programs provide and maintain a high level of school safety.

## **School Vision/Mission Statement**

Providing a safe learning environment is a priority for staff, parents, students, and school community members. Alternative Family Education/Branciforte Small Schools Campus prepares students to be self-disciplined and responsible citizens who can meet the challenge of living in an ethnically and socio-economically diverse community. Alternative Family Education/Branciforte Small Schools Campus promotes caring and nurturing relationships and work cooperatively with parents, students, law enforcement representatives, and other community agencies. Alternative Family Education/Branciforte Small Schools Campus stresses prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety.

Programs are implemented to prevent drug, alcohol, and tobacco use. The Alternative Family Education/Branciforte Small Schools Campus discipline policy provides students with behavior guidelines that are aligned to the California Education Code and district policies. School-wide rules, classroom rules, the dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as to build protective factors leading to student success, both academically and socially.

Intervention and prevention programs focus on positive youth development. Alternative Family Education/Branciforte Small Schools Campus implements programs to create a positive school climate and promote social-emotional learning using research-based strategies. Alternative Family Education/Branciforte Small Schools Campus implements multi-tiered systems of support/response to intervention for students that promote high expectations, maintain student engagement in school, and provide systems for student success.

Strategies and programs unique to Alternative Family Education/Branciforte Small Schools Campus that provide a safe learning environment for all students, including specifically for LGBTQ students.

1. Restorative justice
2. Trauma-informed schools
3. Positive Discipline training for all families and staff
4. LGBTQ support- School mental health counselor, Rainbow Alliance Club

## **Child Abuse Reporting Procedures**

(EC 35294.2 [a] [2]; PC 11166)

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the principal's office. Board Policy 5141.4 addresses Child Abuse Prevention and Reporting and is included in the Appendix of the Comprehensive School Safety Plan.

## **Emergency/Disaster Preparedness Training Schedule**

Alternative Family Education/Branciforte Small Schools Campus will provide all students and staff with emergency/disaster preparedness training in a variety of procedures according to the following schedule:

<b>Training</b>	<b>Date(s)</b>
Fire Procedures	8/17/2018
Lock Down Procedures	8/17/2018
Code Red Procedures	8/17/2018
Shelter in Place Procedures	8/17/2018
Earthquake Emergency Procedures	8/17/2018

### **Procedures for Emergency Use by Public Agency – BP 3516**

As documented in Board Policy 3516, public agencies, including the American Red Cross, have permission to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. Board Policy 3516 is included in the Appendix.

### **Suspension/Expulsion Policies – BP 5144.1**

As documented in Board Policy 5144.1, the school desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. Board Policy 5144.1 is included in the Appendix.

### **Procedures to Notify Teachers of Dangerous Pupils – BP 5148**

As documented in Board Policy 5148, the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Board Policy 5148 is included in the Appendix.

### **Nondiscrimination/Harassment Policy – BP 5145.3**

As documented in Board Policy 5145.3, the Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Board Policy 5145.3 is included in the Appendix.

Strategies and programs unique to Alternative Family Education/Branciforte Small Schools Campus that provide a safe school environment for all students, including specifically for LGBTQ students.

#### **Dress Code – BP 5132**

As documented in Board Policy 5132, the Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students are prohibited from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Board Policy 5132 is included in the Appendix.

#### **Rules and Procedures for School Discipline – BP 5144**

As documented in Board Policy 5144, the Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

#### **Consultation, Cooperation and Coordination with other School Site Councils or School Safety Plan Committees**

Principal attended 12/12/18 training provided by Santa Cruz County Office of Education. Principals and assistant principals meeting time in SCCS was allocated to creating these plans. Districtwide collaboration on 1/17/19

#### **Bullying Prevention – BP 5131.2**

As documented in Board Policy 5131.2, the Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Board Policy 5131.2 is included in the Appendix.

Strategies and programs unique to Alternative Family Education/Branciforte Small Schools Campus that prevent bullying for all students, including specifically for LGBTQ students.

Administration responds immediately to all reports of bullying, conducts an investigation, and acts to provide support to the victim and aggressor.

### **Positive School Climate – BP 5137**

As documented in Board Policy 5137, the Board of Education desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools. Board Policy 5137 is included in the Appendix.

In 2017-18, staff and families completed campus climate surveys that demonstrated improvement in understanding of NSM (Neuro Sequential Model) and positive effects for students when they use of grounding strategies.

1. Community circles/Class Meetings
2. Positive Discipline
3. Trauma Informed Schools
4. Restorative Justice practices
5. Social/emotional curriculum

1. School counselor - meets with students on rotating schedule related to social and emotional issues like creating and maintaining friendships, family issues, etc.
2. SRO - the officer visits the campus regularly and assists in safety trainings and drills.
3. Consultants - provide professional development and parent education on topics related to school climate and safety.

Strategies and programs unique to Alternative Family Education/Branciforte Small Schools Campus that create a positive school climate for all students, including specifically for LGBTQ students.

At Alternative Family Education, there is ongoing and dedicated learning about LGBTQ student inclusivity and support by and for the whole school. This support is evidenced via staff knowledge of laws and policy, as well as expected behavior and interactions between students and staff. During a staff meeting in the fall, the principal presents a Power Point presentation on the Santa Cruz City Schools' policies regarding nondiscrimination and sexual harassment. To specifically address support for LGBTQ students, we have hired a mental health counselor who has expertise in supporting LGBTQ students. The school registrar is also in the process of establishing a Rainbow Alliance Club that will be open to students at all four schools on our site.

### **Uniform Complaint Procedure – BP 1312.3**

As documented in Board Policy 5137, the Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Board Policy 1312.3 is included in the Appendix.

Strategies and programs unique to Alternative Family Education/Branciforte Small Schools Campus that encourage early resolution of complaints for all students, including specifically for LGBTQ students.

If a complaint were to be brought to the school, the administration would work with SCCS personnel to support the complainant's needs. They might include Human Resources, Business and/or Educational Services departments.

### **Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act**

Pupils who have witnessed a violent act at school or at a school-sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found both positively and significantly associated with child psychological trauma symptoms and self-reported violent behavior, even after controlling for the effects of various demographic factors. Serious emotional and behavioral consequences can occur for students who are merely witnesses to violence (Flannery, D. J., Wester, K. L., & Singer, M. I., 2004).

Site-based collaboration is conducted to support any student who has witnessed a violent act and who needs support.

### **Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school**

In an effort to assure the safety and welfare of students, parents, and visitors to Alternative Family Education/Branciforte Small Schools Campus, the following procedures should be followed when traveling to and from the school site:

- Daily Bus Drop-off & Pick-up at School:
- Students Walking to School:
- Students and Adults visiting the school site after hours or on weekends:

Several procedures are in place to ensure the safety of students, parents, and employees who are traveling to and from Branciforte Small Schools Campus. Orange cones are placed in the rear parking lot during student drop-off and pick-up to ensure an orderly drop-off and pick-up. The campus security supervisor monitors drop-off and pick-up in the rear parking lot. The rear parking lot is well-lit during after-school hours and on weekends. The principal, school community coordinator, and/or school counselor are present in front of school during student pick-up. Costanoa is also a closed campus.

**Appendix**

**Board Policy 5141.4 Child Abuse Prevention and Reporting**

**Board Policy 3516 Emergencies and Disaster Preparedness**

**Board Policy 5144.1 Suspension and Expulsion/Due Process**

**Board Policy 4158 Employee Security/Teacher Notification**

**Board Policy 5145.3 Nondiscrimination/Harassment**

**Board Policy 5132 Dress and Grooming**

**Board Policy 5144 Discipline**

**Board Policy 5131.2 Bullying Prevention**

**Board Policy 5137 Positive School Climate**

**Board Policy 1312.3 Uniform Complaint Procedure**

