

Comprehensive School Safety Plan

Northcoast Preparatory and Performing Arts Academy
2023-2024

School site council:

The comprehensive school safety plan (CSSP) was developed by the Northcoast Preparatory Academy (NPA) school site council. This team was created by our site director with input from teachers at both our middle and high school sites, and local emergency authorities. Our high school site is at a public church. We work closely with their facilities manager, and pastors.

Arcata United Methodist Church
Contact: Larry Wood
(707) 499-7994

Arcata Police Department
Contact: (707) 822-2428

Arcata Fire Department
Contact: (707) 825-2000

School Crime Assessment:

NPA takes reports of criminal behavior seriously. It is important that our community shares relevant information when criminal activity is suspected. The review process may include the Head of School, the site director, necessary staff, students, parents, and authorities.

At this time there is no relevant data or analysis to share. Our middle school and high school sites have been free of criminal and/or suspicious activity. NPA faculty meet weekly to discuss any problems in the school community. Issues that arise are managed by the site director.

The site directors responsibilities include:

- Monitoring attendance rates and student absences.
- Tracking and managing suspension/expulsion procedures
- Receiving office referrals and facilitating discussions and disciplinary actions as required
- Parent communication as needed based on disciplinary action.
- Collection and recording of data regarding matters related to criminal activities
- Communication with faculty and relevant authorities as needed.

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Student Safety and Procedures:

NPA operates in a closed campus environment. Noone is allowed on campus without authorization. Visitors are expected to check-in with a teacher or administrator and state their need or the purpose of their visit.

Adults that will facilitate a sports team, field trip, or other school trip will all be required to first complete a Live Scan. Reimbursement for this process is available upon request.

At the start of the year the site director will work with the student body to establish procedures to be followed if a student has a safety concern. These procedures will cover different aspects of safety. This may include facilities issues, interpersonal disagreements, an unauthorized person on campus, and any other situation that may arise.

Child Abuse Reporting Procedures

If there is suspected abuse faculty/administration will call the 24-Hour child welfare line to report:

(707) 445-6180

If there is imminent danger, call 911.

The [suspected child abuse form](#) will be filled out by the reporting faculty or staff member.

Emergency Drill Preparation for Faculty and Staff

Prepare yourself *before* the drill

- Check that the School Emergency Evacuation Route map is posted in your room. On it mark your room clearly in a contrasting color. If you do not have a copy, please obtain one from the school office.
- Classroom teachers may consider keeping a blanket, supply of bottled water, non-perishable food or snacks and other supplies in your room in the event an emergency requires a sustained lock-down.
- Check that you know the location of the nearest fire extinguisher, any other emergency supplies, and first aid supplies.

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Prepare your students

- Encourage your students to take every drill very seriously.
- Practice is necessary to help us remember how to act when an actual emergency arises.
- Drop down to your knees and make yourselves small.
- Cover your face, head and neck, closing your eyes. Keep your body under or below the level of desk/table/chairs, with your back to windows.
- If outside, get clear of buildings, power lines, trees, light poles and other dangers, drop down to your knees and cover your head and neck.
- Make sure that your students know the 4 rules for building evacuation: don't talk, don't push, don't run, don't turn back.
- Students should know that if there is an emergency when they are outside of a classroom (during break or lunch or if they are somewhere), they should exit with the nearest class and should NOT go back inside.
- If they are between classes, they should assemble in the outdoor emergency assembly area with their next period class.
- Review the emergency evacuation routes. Monitor the route to ensure the route is clear.
- Inform students that only their parent(s), guardian(s), or other adult(s) listed on their Emergency Contact will be allowed to pick them up from school in a real emergency.

Prepare parents

- Parents will be notified of drill dates and preparation at the start of each school year.
- Confirm with parents that their Emergency Contact Form is up-to-date, and explain the importance of the reunification procedures.
- Reassure parents that their children will be safe at school until they arrive.

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Earthquake Drill Instructions

Read and practice in advance with your class. The “drill scenario” will help you to imagine the variety of possibilities in the event of a real earthquake.

ACTUAL EARTHQUAKE: In the event of a real earthquake, your signal will be the beginning of shaking itself. (In the case of a drill, the signal to begin will be an emergency bell that will continue for 10 seconds, followed by an “all clear” bell.)

Teacher or staff member present shouts the command “Earthquake! Drop, Cover, and Hold On!” Students should follow instruction as they have practiced during preparation. If an aftershock occurs while you are exiting, drop and cover until the shaking stops.

When the shaking has stopped (or when the all clear bell rings) IMMEDIATELY and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open the airway, stop serious bleeding, or put out a small fire do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be transported with class if staying would be dangerous, otherwise assure injured that help is on its way.

The Emergency Assembly Area is the West parking lot.

Escort your class(es) to their designated place in the EAA. Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe. Everyone is to stay together and to quickly and quietly evacuate.

Take your seat in your assigned area, keeping classes separate and take roll. Check again for injuries. If an injury needs medical attention, that will be addressed quickly.

Teachers are to remain with their class AT ALL TIMES. Students must remain seated together as a class throughout the duration of the drill. Periodically call roll as needed. Keep students quiet so that they can hear important information as it is shared. Children are to leave only in the company of a parent/guardian.

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Active Shooter Drill:

Read and practice in advance with your class. The “drill scenario” will help you to imagine the variety of possibilities in the event of an active shooter.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. This will depend on the room, but should follow the guidelines below.

Your hiding place should:

- Be out of the active shooter’s view, and away from windows.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

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3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Tsunami Drill:

Read and practice in advance with your class. The “drill scenario” will help you to imagine the variety of possibilities in the event of a real tsunami.

In the event of a tsunami, classes will evacuate according to the Emergency route posted in their given room. The teacher will bring the class to the EAA. Roll will be taken for each class. Once every student has been accounted for, the school will move as a group to Stewart Park.

It is a real possibility that an earthquake will precede a tsunami. Follow earthquake procedures, and give attention to the potential for a tsunami warning to follow. Should this happen, enact the tsunami evacuation plan.

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Fire Drill:

Read and practice in advance with your class. The “drill scenario” will help you to imagine the variety of possibilities in the event of a real fire.

ACTUAL FIRE: In the event of a real fire, your signal will be either an alarm, any unusual burning smells, and/or smoke. (In the case of a drill, the signal to begin will be an emergency bell that will continue for 10 seconds, followed by an “all clear” bell.)

Teacher or staff member present states the command “Fire Drill!” Students should follow instruction as they have practiced during preparation.

The teacher of each class will need to quickly determine the status of the scenario to determine if alternate evacuation is required. Teachers should also determine if the given scenario has injured any students. Appropriate action will be taken as required.

The Emergency Assembly Area is the West parking lot.

- Should this area be unsafe, everyone will move to the next most appropriate location. This may be off site as needed. Greenview Park is a 5 minute walk, and will be our primary offsite emergency assembly area.

Escort your class(es) to their designated place in the EAA. Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe. Everyone is to stay together and to quickly and quietly evacuate.

Take your seat in your assigned area, keeping classes separate and take roll. Check again for injuries. If an injury needs medical attention, that will be addressed quickly.

Teachers are to remain with their class AT ALL TIMES. Students must remain seated together as a class throughout the duration of the drill. Periodically call roll as needed. Keep students quiet so that they can hear important information as it is shared. Children are to leave only in the company of a parent/guardian.

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Reunification process:

The reunification process will depend on the need presented by a given scenario. Here is a general overview of the process.

Teachers may be responsible for contacting parents of students who do not have phones, or who have phones that are not working.

All teachers may access the parent phone list in the emergency folder. Given access to the internet, they may also use JupiterEd to access parent/guardian phone numbers.

Should it be necessary to cancel the remainder of a school day, each student will contact a parent/guardian to plan their departure. It may be required that a teacher speak with a parent/guardian to receive permission to allow a student to go home on their own.

Students will remain in the EAA unless given permission to return to the building. Gathering of personal belongings from the classroom may occur when the building has been cleared as safe.

Public Agency Emergency Site Preparation:

In accordance with State code, NPA and the Arcata United Methodist Church (AUMC) are prepared to allow a public agency to use school grounds and facilities in the event of an emergency that requires mass care or shelter. The site director is responsible for responding to communications received by any such agency. These events will require that the site director and the AUMC facilities manager coordinate to ensure such requests are facilitated.

In the event of such an emergency, it is the responsibility of the Head of School or the site director to share a message with the NPA community. This message will include relevant information about the disaster, and the procedures to be followed to return the school to normal operation.

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Emergency Drill Schedule:

At the start of the year the site director will meet with all faculty/staff to review the Emergency Action Plan (EAP). The site director will also meet with the student body to review and discuss all drill procedures. Students will be informed that a fire drill, lockdown drill, and earthquake drill will happen at a random time in both the first and second semester.

High School:

Fire Drills:

| |
|-------------------|
| September 9, 2022 |
| February 2, 2023 |

Shelter in place/Lockdown Drills:

| |
|--------------------|
| September 21, 2022 |
| January 21, 2023 |

Earthquake/tsunami Drills:

| |
|-------------------|
| August 30, 2022 |
| February 15, 2023 |

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Middle School:

Fire Drills:

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|-------------------|
| September 9, 2022 |
| October 18, 2022 |
| November 10, 2022 |
| December 5, 2022 |
| January 24, 2023 |
| February 2, 2023 |
| March 8, 2023 |
| April 6, 2023 |
| May 17, 2023 |

Shelter in place/Lockdown Drills:

| |
|--------------------|
| September 21, 2022 |
| January 21, 2023 |

Earthquake/tsunami Drills:

| |
|-------------------|
| August 30, 2022 |
| February 15, 2023 |

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Suspension/Expulsion policies and procedures

As disciplinary issues arise the [code of conduct](#) will be followed. This document is shared with faculty, staff, students, and their families. The code of conduct is available on the school website.

Procedures to notify teachers of dangerous pupils

Faculty from the middle and high schools meet every week. During this meeting the head of school will share any and all pertinent information about individual student concerns. Faculty share their stories and experiences as are relevant. A plan is developed for the individual(s) of concern. These plans may include, but are not limited to:

- Parent communication
- Individual student meeting(s)
- A meeting with parent and student

High school meeting: Tuesday at 12 pm

Middle school meeting: Wednesday at 12 pm

Discrimination and Harassment Policy

NPA strives 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 unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

NPA takes discrimination and harassment allegations seriously. Students and families will be given clear pathways to report microaggressions, harassment or discrimination they experience in school. As always, if a student experiences harassment or discrimination related to race, ethnicity, religion, disability, gender, gender identity, sexual orientation or any other aspect of identity, we encourage the student or their parent/guardian to share concerns with any trusted adult, counselor or directly to administration.

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What happens after students or a family member reports?

Administration will reach out to the students involved within two school days of reporting. A plan will be developed to address the situation while protecting their privacy, safety and well-being.

This might include:

- Counseling and/or disciplinary actions for the person or persons involved
- Development of a personal safety plan
- Additional information or group meetings

The objective is always to put an immediate stop to the unwanted behavior, help our students grow and create a safer environment for all students.

Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site.

Students and employees arrive at NPA by a variety of methods including, but not limited to: walking, biking, vehicle, and public transit. At the start of each year the site director will speak to the student body and describe safe arrival and departure practices. These include:

- Using sidewalks and crosswalks appropriately
- Drop-off locations when arriving by vehicle
- Safe places to store bicycles

Visitors to NPA are expected to check-in with a faculty member on arrival. The faculty will ensure the nature of the visit is appropriate and facilitate the visit as needed. The site director is responsible for planning visits (e.g. County nurses) and notifying faculty of the schedule of these visits.

Guidelines for the roles and responsibilities of mental health professionals, counselors, community intervention professionals, etc.

Students may access resources as needed by accessing the published [document](#).

NPA has a counselor on call to serve students. These services are provided based on teacher or administrator recommendation, and discussion with a parent or guardian. The counselor will provide services as mandated by State code.

In the event that the school is notified that a student has witnessed an act of violence, it will be policy to contact our contracted counselor and seek services as they are required.