



# Chico Country Day School

## Safe School Plan

### 2016-2017



## **Vision and History of CCDS**

Chico Country Day School (CCDS), a public charter school, was established in 1996 by local teachers, parents, and community members. CCDS was unanimously re-approved by the Chico Unified School District March 25, 2015.

At CCDS, we have created a learning environment where children become literate, cultured, life-long learners who strive for academic excellence. Through a united school, parent, and community effort, CCDS emphasizes social consciousness and responsibility to a democratic society, self-confidence and compassion, and appreciation and respect for the natural world. The vision of CCDS is built on a foundation of Innovation and Connections that includes the following:

- Five Core Values
  - an unwavering belief in all students' potential
  - personal responsibility
  - respect for self, others, and community
  - teachers and students as designers
  - connecting character values to success
- Key Elements
  - voice, choice, and ownership
  - integration through inquiry projects
  - growth mindset
  - technology-enhanced learning
  - collaborative environment
  - real world connections
  - exhibitions and celebrations of learning
  - parents as partners

## **Mission**

The mission of Chico Country Day School (CCDS) is to provide a safe, joyful community where all learners are inspired to achieve their personal best.

In order for every child to reach his/her fullest potential, we embrace the following tenets:

- Every child must be held to clearly articulated, high expectations for achievement;
- The school, families, and community must collaborate to meet the cognitive, social, emotional, and physical needs of every child, and;
- Teachers and administrators must be engaged in a reflective and collaborative environment of ongoing professional development that is focused on student achievement.



## Facilities:

All facilities at the sites, 102 W. 11<sup>th</sup> Street and 1054 Broadway, are for the sole use of Chico Country Day School. This includes all buildings, classrooms, field space, parking lot, and common areas. Any group that desires to use these facilities must submit a written Facility Request Form (available online) describing the requested usage. Only usage that is consistent with the policies of CCDS will be allowed. Once approved by CCDS, all outside groups must turn in proof of insurance naming CCDS as Additional Insured. No outside groups will be allowed to use school facilities during regular school hours when school is in session.

## Emergency Information:

Families should access emergency information through the Aeries Parent Portal. Parents are asked to proof, make corrections, and complete data confirmation online. If we did not receive your child's updated information, you are required to contact the office. Please make sure your child's record is always updated with accurate information in the following areas:

- Home Address
- Home Telephone Number
- Work Phone Number
- Cell Phone Number (parent and student)
- Primary Email Address
- Names and phone numbers of people the school may contact in case of an emergency

## Emergency Release from School:

In case of an emergency, your child will only be released into the custody of those people who you have previously identified on the emergency information card. Proof of identification will be required. **Those NOT identified on the emergency information card can only pick up a child if the parent or guardian has sent a handwritten note or submitted an e-mail to the main office or ASP notifying the school of this person's identity; proof of identification will be required.** The school reserves the right to call the parents to confirm anyone who comes to pick up a child.

## Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any teacher or child care custodian who has knowledge



of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

- Employees may, but are not required, to report such incidents to the Administrator. Reporting such incidents to the Administrator does not relieve the Employee of responsibility to also immediately report such incidents to the appropriate child protective agency by telephone and to send a written report thereof within thirty-six (36) hours. Child protective agencies are the police, sheriff, probation, child protective services/welfare department.
- Child abuse is broadly defined as “a physical injury that is inflicted by other than accidental means on a child by another person” and includes:
  1. Physical abuse resulting in a non-accidental physical injury;
  2. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child;
  3. Sexual abuse including both sexual assault and sexual exploitation; and
  4. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment
- There is no duty for the reporter to contact the child’s parents. In fact, if a child is released to a peace officer or a child protective agency agent, the reporter shall not notify the parent as required in other instances of removal.
- When two or more persons who are required to report jointly have knowledge of or suspect an instance of child abuse, and when there is agreement among them, the telephone report may be made by any one of them who is selected by mutual agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then has a duty to make the report.
- The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties.



## **School Safety - Conditions for Classroom and School Visitation:**

While CCDS encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, CCDS also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment. If a parent or guardian wishes to visit CCDS to view the education program, assist teachers, or conduct school business, the visitor must follow the following procedures, which have been developed to ensure the safety of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 627, et. seq:

1. If a conference is desired, an appointment should be set with the teacher during non-instructional time in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher.
2. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds in a sign-in book. For purposes of school safety and security, a visitor's badge must be worn.
3. The Administrator, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
4. The Administrator or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
5. The Administrator or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Administrator or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
6. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Administrator or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Administrator or the Board Chair within five days after the denial or revocation. The Administrator or Board Chair shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Administrator shall be held within seven days after the Administrator receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the Chair receives the request.



7. The Administrator or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

8. No electronic listening, photographic, or recording devices may be used by students or visitors on school grounds or on school sponsored field trips and other school activities without the teacher's and/or Administrator's permission. Exception: Parents/guardians of currently enrolled CCDS students who have signed the "Conditions under which students may be photographed/filmed" section of the CCDS Student-Parent Handbook.

9. Visitors should only come onto campus for the purpose(s) they designate in the sign-in logbook. Visitors shall not get involved in situations which are the responsibilities of CCDS staff, such as directing other students and intervening in discipline situations. Visitors shall not share confidential information or student information with individuals who are not CCDS staff members.

10. Visitors shall not interfere with, disrupt, or in any way prevent or hinder a CCDS staff member in the performance of his/her job duties.

11. School age children shall not visit CCDS during regular CCDS school hours without prior permission from the school administration.

#### Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.

2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor that would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.



## **Behavioral Expectation:**

In order to ensure a quality learning environment, we provide all students with a safe and respectful school environment. CCDS has implemented a Positive Behavior Intervention Support Program with clear behavioral expectations. We believe that all our students can behave in a manner appropriate to school and that each student can be held accountable for their behavior. The universal behavior norms are to be safe, respectful, and responsible.

General rules for behavior and safety are:

1. Use equipment for the intended use.
2. Use appropriate language.
3. Follow staff directions.
4. Rough play is not allowed.
5. Treat others with respect.

Positive reinforcements may include:

1. Eagle Eyes are given to students who demonstrate our universal behaviors. Students may turn these in for special drawings.
2. Individual classroom incentives.

If students do not follow behavior norms, the following consequences may occur.

1. A warning given to the student.
2. Time out or loss of privilege.
3. Restorative task to address the behavior (i.e. pick-up trash, clean lunch tables)
4. Discipline Referral sent home/lunch detention for middle school
5. Parent conference with administration.
6. Suspension or expulsion from school.

Consequences will be issued at the discretion of staff members, depending on the situation and severity of offense. Administration reserves the right to determine the consequence as needed (i.e. loss of field trip privileges, supervised lunches in office, missing out on community service projects, detention, etc...).

Any student who is in possession of any weapon or other dangerous object of no reasonable use to the pupil will be recommended for expulsion from the school (Education Code 48915).



The behavioral plan will apply to students (EC 48900) while on school grounds, while going to and from school, during any school-sponsored activity, on field trips, and during any other school related event.

### **Suspension and Expulsion:**

The following behaviors may result in immediate suspension:

- Causing, attempting to cause, or threatening to cause physical harm to another person.
- Fighting/Bullying/Harassment
- Biting
- Forgery
- Disrupting school activities
- Defying the valid authority of a teacher, administrator, or other adult at the school
- Stealing or attempting to steal school or private property.
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual harassment, advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Using hate language
- Cyber Bullying

If a child is suspended, the parent/guardian will be called and a letter will be sent home with the child stating the violation and where the suspension is to take place. Regardless of where the suspension is to take place, a student who receives a suspension notice will be required to return home for the remainder of the day on which the violation is made and not return until the end of the suspension period.

Upon a student's third suspension in one year, the student will be referred to the Student Study Team. The Student Study Team, made up of the Administrator, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.), will meet to devise an intervention plan for the student. The Student Study Team reserves the right to follow the guidance of the school's Charter with regards to suspension, dismissal and expulsion.

### **Universal Norms for Chico Country Day School**





	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>All Common Areas and Classrooms</b>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and objects to self.</li> <li>• Walk to the right at all times.</li> <li>• Use equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice level.</li> <li>• Clean up after self.</li> </ul>	<ul style="list-style-type: none"> <li>• Take proper care of all school equipment.</li> <li>• Leave toys or other personal belongings at home.</li> </ul>
<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• When you arrive, put backpack in your designated area.</li> <li>• At dismissal, stay in the pick up zone on the campus side of the sidewalks.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener.</li> <li>• Hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>• Be in class line by the second bell.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Walk.</li> <li>• Report unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice level.</li> <li>• Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom for its intended purpose.</li> </ul>
<b>Cafeteria/Lunch Area</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to self.</li> <li>• Eat only your food.</li> <li>• Playground equipment is not permitted in eating areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice level.</li> <li>• Listen and follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until signal for dismissal.</li> <li>• Clean up trash and belongings. Pack it in, pack it out!</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to self.</li> <li>• Use playground equipment how and where it is intended</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice level.</li> <li>• Listen and follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment.</li> </ul>
<b>Passing Periods</b>	<ul style="list-style-type: none"> <li>• Keep your hands, feet and objects to self.</li> <li>• Walk to the right at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions the first time.</li> <li>• Help others.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your group or class when traveling together.</li> <li>• Travel on pathways destination to destination.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to self.</li> <li>• Use playground equipment how and where it is intended</li> <li>• Stay in assigned areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener.</li> </ul>	<ul style="list-style-type: none"> <li>• Freeze at the bell and return to class.</li> <li>• Return equipment.</li> </ul>



## **Dress Code:**

Objective: To promote a professional and respectful learning environment and readiness for the world of work.

1. Clothing must cover the body with no undergarments exposed.
  - a. No exposed midriff and/or cleavage.
  - b. No backless, strapless, tube tops and/or halter tops. Please note a bandeau is considered an undergarment.
  - c. Shorts must have a two-inch inseam/skirts must be longer than the student's thumb when arms are straightened.
2. Shoes or sandals must be worn at all times. All shoes must have a backs on them, no backless flip-flops or slides. Slippers and heelys (shoes with wheels) are not acceptable. Closed-toed shoes must be in student's possession daily for required P.E, walking field trips, and some electives.
3. Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane content are not allowed.

If a student comes to school in clothing that does not adhere to the above dress code, parents will be contacted and asked to either take your child home or bring a change of clothes for him/her. The student will be provided with appropriate clothing until the parent arrives.

## **Safe Schools Partnership:**

A safe school is a shared responsibility between school staff, students and parents.

### **STAFF:**

- Park and lock your car in well-lit non-isolated areas
- Use the buddy system whenever possible when entering or leaving the campus at night
- Secure purses and valuable while on campus
- Monitor the school campuses. Be aware
- Notify the administration or Chico PD immediately when you observe trespassers on campus
- Do not return to campus during non-school hours without permission of the administration and making the required notification
- Know the emergency numbers for Chico Police Department. Notify other staff members when remaining on campus after school hours. Campus is to be cleared by 6pm unless permission to remain has been given.



- Know the alarm code, placement of key pads on campus and how to activate and deactivate alarms
- Develop a system of rumor control relative to activities that occur on campus
- Be aware of safety concerns in the community surrounding the school

#### **STUDENTS:**

- Report violence, bullying or criminal activity immediately to an adult
- Be aware of your surroundings
- Avoid isolation and unsupervised activities and areas on campus
- Stay on campus during school hours

#### **PARENTS:**

- Talk to students about what to do if confronted with violence, bullying, or anything else that is prohibited at our school
- Be aware of the route the children take to school
- Be familiar with whom your children socialize
- Discuss your child's activities at school
- Share with your children the importance of remaining on campus during the day
- Attend or chaperone school events when possible
- Help supervise the campus when you are there

#### **FIRE DRILL and SCHOOL-WIDE EMERGENCY PLANS:**

The CCDS Earthquake Plan, Fire Drill and School-Wide Emergency Plan are included in this Safe School Plan. These procedures and assignments are updated on an annual basis or whenever necessary as a result of events or training, or best practices.

#### **CCDS REUNIFICATION PLAN:**

In the case of an evacuation of the school, CCDS will reunify at City of Chico Fire Station 1, 842 Salem Street, Chico, CA, 95928. CCDS Preschool will reunify at Gates Resale, 1152 Park Ave., Chico, CA, 95928.



## School Wide Emergency Plans

When dialing 9-1-1 from campus phones, dial 9-9-1-1

### Fire Evacuation Procedures

- **Sound the school alarm**
- Teachers and staff will
  - Bring the emergency binder.
  - Using your emergency door exits, clear rooms silently and close doors, leaving them unlocked.
  - Evacuate to the designated area on the field. Students walk to the fence (middle school students cross the street) and turn to face the middle of the field.
  - Maintain control of students at a safe distance from fire, fire personnel, and equipment.
  - Conduct roll call and display GREEN card if all students are accounted for or RED card if student(s) are missing. This includes students in special services. Administrator will clarify that students are accounted for when evacuation is complete. (When in doubt, put red out.)
- An ALL CLEAR signal will be given indicating that conditions are safe to return to classrooms

### Earthquake Procedures

Earthquakes strike without warning. Students and staff are to DROP, COVER, AND HOLD when inside building and DROP when outside buildings.

- **Inside School Building:** Staff in charge implements DROP, COVER and HOLD. All students and staff should immediately turn and/or move away from glass areas and place themselves under tables and desks until shaking subsides.
- **Outside School Building:** Staff in charge implements DROP. Move away from potential falling objects and into the open if possible. Drop and hold until shaking subsides.
- The administrator or office staff will announce “**Evacuate to the fire drill location**” over the PA. Staff in charge will bring emergency binders, evacuate students, and close doors. Special consideration should be given to exit routes to ensure safety.
- Take roll at the fire drill location and display RED or GREEN cards.



## Evacuation

- Alert: Administration or office staff will announce to staff “**This is an evacuation to ...**” by PA.
- Staff and students will immediately vacate the buildings in an orderly fashion utilizing the evacuation routes. Take emergency binders and walkie talkies.
- Follow directions from Incident Command Team. Maintain radio contact.
- All staff will stay with students at the relocation site and take roll. If students are to be released to parents/guardians, the Family Reunification Process will ensue.
- If the relocation site is unsafe, wait for the Incident Commander’s instructions.
- An “ALL CLEAR” signal indicates conditions are safe for returning to buildings.
- Assist persons who may need assistance and render first aid as necessary.

## Bomb Threat Procedure:

Bomb Threat: A suspected bomb or explosive has been reported but not located. All threats toward the school are taken seriously. The administrator will contact law enforcement and initiate next steps.

- Alert: Administrator or office staff will announce “**This is an evacuation to ...**” over the PA
- Do not handle or move the suspected device.
- Call 911 and alert administration
- Staff will move students in an orderly way to the opposite campus from the suspected bomb and account for their students.
- Be aware of a potential second device. Open areas are best locations for gathering.
- Return to buildings only when the ALL CLEAR signal is given.

## Student Runaway Procedure

- Keep the student in your sight at all times.
- Follow student but do not chase
- Communicate with main office through your walkie talkie
- Contact police
- Continue visual contact and remain on scene until police and parents are present and situation is under control



## Security Alert (Code Yellow)

- Alert: Administrator or office staff will announce to “**Check email and monitor walkie talkies for a security alert**” by PA. Runners will notify substitute teachers.
- This is a precautionary alert where teaching day continues
- Students stay in class, recess and dismissal may be altered or withheld depending on direction from law enforcement
- Blinds closed, doors locked, gates locked
- No entry or exit from campus until situation is resolved
- Administrator or office staff will notify staff by PA to check email and monitor walkie talkies. Runners will notify substitute teachers.

## Lockdown Procedure (Code Red)

- Alert: Administrator or office staff will announce “**Lockdown. We are in lockdown with an outside threat. Staff and students in classrooms, lock doors, turn off lights, get low to the ground.**”
- All Staff will
  - Lock doors, turn off lights, close blinds, and account for students. Students will remain quiet
  - Immediately email [lockdown@chicocountryday.org](mailto:lockdown@chicocountryday.org) with “all present”/“students missing”/or “extra adults” in **subject line**. Do not call the office unless is absolutely necessary. If you do not have email capability, the office will contact you via phone or walkie talkie.
  - Playground: Hurry to the closest building
  - Staff in Gym: lock doors
  - Lunch area: hurry to closest classroom or gym
  - Restrooms: If students are in the restroom, they must remain there.
  - NO STAFF or STUDENTS ALLOWED OUT UNDER ANY CIRCUMSTANCES.
- Call 911 and notify administration if there are injuries
- Administration will provide updates based on direction from law enforcement. Utilize the emergency buckets in the classroom for bathroom use.
- **Law enforcement will take charge of the situation and direct activities and procedures**
- Do not open the door until the ALL CLEAR signal is given.



## Active Shooter/Armed Intruder

An active shooter or armed intruder on school property involves one or more individual's intent on causing physical harm to students and staff. Such intruders may possess a gun, knife, or other harmful device. An active shooter or armed intruder will result in law enforcement and other emergency services responding as quickly as possible. It is critical to follow the instructions of and cooperate with law enforcement officers. Once law enforcement arrives, the School Incident Commander will be relieved by a law enforcement officer as quickly as possible.

If in close proximity to the danger, assess the situation for the best survival option. Make the decision on what is the best option at the pivotal time. The following are guidelines.

- **Alert:** The first person to note indication of an active shooter or armed intruder, as soon as it is safe, should call 911. All are authorized to alert the campus by any means using "**Armed Intruder.**"
- **Lockdown:** Lockdown your room in any way possible if evacuation is not safe. Make use of barricades and any exits.
- **Inform:** Use technology to provide information to the School Incident Commander. If it is safe, use the lockdown email procedures. Upon arrival, law enforcement will commence communication through the School Incident Commander.
- **Counter:** If you are in immediate danger, you have the option to use whatever counter strategies necessary. This may include any and all forms of resistance to the threat.
- **Evacuate:** In the event of an intruder, the priority should be to safely leave the area as quickly as possible. If there is no safe manner, lockdown. Once evacuated, meet at the reunification site.
- Unless evacuating, rooms in lockdown shall remain secured until given the "ALL CLEAR" by the Incident Commander/law enforcement.
- Once the intruder is subdued, the Incident Commander in consultation with law enforcement will announce an "Evacuation" and relocation to the alternate site for the Family Reunification Process.

