

---

**PACIFIC CHARTER INSTITUTE**

**NEW PACIFIC CHARTER ROSEVILLE**

**ROSEVILLE, CA**

# **GOOD NEIGHBOR HANDBOOK**

**AUGUST 2024**

---

## **TABLE OF CONTENTS**

- **BACKGROUND**
  
  - **DROP OFF AND PICK UP—BE RESPECTFUL AND EFFICIENT**
    - Do Not Park in the Neighborhood
    - Pick Up and Drop Off in the Designated Location Only
    - Help Us Be Efficient
  
  - **WHERE CAN I PARK?**
    - On-site Parking
    - Special Event Parking
  
  - **PARKING, TRAFFIC, AND BEHAVIOR MONITORS**
  
  - **CROSSING GUARDS**
  
  - **SAYING NO TO NOISE, LITTER, TRESPASS AND INCONSIDERATE BEHAVIOR**
    - Be Respectful of the Neighborhood
    - Additional Monitoring
  
  - **LUCKY SEVEN RULES**
    - Keep the neighborhood clean
    - Do not trespass
    - Avoid unnecessary loud noises in and near the school's neighborhood
    - Obey traffic rules
    - Do not park in the neighborhood for drop off or pick up
    - Do not jaywalk
    - If in doubt, be respectful and ask a faculty member for advice
  
  - **CONSEQUENCES**
  - **PARENT AND STUDENT AGREEMENT**
  - **GOOD NEIGHBOR HANDBOOK REVISIONS**
-

## BACKGROUND

One of Pacific Charter Institute's core principles is respect. That includes not just respect between students and teachers, but between the school and its neighbors. Another core principle is transparency. This Handbook contains the school's Good Neighbor policies, designed to help ensure the school is respectful of its neighbors. Copies of this handbook will be available for neighbors to help ensure transparency with the community.

### **DROP OFF AND PICK UP—BE RESPECTFUL AND EFFICIENT**

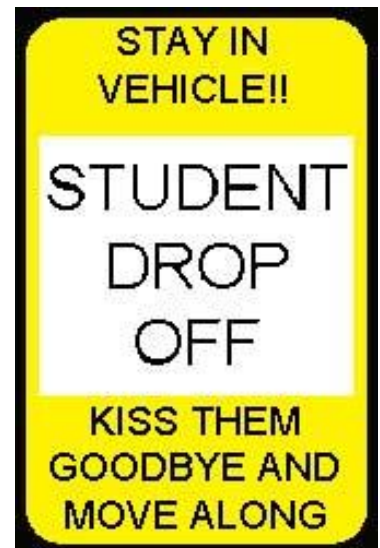
The school expects drivers to not only obey all California driving laws, but also to follow the school's drop off and pick up procedures, and to be extra courteous to the school's neighbors when driving and parking.

#### **Pick Up and Drop Off in Designated Locations Only**

- Guardians dropping off and picking up students should pull into the school's main driveway on Meadow Oak Drive, proceed through the loop, pick up or drop off, and take a right turn onto Cirby Way.
- Do not park illegally, double park, and block driveways (even if you are in your car).
- Questions? Ask a faculty member. They are there to help!

#### **Help Us Be Efficient**

To speed up unloading time, student's backpacks and other materials should be in the car with the student and not in the trunk.



## **WHERE CAN I PARK?**

### **On-site Parking**

On-site parking is for staff and parents with scheduled appointments only.

### **Special Event Parking**

The school will maintain an overflow parking plan for events where attendance may exceed the school's on-site parking capacity. The school will send guardians and students a reminder to abide by the school's overflow parking plan and instructions on where to park at least one week prior to special events.



## **SCHOOL MONITORS**

Monitoring of students and parents on-site before and after school will occur.

Monitor(s) will be a guardian, staff, or volunteer. Monitor(s) will wear a bright colored vest or strap to be easily identifiable.

All Monitors will remind members of the school community of the rules. They also will report oral neighbor complaints to the school principal for resolution.

### **Saying No to NOISE, LITTER, TRESPASS, AND INCONSIDERATE BEHAVIOR**



### **Be Respectful of the Neighborhood**

To preserve our community, be mindful about neighbors' property and the neighborhood.

Do your part by taking the following actions:

- Do not blare music, slam car doors, or yell unnecessarily. Use your car horn only in an emergency.
  - Keep the neighborhood clean. If you drop something, pick it up!
  - Do not trespass. If a ball or other object accidentally goes over a fence into a neighbor's yard, do not trespass. If you need to retrieve the object, ask a school staff member to ask the neighbor for the object back.
-

Be respectful and talk with a school staff member for advice, if in doubt.



### **LUCKY SEVEN RULES**

The school values its neighbors and respects the community. As evidence of its commitment to the neighborhood, all school members agree to abide to the following seven Good Neighbor policies:

1. Keep the neighborhood clean.
  2. Do not trespass.
  3. Avoid unnecessary loud noises in and near the school's neighborhood.
  4. Obey traffic rules.
  5. Do not park block neighbor's driveways at any time.
  6. Do not jaywalk.
  7. If in doubt, be respectful and ask a faculty member for advice.
-



## **CONSEQUENCES**

The school has monitors during drop off and pick up to report violations and also to receive complaints. Violations will be treated as follows:

- First offense: Violators will be required to speak with the Principal
- Second offense: Guardians/staff/students will work with the school to create a plan that addresses the reasons for the challenges and proposes solutions. Guardians/staff/students will provide regular updates about their plan until the Principal determines the problem is resolved.

## **PARENT AND STUDENT AGREEMENT**

Compliance with these rules is imperative. If the school fails, it could lose its use permit. Accordingly, compliance is extremely important. Moreover, if a parent or student violates these rules, our neighbors will see us as collectively failing our neighborhood agreement, regardless of how many other times we have complied. For these reasons, the school has made compliance with the Good Neighbor policies mandatory for all staff, guardians, and students.

## **GOOD NEIGHBOR HANDBOOK REVISIONS**

Over time, the Good Neighbor Handbook may need updates. With any revisions, parents, guardians, students and employees will be required to provide one signed copy of the final revisions to the front desk of the school.

---