

Safe School Plan

March 1, 2015-March 1, 2016

Branciforte Small Schools Campus

Ark Independent Studies

Choice ❖ Challenge ❖ Support

840 North Branciforte Avenue

Santa Cruz, CA 95062

831-429-3898

www.arkis.santacruz.k12.ca.us

Alternative Family Education

840 North Branciforte Avenue

Santa Cruz, CA 95062

831-429-3898

www.afe.santacruz.k12.ca.us

Costanoa High School

Use your mind well. ❖ Do the right thing. ❖ Work hard.

840 North Branciforte Avenue

Santa Cruz, CA 95062

831-429-3898

www.costanoa.santacruz.k12.ca.us

Monarch Community School

840 North Branciforte Avenue

Santa Cruz, CA 95062

429-3898

www.monarch.santacruz.k12.ca.us

**BRANCIFORTE SMALL SCHOOLS CAMPUS
COMPREHENSIVE SCHOOL SAFETY PLAN
EFFECTIVE DATES**

March 1, 2015 – March 1, 2016

BRANCIFORTE SMALL SCHOOLS CAMPUS

Daniel Denton, Co-Principal
Lysa Tabachnick, Co-Principal

Plan Developed By	Title
Daniel Denton	Co-Principal
Lysa Tabachnick	Co-Principal
Barbara Poynter	Custodian
Eden Reiner	Campus Supervisor
Lisa Orozco	School Registrar
Michelle McKinney	Teacher – Monarch
Joanne Brown	Teacher – AFE
Sheila Cummings	Teacher – Costanoa
Margi Ilic	Teacher – Ark

Public Hearing Date

Site Council Approval

SANTA CRUZ CITY SCHOOLS DISTRICT COMPREHENSIVE SCHOOL SAFETY PLAN 2015 - 2016

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

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COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016 MEMBERSHIP

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

School Site Council or Delegated School Safety Planning Committee Members	Principal or designee	Classified Employee	Teacher Rep. of Cert. Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
Date:	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
(A)									
1. Daniel Denton	X								
2. Lysa Tabachnick	X								
3. Lori Balidoy				X					
4. Lindsey Balidoy								X	
5. Margi Ilic			X						
6. Steve Hambright						X			
7. Becky Steinbruner				X					
8. Joanne Brown			X						
9. Michelle Mckinney			X						
10. Barney Levy				X					
11. Sheila Cummings			X						
12. Lisa Orozco		X		X					

VISION STATEMENT:

Branciforte Small Schools Campus is a school where students and staff value and are committed to safety, the power of positive relationships, and student success. Students are able to learn and be successful when they feel safe and when they have positive relationships with their teachers and fellow students.

COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
DATA ANALYSIS

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

Data Source	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Ca. Healthy Kids Survey	X	NA	X	NA	To date February 1, 2015
Suspensions	22	12	17	16	13
Expulsions	2	2	3	4	2
Costanoa Parent Surveys	NA	X	X	X	X
Costanoa Student Survey	NA	X	X	X	X

DATA ANALYSIS

Conclusions from Data:

Data sources reviewed: Suspension and expulsion data, parent and student surveys.

In February 2014 we conducted the student and parent survey which 89% of the Spanish speaking respondents (parents) responded that they felt their children were safe at school. 63% of the English respondents responded that they felt their child was safe at school. 97% of the student respondents said that they felt safe at school either always or most of the time.

In 13-14, Suspension and expulsion data show that there were less suspensions across the campus. Parent and student survey data regarding safety from the different schools indicate that there is considerable feeling of safety, meaning that parents and students answered that they believe BSSC is a safe place. 60% of CHS students answered that they mostly feel safe at school. 91% of CHS English speaking parents responded that their child is safe from violence and bullying at school. 70% of CHS Spanish speaking parents responded that their child is safe from violence and bullying at school. It is worthy to note that 0% responded that this was rarely true.

In 12-13, data from the California Healthy Kids survey for Costanoa High School indicates 80% of the students related that they did not feel un-safe at school. Of that 80%, 34% were ambivalent saying that they neither agreed nor disagreed that they felt safe at school.

Suspension and expulsion data shows that the majority of behavior concerns stem from CHS.

In 12-13, Costanoa had 17 suspensions and 3 expulsions in 12-13 and 4 in 13-14. Additional behavior infractions have been recorded in the school's database and incidents documented so far have included: possession of an illegal substance, defiance, disruption of learning environment and use of an electronic device during class time.

Our conclusion is that most of the safety issues, as indicated by the suspension and expulsion data are at Costanoa. The number of disciplinary interventions varies from year to year. The behavior concerns seem to be primarily contained within Costanoa. The aim is to keep Costanoa and all of our schools as safe as possible. The main causes for suspensions revolve around tobacco, marijuana and paraphernalia. Mandatory counseling services are offered to the suspended students to help students cope without the use of tobacco or drugs. More services for mental health will be sought out for further support.

The consensus of the teachers and counseling team call for additional student support in the areas of social emotional health and stability. All teachers have noticed a large number of their students struggling with emotional regulation and anxiety. Through anecdotal information students themselves have voiced their appreciation of mindfulness, joven noble and xinachtli programs that help them manage their anxiety and stress.

COMPREHENSIVE SCHOOL SAFETY PLAN
March 2015 – March 2016
DATA ANALYSIS continued

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

Data sources reviewed: Suspension and expulsion data, parent and student surveys.

Areas of Pride and Strength

* BSSC is a member of the Coalition of Essential Schools (CES), an international educational organization that promotes small schools and authentic learning. A hallmark of CES schools is the focus on developing useful habits: use your mind well, do the right thing, work hard. These are the habits that bring students to success.

*BSSC are striving towards more interaction between all campuses.

* At BSSC we conference with families a minimum of three times a year. Phone interaction with families occurs at different rates at each school as needs differ between daily programs, Monarch and Costanoa, and Ark and AFE programs.

*We provide awards for excellent behavior.

*We make action plans for students and write them on behavior contracts/agreements.

*At Branciforte Small Schools Campus we work on safety and relationship building at all four of our schools.

Costanoa:

*Costanoa has recently focused on supporting students' social emotional health and staff are undergoing a full year of training on Positive Discipline.

*Even though the nature of continuation high schools, with a high transiency of students throughout the school year, we strive and have good success in establishing lasting positive relationships with a large portion of our students. In our 2015 CHS student survey results show that 94% of the student respondents reported feeling respected at school either always or most of the time; 84% of the student respondents reported feeling supported either always or most of the time. In our CHS student survey offered February 2014, 88% of the respondents answered that they felt supported at school, and 81% responded that they felt respected at school. This growth may be attributed to ongoing training in Positive Discipline which supports specific encouragement for students to continue to improve and helps teachers use more kind and firm language which guides students to make conscious choices in the class.

* New students who are screened and approved for enrollment participate in a probationary period during which they receive orientation and we assess their learning needs and their suitability for our campus.

* Programs that support our Costanoa students include Mindfulness, Resume Writing, Joven Noble, Xinachtli, Pacific Edge, and many ROP related opportunities and tutoring.

* At Costanoa P.A.T. members are trained to serve as resources for their peers who may not feel comfortable sharing concerns with adults at the school, they also can provide conflict resolution support when necessary.

- *Costanoa students volunteer to work as tutors and mentors at Monarch.
- *Most importantly, we genuinely accept and respect each student as an individual.

Monarch:

- * At Monarch, all incoming families are expected to participate in two full-days Positive Discipline Training Workshop. In addition, teachers implement a Build-an-Ally curriculum into the existing program.
- * Positive Discipline methods such as non-violent conflict resolution are reinforced by school administration to support and guide students in the problem solving process. This philosophy is based on the idea that all people need to feel significance and belonging in order to do their best which provides a foundation for a climate of mutual respect. In Monarch School this system has created an environment where there is a shared language for problem solving and conflict resolution.
- *Monarch staff continues to implement its anti bullying program from a variety of sources. Students are recognized for honoring the Bill of Rights at weekly all-school meetings, and positive behavior is reinforced by weekly time spent with the Co-principal.

Ark:

- *We recently added Cyber High as an option to our students.
- *Students must attend a once a week seminar class.
- *Relationship building with one on one meetings.

AFE:

- *Students are able to follow their interests and focus on classes that they find engaging.
- * Longevity among teachers and families in this program allows for a strong sense of community.
- *Once a week classes are offered to multi age groups.
- *Very close relationship building with families.

Monarch and **Costanoa** students take pride in the work they do together to create a positive school climate through multi -age activities and experiences on a variety of topics that build trust and relationship between our two schools. They share “buddy” classroom activities.

Areas we wish to Change:

- I. Expanding the interaction between students to include all of the BSSC schools.
- II. Reduce the number of students leaving Costanoa for other programs.
- III. We would like offer after school opportunities to encourage student engagement and success outside of the school day.
- IV. Provide Counseling services and training workshops that will support students’ mental health.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component I – People and Programs**

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

Component I: People and Programs
<p>Goal #1 To increase opportunities for students, parents and/or teachers to attend workshops, presentations or sessions that will help create a healthy mental health aware community. Through these efforts students will not feel stigmatized or labeled about mental health concerns and they will be able to ask for support. We will gauge the number of self-referrals from quarter to quarter to see what areas of mental health need more support and additional counseling</p>
<p>Measurable Objectives:</p> <ul style="list-style-type: none"> a.) By February 2016, invite students to at least 3 presentations on how to strengthen their mental health and well-being during school hours. b.) By February 2016, invite parents to at least 3 presentations that will bring awareness to mental health concerns. c.) By February, present staff with tools and training that can help them work with students in their classroom and guide students to appropriate social services within our schools and community.
<p>Action Steps</p> <ol style="list-style-type: none"> 1. Work with District (Student Services (SS) and SpEd departments) sources that can support and guide a series of a minimum of topics that will help cover three topics directly relevant to BSSC students as assessed by survey and teacher/student/parent discussions. The results of the SEHS conducted at the beginning of the year, helped identify areas of personal strength and across the District the three lowest areas were zest, perseverance and self-control. We will work with our SS and SpEd departments to help identify lessons/units/programs that will help us better address these areas and incorporate them into the teaching to help improve those areas of strength. We will conduct an end of the year SEHS to see if there was any growth, specifically in the areas we focused on. An action step has to be clear. What will you do? Does Student Services and Special Ed know? Did they agree to help? Otherwise your goal will not be reached. 2. Provide parents with access to support groups that can help increase positive communication with their students. Cara y Corazon is a parent support group currently working with our Spanish speaking community, we also have a Positive Discipline parent support group to help parents of teens with their relationships with their teen agers. 3. Create a Professional Development plan that will support BSSC staff to participate in Positive Discipline trainings, and have access to a list of interventions within the school and out in the community. above. Discipline referrals will be monitored from the first quarter and the fourth quarter to see change. Staff completion of Positive Discipline survey.

Positive Discipline checklist by individual teachers and another by the administrator to view thoroughness of implementation. CHS student survey will help see evidence in our culture and climate questions. In regards to the school and community resources, we will monitor counseling referrals for in-house services and outside community referrals. Already, 5 teachers at the site have attended the “Seeking Safety” training held by the county.

4. Build student groups that will build capacity from peer to peer and expand the number of students that go through the trainings with time. To teach listening, interaction, and conversational skills to our students so that they can support new students in their transition to Costanoa. In addition, train students to become advocates for their peers and become a voice when necessary for those not able to voice their challenges to adults, and peers if necessary.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT**

**Component I
PEOPLE AND PROGRAMS, Continued**

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

Who will take the lead	Daniel Denton/Lysa Tabachnik
Completion Date and Budget	FebruaryMarch 1, 2016
Resources Needed	Presenters for Mental Health topics Positive Discipline Workshops Community resource listings Advisors for student groups/clubs
How we will Monitor and evaluate	Accounting of student attendance and participation at presentations. Parent attendance and feedback from presentations and group sessions Teacher attendance and participation at Positive Discipline trainings Student feedback in class/group meetings Parent and student surveys

COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016

GOALS, STRATEGIES AND ACTIVITIES

FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component II - Place

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

<p>Component II: Place - <i>Have at least one goal, measurable objective and activity for each component</i></p>
<p>Goal #1 – BSSC Culture and Climate will maintain an 80% positive response from students and parents as measured by our school’s student and parent surveys.</p>
<p>Measurable Objective Based on student and parent responses from year to year, BSSC will maintain a positive school culture and climate with a minimum of an 80% average from respondents.</p>
<p>Action Steps</p> <ol style="list-style-type: none"> 1.0 Students will have access to leadership and support groups at the school to help support them with social emotional concerns. (PAT, JSA, Rainbow Alliance, Student Leadership, etc) 2.0 Teachers will support all student groups by becoming advisors and providing groups with material support in the way of rooms for meetings, to help facilitate and/or navigate organizational barriers. All teachers will support at least one student created group or create an interest based groups that will invite participation from students at large. 3.0 Administration will support and encourage student groups to form and continue. Find out what student’s interests are through discussions and intervention activities to tap into their interests and passions. Through Joven Noble, we found that students want more culturally relevant material that they can relate to. Through mindfulness sessions we found that many students benefit from this practice. To present each teacher with topics of interest to the students and have them become the advisor to those groups. 4.0 Parent support groups will also be supported and encouraged to hold events at BSSC. To invite and promote the Parents of Teens and Cara y Corazon sessions to our BSSC parent community. To ensure that monthly sessions are available to English and Spanish families, and that they have multiple offering through the school year.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015 -2016
GOALS, STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT**

Component II Place, Continued

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

Who will take the lead	Daniel Denton/Lysa Tabachnick
Completion Date and Budget	March 1, 2016
Resources Needed	Access to: facilities as necessary, guest speakers, community support groups, County Office of Education
How we will Monitor and evaluate	Creation and participation in groups Attendance to group meetings Ongoing student parent input (during their meeting times) Yearly student and parent surveys.

COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016

COMMUNICATION OF THE PLAN

BRANCIFORTE SMALL SCHOOLS CAMPUS

	School/Site	Ark MCS AFE CHS
Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i>	Date of Public Hearing Site of Public Hearing The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> • Local Mayor • Representative of the local school employee organization • A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs • A representative of each teacher organization at the school site • A representative of the student body government • All persons who have indicated they want to be notified 	BSSC, 840 Branciforte
	The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"> • A representative of the local churches • Local civic leaders • Local business organizations • In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i> 	
Review of Progress for Last Year	Name: Daniel Denton	Date:
Law Enforcement Review	Name:	Date:
Site Council Approval	Name:	Date:
School Board Approval	Name:	Date:

COMPREHENSIVE SCHOOL SAFETY PLAN EVALUATION OF THE PLAN 2014-2015

BRANCIFORTE SMALL SCHOOLS CAMPUS

School/Site

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<p>How was the previous plan monitored? The plan was monitored by the each of the four staffs at BSSC.</p>
<p>What progress was made on Component 1? Objective 1- Students from all campuses were invited to several presentations around mental health, access to support and social services. Some teachers invited speakers to their classrooms. Objective 2-Was met, but not well attended by all BSSC parents. Parents were invited to several presentations and talks to help them support their youth with social emotional needs. Objective 3-Was met, Teachers were made aware of intervention resources on our campus that could be made available to students, in addition, trainings were also offered to several of the campuses related to positive discipline to support them in the classroom.</p>
<p>What progress was made on Component 2? Objective 1-Was not met, where the target was to have less than 5% of student suspensions to be gang related events, 3/13 or, 23% of the students were suspended due to gang related events. Objective 2-Was attempted but not met due to lack of student interest in after-school, school related events, courses. The team realized that the 3 gang related incidents occurred at another campus where our students went to, looking for an alleged gang member. We believe that because of our dress code, while at BSSC, students maintain their neutrality in their outward appearance. The lesson learned is that the teaching of the habits of heart, mind and work need to be more explicitly taught and modeled. This year it is a school expectation that each teacher explicitly focus on one of the habits for each lesson We have found it near impossible to have students stay after school hours. Only very few students would stay and not necessarily those who need the after school support. There is little motivation for students to stay for something that is not mandatory, and if they are made to go to something they disrupt that activity to no end.</p>

Emergency Drills Plan 2015-2016

Branciforte Small Schools Campus

TO BE ADJUSTED AS 2015-16 CALENDAR IS BOARD APPROVED

Type	Monarch	AFE, Ark, CHS
Fire	<i>1 per month</i>	<i>2 times / year</i>
	Tues., September 16th, 9:50am	
	Friday, October 10th, 10:40a.m – pull alarm	Friday, October 10th, 10:40am – pull alarm
	Tuesday, November 18th, 2:00	-----
	Thurs., December 18th, 9:45am	-----
	Wed., January 14th 9:30 am	-----
	Friday, February 13th, 11:50am– pull alarm	Friday, February 13th, 11:50am– pull alarm
	Thurs., March 12th, 8:40am	-----
	Wed., April 8th, 9:45pm	-----
	Thurs., May 21st, 11:15 am	-----
Earthquake	<i>4 times / year</i>	<i>2 times / year</i>
	Thursday, October 16th, 10:16 am	Thursday, October 16th, 10:16 am
	Friday, January 23rd, 10:40am	-----
	Friday, April 10th,9:50 am	Friday, April 10th, 9:50 am
	Thurs., May 7th, 9:45am	-----
Lockdown	<i>4 times / year</i>	<i>2 times / year</i>
	Thurs., Oct. 23th, 12:55pm	-----
	Wed., Nov., 19th, 9:50am (SRO present)	Wed., Nov., 19th, 9:50am (SRO present)
	Thur., March 19th, 9:50am (SRO present)	Thur., March 19th, 9:50am (SRO present)
	Mon., April 13th, 9:50am	-----

Administrative Backup/Notification

The first administrative backups are Kristen Pfothenauer and David Salles, Branciforte Middle School. Always notify the district office when time permits regarding a serious incident.

Safe Ingress and Egress

Students arrive and depart the school grounds in all directions. The school parking lot has ample space for safe drop off and pick-up by vehicle – we have a turnaround for vehicle and pedestrian safety. A white drop-off and pick-up zone is in front of the school. AFE has a parking lot with fencing and gates between the parking lot and the AFE campus. Monarch students only use the Monarch doorway to the main building, unless they are accompanied by an adult.

Mandated Reporters

Information regarding referrals to Child Protective Services can be found in the BSSC Staff Handbook. The presentation of this will be conducted during the 2 professional development days before the beginning of school, Dates to be determined after board approved calendar for year 2015-16.

Risk of Harm Protocol

Information regarding implementation of Risk of Harm Protocol can be found in the BSSC Staff Handbook. The presentation of this will be conducted during the 2 professional development days before the beginning of school, Dates to be determined after board approved calendar for year 2015-16.

Keys

- Duplicate set of keys or duplicate master keys that can open every space on campus are available on campus.
- Monarch staff members have keys to room 26 in case of need to lockdown from playground and cannot go into the big building.
- Costanoa PE teachers have keys to room 26 in case of need to lockdown from playground and cannot go into the big building.

Safe School Requirements

- Safe School Requirements are posted in every classroom.

First Aid Information

The “Pink Binder” (First Aid Standing Orders / Communicable Disease Guidelines) is located at the first aid station on the bookshelf in the health clerk’s workspace.

The following staff members are certified in first aid **pending recertification?**

Peter Deutsch*

Eden Reneiro (Trainer)*

Barbara Pointer

The following staff members have completed the Santa Cruz County Emergency Bystander First Aid and Automated External Defibrillator Device Training:

Peter Deutsch – AFE Teacher	Nereida Robles – CC. Counselor
Eden Reineiro – Campus Supervisor	Cynthia Carranco - Counselor
Aimee Stephens – Resource Teacher	Barbara Pointer- Head Custodian
Mollie Jarrow – AFE Staff	Lisa Orozco - Registrar
Staecie Brightman – Special Ed	James Dinkins – Special Ed

Interpreters

<u>Name</u>	<u>Language</u>
Anne Berne	Spanish and Portuguese
Denise Blair	Spanish
Jasmin Gerer	Spanish and German (native speaker)
Joanne Brown	Spanish
Mark Thomas	Spanish
Nancy Aylsworth	Portuguese
Barbara Pointer	Portuguese
Nereida Robles	Spanish
Lisa Orozco	Spanish
Cynthia Carranco	Spanish
Steve Hambright	Spanish
Alejandra Ruiz	Spanish

Communication Devices

The following staff members regularly carry a radio:

Daniel Denton	Co-Principal
Lysa Tabachnik	Co-Principal
Eden Reiner	Campus Supervisor
Barbara Pointer	Senior Custodian
Nereida Robles	School Community Coordinator (CHS)
Alejandra Ruiz	Attendance Clerk
Cynthia Carranco	Counselor
Lisa Orozco	Registrar
Carol Swain	Principal’s Secretary
Jolene Kemos	Librarian

CHS 3rd floor teachers have access to one in the main hallway custodial closet.

Monarch and 1st floor teachers have access to one in the Ocean classroom

AFE staff has access to a radio in the AFE Resource Center

Annually Updated Attachments

- ❑ School rules, including Personal Appearance Code. (See Costanoa Enrollment Packet)
- ❑ Emergency Organizational Chart
- ❑ Emergency Team List
- ❑ Evacuation Map(s)
- ❑ Emergency Telephone Tree
- ❑ Emergency Response Responsibilities document
- ❑ Safe School Plan Sign-off Sheet
- ❑ Minutes of Site Council or Safety Committee showing approval of the Plan
- ❑ Support Personnel Accountability Report Card (SPARC), secondary only and optional

Standing Attachments

- ❑ Risk of Harm Protocol
- ❑ Suspension and Expulsion Policy
- ❑ Child Abuse Policy
- ❑ Sexual Harassment Policy
- ❑ Tobacco Policy
- ❑ Substance Abuse Policy
- ❑ Procedures for notifying teachers about dangerous students
- ❑ Evacuation Tracking System (for tracking students into and out of a re-unification site) – system will include delineation of responsibility for taking student health information and medication to the evacuation site.
- ❑ Plan for proper maintenance and use of Restraining Orders

Note: A duplicate of the entire updated Emergency Plan should be on file in the Office of Human Resources and is therefore only referenced in this plan.