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# Access Management Plan

Aspire Langston Hughes Academy & Aspire Port City Academy  
Expansion

*December, 2018*

# 1. Introduction

## **Overview**

This Access Management Plan (AMP) was developed for the Aspire Langston Hughes Academy (LHA) and Aspire Port City Academy (PCA) Expansion (“The Schools”). Ultimately, the Planning Commission will adopt a resolution that would include these conditions. The purpose of the AMP is to set forth a clear set of plans, policies, procedures and actions that The Schools will commit to implementing in an effort to ensure safe and efficient transportation to and from the school site, and to minimize traffic and parking impacts on the surrounding neighborhoods by strongly encouraging employees, students and families to use an updated pick up / drop off route which will flow throughout campus.

This **Access Management Plan (AMP)** is an assemblage of specific actions The Schools will take each year to help reduce the amount of traffic congestion generated by the site by encouraging employees, students and their families to route the pickup and drop off areas onto campus, and to avoid parking on University Ave and backing up on West Lane.

The AMP will guide The Schools’ efforts to work with Aspire and school administration, student support teams, parents, teachers, and local community based organizations to encourage families and staff to reduce traffic congestion.

## **Aspire Langston Hughes Academy and Aspire Port City Academy Descriptions**

Aspire Langston Hughes Academy (LHA) is a direct-funded countywide benefit charter school in San Joaquin County. It is chartered through Stockton Unified School District. LHA serves up to 785 students from grades 6-12. The student body profile is made up of 61% Latino, 19% African American, 9% Asian, and 6% Caucasian with 78% of students eligible for free and reduced fee lunch and 9% of students designated as English Learners.

Every LHA senior class graduates with 100% acceptance to four-year universities in addition to earning a minimum of 15 college units. As a result of our early college model, LHA has produced close to 30 students who, at the end of their senior year, completed enough college units to earn an Associate of Arts degree. Recently, LHA graduates were offered college acceptances to top colleges throughout California including UCLA, USC, UC Davis, University of the Pacific, UC Irvine, UC Berkeley, and Stanford and colleges outside the state such as Howard, Morehouse, and the University of Pennsylvania.

Aspire Port City Academy (PCA) is a direct-funded countywide benefit charter school in San Joaquin County. It is chartered through Stockton Unified School District. The school serves up to 432 students from grades K to 5. The school’s demographic profile is 58% Latino, 13% African American, 13% Asian, 6% Caucasian, and 9% multiracial with 70.65% of the student body eligible for the free and reduced priced meals program. 26% of the students have English as a second language.

## **School Circulation / Operational Analysis**

Access to the LHA/PCA campus currently is provided by two driveways on West Lane, both accessible from the northbound direction. Southbound West Lane traffic can access the campus from a left-turn pocket that

provides access to the driveway at the center of the campus. The drop-off and loading areas for both schools are focused on the western side of the campus. A paved driveway and an unpaved fire access lane for emergency vehicles only currently provide access to the back of the campus. The school campus has an existing gate onto Sierra Nevada Street that is normally closed during school hours and used only for emergency access.

The traffic management plan will be implemented in conjunction with on-site improvements that will expand the schools' drop off and loading areas onto the east side of the campus while concurrently consolidating entering traffic at the southern West Lane Access and limiting exiting traffic the northern driveway. A traffic impact analysis dated August 7, 2018 has been prepared to evaluate the operation of new plan, and the analysis was reviewed and approved by the City of Stockton.

### **AMP Key Contacts**

In order to ensure that the AMP is implemented, the Schools will assign key staff to carry out the activities needed to implement the plans.

The **AMP Coordinators** will serve as liaisons between The Schools, its employees, students, families, and City staff. The AMP Coordinators will be responsible for activities including, but not limited to:

- Oversee the implementation of all measures, policies, procedures set forth in the AMP
- Conduct risk assessments and outreach to identify and document potential traffic hazards, including outreach to parents and residents to hear about potential problems and solutions
- Oversee training and education of students, families, and staff regarding safe site circulation, including regular crossing guard training and be a resource for any questions that they may have.
- Distribute information on safe parking, pick-up/drop off, and transportation procedures
- Ensure all AMP policies and procedures are enforced
- Conduct regular traffic observations and data collection to inform AMP performance monitoring
- Coordinate with the City to update AMP goals, measures, or other content, as needed
- Cooperate with the City to provide any data or records requested to assess traffic impacts and progress made toward AMP implementation

The anticipated coordinators and points of contact are noted below:

#### **Aspire Langston Hughes Academy:**

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>E-mail</b>
AMP Coordinator	Cynthia Cardenas-Sanchez	209-303-5474	cynthia.cardenas-sanchez@aspirepublicschools.org
Principal	Charles McGill	209-943-2389	charles.mcgill@aspirepublicschools.org

#### **Aspire Port City Academy:**

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>E-mail</b>
AMP Coordinator	Sriwan Vangkham	209-774-6728	sriwan.vangkham@aspirepublicschools.org
Principal	Shelby Schmidt	209-400-8834	shelby.schmidt@aspirepublicschools.org

#### **Aspire Central Valley Regional Office:**

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>E-mail</b>
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Superintendent	Anthony Solina	209-647-3047	anthony.solina@aspirepublicschools.org
Director of Operations	Marco Salazar	209-323-0050	marco.salazar@aspirepublicschools.org

### **Key Goals & Objectives**

The safety and well-being of students, families, employees and visitors travelling to and from The School is of utmost importance and is reflected in the AMP. We also want to alleviate the community's frustrations with the current pick up / drop off activities.

Neighborhood concerns were gathered and heard regarding current impacts such as congestion, noise, and parking. The Schools are committed to having a positive impact on the community and aim to reduce traffic impacts through this Plan.

To address these concerns surrounding the congestion of both the school and broader local community, the goals of the Schools' Plan are to:

- Ensure the efficiency of student arrival to and departure from school.
- Improve efficiency and minimize adverse impacts of parking demand and disruption of parking patterns within affected neighborhoods.
- Minimize traffic impacts generated by users of The Schools, including staff, students, parents of students, and other visitors.

### **Performance Monitoring**

Performance monitoring will be conducted on an ongoing basis to evaluate the effectiveness of the AMP Plan in achieving the goals laid out above. This section describes the performance monitoring activities that The Schools commit to completing and reporting to the City as described in the city oversight section below, performance monitoring data and analysis will be submitted to City staff in a report meeting typical professional standards.

Each activity listed below will be conducted annually. Student names will NOT be disclosed on any surveys collected to protect student privacy.

#### **Parent Surveys**

Parent Surveys will be distributed using the standard form developed by The Schools. Translated versions of the survey form will be available for families who are not English-proficient. The Parent Survey may be made available online, or as a paper form, and will be open for a duration of three (3) weeks, or until at least 50% of parents have returned a survey. Reminders will be sent home each week before the close of the survey. Additional questions may be added to the standard form to tailor to the Schools, and to better understand the travel decisions made by students and parents. The survey would typically cover mode of travel, number of travelers, etc.

#### **Traffic Observations**

The Schools staff will observe vehicular, pedestrian and bicycle traffic during the morning drop-off and afternoon pick-up periods during the school year. Traffic observations will be logged and recorded, and any conflicts between vehicles, bicyclists, and/or pedestrians will be noted. Observers will identify areas of congestion and vehicle stacking, common violations of AMP procedures (i.e., parking, use of curb space, unsafe bike and pedestrian behaviors), and any issues related to traffic circulation or safety for all mode

users. Any observed impacts to surrounding residences will also be noted. Multi-modal Traffic counts will be conducted twice a year (Fall and Spring).

Traffic counts will be conducted on a typical weekday (Tuesday or Thursday) when The Schools are in normal session. The observations will account for both on-site vehicles, as well as pick-up and drop-off activities observable on the immediately adjacent streets and curb spaces, where vehicular stacking may occur. Bicycle and pedestrian counts will be conducted with the vehicle counts, and staff will also count and record the number of bicycles parked on site.

## 2. Access Management Plan

The Access Management Plan (AMP) sets forth The Schools' plans, policies and procedures for safely managing circulation and parking at and around the school site. The comprehensive approach of the AMP involves education for site users, and enforcement of policies. The AMP is supported by the School Stakeholders which will conduct road safety programs to create awareness. Campus Monitors and Support Staff will be deployed at or before the start and end of The Schools' operating hours to ensure students and parents comply with traffic rules and behave appropriately.

### Management Personnel

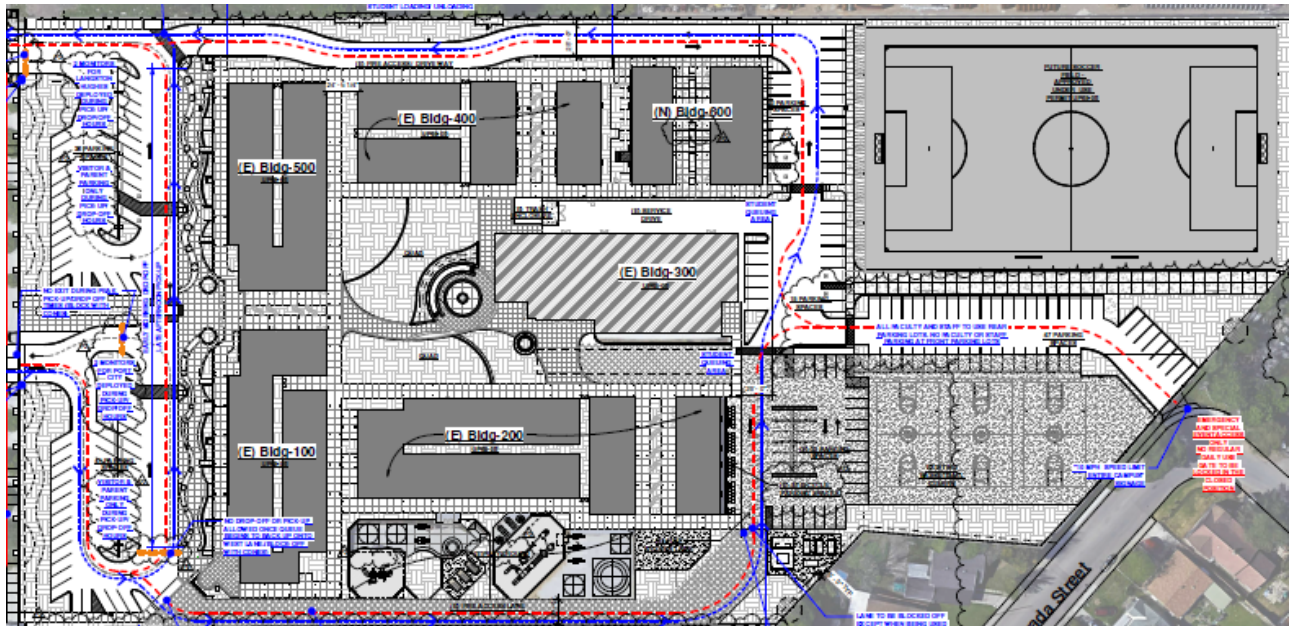
The following on-site traffic management personnel shall be present.

Two Campus Monitors for each school shall be deployed during morning and afternoon peak hours during drop off and pick-up. (PCA starts at 7:55 a.m. and releases at 3:00 p.m. Mon, Tues, Thurs, Fri, and 7:55 to 12:30 on Wednesdays, LHA starts at 8:15 a.m. and releases at 3:20 p.m. Mon, Tues, Thurs, Fri and 8:15 to 12:40 on Wednesdays). The Campus Monitors will assume the position prior to the start of pick of and drop off windows. One Monitor shall be stationed in the parking lot near the Main Gate (Gate 1) and the other is at the beginning of the Pick-up/Drop-Off loop to ensure cars don't move around the loop until space is available in the pick-up/drop-off area.

The primary role of the Campus Monitors stationed in front of the Main Gate (Gate 1) is to direct vehicle traffic to the pick-up/drop-off drive aisle, the parking lots and direct exiting cars to the Northern Driveway exit. The Campus Monitor at the Main Gate (Gate 1) also makes sure visitors enter the Administration Office to obtain a Visitors badge. Campus Monitors shall wear reflective vests and be equipped with a luminous traffic baton while performing traffic control duties during the morning and afternoon peak hours.

**Support Staff** will be stationed along the drop-off and loading zone to match students with parent vehicles and to assist students in loading and unloading as needed. Walkie-talkies will be provided to all staff involved.

### **Figure A Traffic Flow Pattern**



### **Traffic Flow Concept**

The flow of traffic during peak periods is managed by Campus Monitors, Support Staff, traffic cones and school policies. Traffic flow is indicated in Figure A and described in the text which follows.

1. Vehicles entering the school parking lot are to do so only through the southern driveway. Vehicles exiting the school parking lot must exit using the Northern Driveways (N) during School Drop-off (7:30 am to 8:45 am) and School Pick-up (3:15 pm to 4:15 pm), and on Minimum days (12:55 pm to 1:55 pm). Both driveways may be used for entering and exiting traffic at other times. The path of controlled travel during drop off and pick up will be indicated by the traffic cones that will be placed each day by 7:30 am and 3:15 pm (3:00) (or 12:30 pm) to direct vehicles to the optimal drop-off and loading area and to indicate the path to the exit at the Northern Driveway. Having a consistent internal circulation with pavement marking not dictated by time of day would minimize confusion and potential abuse.
2. Parents and motorists driving into the school for the purpose of dropping off and picking up their children or passenger(s) are to drive through the Southern Driveway and drive through the campus.
3. The drop off and pick up zone will be designated with signs and cones either in between buildings 300 and 600, or near building 400. Students will remain in the designated area to ensure efficiency and safety. Walkie Talkies will be used to communicate which parents enter the queue so their child will be ready by the time the car arrives at the pick up area. Immediately after dropping off or picking up a student/passenger, the vehicle must exit the drop-off / pick-up area and follow the cones to exit using the Northern Driveway. No vehicles may be parked unattended in the drop-off/pick-up area or on the fire lane.
4. All motorists must NOT exceed the speed limit of 10 mph when travelling anywhere within the school compound.
5. All vehicles entering the school compound shall follow the instructions given by the Traffic Marshall and/or school authorized personnel.

## Parking Policies

Policies are in place regarding parking at the school.

**On-Site parking.** There are 67 parking spaces in the front parking lot of the school that are designated for visitors and families, including parent volunteers. With this expansion project, 66 parking spaces will be added to the back of campus, which increases the total stalls in the back to 101. These spots will be reserved for staff and employees. See visual chart below for further clarity. Per Stockton Municipal Code 16.64.040, we are meeting the required number of parking stalls (2 parking spaces per classroom, 1 parking space per high school student).

	Current number of stall	Proposed number of stalls
Front area (for parents and visitors)	77	77
Back area (for faculty and staff)	65	120

**Bicycle Parking.** Bike racks are provided for up to 48 bikes, with the hope to increase cycling to and from The Schools.

## Special Events

The Schools will host Special Events at various times throughout the year. Special events include Kindergarten celebration, 5th grade promotion, back to school nights, heritage celebrations, new student orientations. Policies regarding on-site and on-street parking during special events, as well as management to minimize the impacts of Special Events on the school's neighbors are described in the text which follows.

**Management.** Special Events will occur on staggered dates. Primary grades and Intermediate grades will have Project Based Learning Signature Nights, Art and Music Shows, and other events on separate evenings.

**Parking.** It is likely that special events may result in the demand for parking in excess of the 178 parking spaces that will be available onsite. At those times, overflow parking onto the basketball courts will be permitted. Those areas where parking is permitted in conflict with regular traffic controls will be specifically indicated using temporary signs in cooperation with City Police Department.

**Sierra Nevada Exit.** Per the original use permit issued by the City of Stockton, The Schools are allowed to use the Sierra Nevada opening for entry and exit only during Special Events as described above.

## Coordination, Communication and Enforcement of School Traffic Management Plan

There is a **Traffic and Safety Guidelines Agreement in the Good Neighbor Handbook** that will be provided to families each year with expectation of a signature. In addition:

1. The school AMP will be communicated to students, parents, staff, stakeholders and the general public using the following platforms:
  - a. A Safety Training for families during the annual back to school night, "Meet and Greet" event, and



- during any annual Town Hall Meetings
  - b. Regular Family Council meetings
  - c. An Advisory Note on traffic and safety attached to newsletters to parents
  - d. School Website
2. Where issues arise regarding vehicular movement within The School site or neighboring area, they shall be dealt with or escalated by the Principal and support staff. Support staff will report the conduct of all adults if there are any violations of, or inconsistencies with the requirements of this Plan. The Good Neighborhood Handbook also details expectations for families and The School's interaction with the community.

### 3. Summary

The Access Management Plan (AMP) is intended to meet The Schools' goals for reducing congestion in the nearby neighborhoods. The AMP plan presents a suite of strategies that The Schools are committed to implementing each year to encourage students, their families, and employees to revise the existing pick up and drop off route to circle around the perimeter of campus, in an effort to minimize congestion to the greater public.

#### Concepts

The measures that make up the AMP include:

**Marketing & Communications:** Frequent communications to the community.

**Education:** Teaching students, teachers, parents, and community members about the new traffic flow and parking.

**Enforcement:** School leaders will have an enforcement strategy in place.

**Staggered Arrivals and Pick-up Times:** Stagger times for each school to reduce traffic congestion.

#### AMP Measures/Strategies

Category	Measure/Strategy #	Description	Responsible	Timeframe/Frequency
1. Marketing & Communications	1.1 Targeted neighborhood marketing – to increase local student base that is more likely to walk or ride bicycles	Neighborhood canvassing to encourage a strong neighborhood-based attendance, to determine issues of the community.	Principal	Prior to Schools opening and annual
	1.2 Distribute information about AMP Plan on webpage, in first day of school take-home packet, etc.	Printed and online materials describing the on-site AMP Plan.	Principal	Prior to The Schools opening and subsequently updated as new resources become available
2. Education	2.1 Safety and traffic management training	Provide a safety training for all families to ensure everyone understands expectations	AMP Coordinator	Beginning of each school year



	2.2 Set up table at “Meet & Greet” event before school	Distribute information about the traffic plan and provide survey to see what mode parents are planning to use and what needs there are.	AMP Coordinator	Perform mid-year survey and compare results to what was obtained at “Meet & Greet”
	2.3 Conduct mid year parent surveys and meeting discussing plan and results	Summarize survey results and give to parents and staff	AMP Coordinator	Make modifications to AMP plan based on survey results. Report to City as part of monitoring.
	2.4 Newsletter with diagram of new traffic flow and parking areas and the same information will be posted on our website.	Send out newsletter at beginning of school year to all families that includes the new traffic flow diagram and parking areas.	Principal/AMP Coordinator	This newsletter will be sent multiple times in the first few months of school while families are still getting used to the new system.
3. Enforcement	3.1 Bi-annual City review	City of Stockton Traffic Division will be invited to review and audit our safety procedures during mid-year review.	AMP Coordinator	Before school year starts and mid-year review

### **City Oversight**

The strategies listed in this document are binding and will be implemented by The Schools for the life of the use permit, subject to ongoing performance monitoring and annual review. The AMP measures set forth herein are tied to goals established by The Schools.

By submitting this plan to the City of Stockton, the Schools are committing to implement, maintain, and comply with the measures presented herein. The AMP will be a living document established to collect, analyze and report on the School’s data collection and plan implementation efforts, and will be subject to annual review and re-approval by the City of Stockton. The City Manager or his/her designee must approve any amendment(s) to the AMP.