



**BUCKEYE UNION SCHOOL DISTRICT
SAFE SCHOOL PLAN**

October 2018- October 2019

School Site: Valley View Charter Montessori

**Administrators: Paul Stewart, Principal
Bill Frame, Assistant Principal**



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SCHOOL SYNOPSIS

Valley View Charter Montessori is a transitional kindergarten through seventh grade elementary school located in El Dorado Hills, 18 miles east of Sacramento in the Sierra foothills. Our beautiful campus creates a positive learning environment for children with its buildings situated among open green spaces and many stately oak trees. Built to completion in 2013, Valley View Charter Montessori opened its doors to student in 2017-18. In 2018-19, Valley View had an enrollment of 600+ students and had a waiting list in most grade levels.

“The Buckeye Union School District values, encourages, and provides opportunities for the involvement of staff, parents, and the community in school and District decision-making activities.” As such, the District moved forward in preparing the Montessori Charter petition to respond to identified, expressed needs from parents and students within the District. The program began in the 2004-2005 school year by serving Kindergarten students on the Blue Oak Campus. Grade levels were added the following 10 years and in 2017 the school moved to Valley View. Now, we currently serve students through 7th grade. Next year (2019) we will add 8th. The Charter Montessori School follows the instructional methodologies, standards, and educational direction established within the Buckeye Union elementary District respecting the Montessori philosophy and utilizing Montessori materials and learning strategies. In addition, the Charter Montessori School/Program, in utilizing the Montessori methodology, will incorporate core sections in Practical Life, Sensorial Materials, Language, Mathematics and Cultural Subjects. Valley View Charter Montessori also hosts a Montessori pre-school operated by the El Dorado County Office of Education

Inclusion of all students is a high priority for us. Special Education students are mainstreamed to receive a balanced curriculum in the least restrictive environment. Both staff and parents pay close attention to subtle changes in our students that may indicate a need for additional support and assistance. Our community is generous and caring in an atmosphere where cooperation and respect is highly valued. We have taken specific action to implement the Common Core State Standards along with the 4 C's (*Creativity, Communication, Critical Thinking and Collaboration*) for each grade level through the development of a comprehensive standards based report card that holds both students and teachers accountable for specific academic achievements.

At Valley View Charter Montessori we have high expectations for student achievement. We are committed to providing students with a solid academic background in a safe and supportive environment. We challenge students with academic curriculum that requires them to apply skills and knowledge to meet district standards. Our intent is to build an academic foundation that will allow students to be successful in middle school, high school, and beyond.

The newly renovated and updated campus and library has one of the finest literature collections in El Dorado County. Students in all classes meet with the library assistant weekly to choose age-appropriate books and hear quality literature read out-loud. Along with 2nd -5th grade 1:1 Chromebooks, Kindergarten through 1st grade has 12 Chromebooks and at least two iPads in each room. . This year, our PTO helped our school district in purchasing Chromebooks for more classrooms to continue piloting and utilizing this new technology. We also created a state of the art STEAM Lab that all grade level use weekly. Teachers are provided monthly training to use the technology in their rooms with the most effective and best practices.

The staff of Valley View Charter Montessori strives to work together in a collaborative manner to provide an education that will nurture and build the academic strengths of each child. Our dedicated and innovative teaching staff shares in leadership responsibilities, knowing that solid, research-based planning is the key to a quality academic program. The staff continues to work to develop a program that is aligned with the state content and Common Core standards in all subject areas. Included in the program is a comprehensive assessment and accountability component. The results of all assessments are used to identify areas of need and to refine instruction. We have implemented reading intervention programs during the school day to support underperforming students, extra support for our English learners, and a targeted, needs-based math and reading intervention for students in grades first through fifth, along with differentiated instruction within the classroom. Valley View Charter Montessori is fortunate to have a Literacy, Math and EL Certificated Teacher to assist students and teachers in their areas of need. Also, we have a Foothill Indian Education tutors and cross-age tutors from upper grade to help us strive toward our vision, “*Valley View Charter Montessori is a community of learners where children can reach their full potential and contribute positively to society.*”

PART ONE: School Site Council

2018-19 VVCM Site Council

SSC Member	Teacher/Parent	
Christine Storms	Parent	rntinkerbell@gmail.com
Susan Swift	Parent	suds_swifty@yahoo.com
William Saulsbury	Parent	bigSaulsbury@gmail.com
Bill Frame	Administration	wframe@buckeyeusd.org
Cari Hanson	Teacher	celmasian@buckeyeusd.org
Kellee Sellwood	Classified	ksellwood@buckeyeusd.org
Paul Stewart	Administration	pstewart@buckeyeusd.org
Jenni Green	Teacher	jgreen@buckeyeusd.org
Shantel Kellogg	Teacher	skellogg@buckeyeusd.org

Approved by School Site Council on 10/9/18

The School Site Council forms the core of the planning committee. The Principal facilitates the process. The committee includes both classified and certificated staff members, parent and community members.

The committee analyzed the data available and developed the Safe School Plan with the goal in mind of assuring each student a safe physical environment; ensuring each student a safe, respectful, accepting and emotionally nurturing environment; and providing each student resiliency skills.

To support student safety and school traffic issues, Law Enforcement has been solicited this school year. Other data utilized to write the School Safety Plan included the Healthy Kids Survey, and the 2017-2018 Parent/Student Survey.

PART ONE: SAFETY PLAN SCHOOL VISION

Valley View Charter Montessori SCHOOL VISION

Valley View Charter Montessori is a community of learners where children can reach their full potential and contribute positively to society.



Our vision was reviewed by our Site Leadership Team and School Advisory Committee in 2017 – 2018. Valley View Charter Montessori adopted Five Core Values that correspond to our Positive Action Program. Each month students focus on one of the Core Values: Responsibility, Respect, Grace and Courtesy, Peacefulness, and Appreciation. A positive approach to student behavior has been adopted by the Valley View Charter Montessori Community.

PART ONE: SAFETY PLAN

SCHOOL SAFETY ASSESSMENT

Surveys:

- Student input through the student section of the School Advisory Committee annual parent survey
- Parent and community input through School Site Council and PTO meetings
- Staff input through staff meeting discussions.
- El Dorado County Sheriff's Department (OES), California Highway Patrol and El Dorado Hills Fire Department
- Community and parent input through the results of the 2017-2018 BUSD and Montessori Parent Survey

Statistics:

- California Safe Schools Assessment School Crime Reporting Summary - BUSD
- Discipline Records: Bullying, fighting, number of common infractions, suspension, and expulsion records
- Report Cards
- Trimester Assessment Results
- SBAC Results
- MAP
- Student Surveys
- CST Science 5th Grade Results
- Accelerated Reader Data

Conclusions:

- The current data suggests that there is a high level of satisfaction that parents and children feel safe and secure at and around school.

PART ONE: SAFETY PLAN

AREAS OF PRIDE/DESIRED CHANGE

Areas of pride and strength:

- In general we are very proud of our students' behavior. They often receive compliments after field trips and group activities.
- Annual school wide Safety Day is held and includes community support from The El Dorado County Sheriff's and Fire Department and local anti-bullying advocates.
- We are proud of our school facility. Our campus is clean, orderly and well kept. Emergency procedures are in place; fire drills are held monthly and lock-down drills/earthquake drills are held each trimester.
- We are proud of the manner in which students follow our Core Values and discipline policies. To further strengthen this area we continue to have a "4" point rubric system in ranking students behavior while walking around campus.
- We have implemented the Peace Patrol program. This is a student led team of 3rd, 4th and 5th grade students who help students to resolve problems and conflicts at school without the intervention of adults. In addition the Peace Patrol brings problems that to administration and staff that need to be resolved by an adult. The middle school is involved in a similar way with Montessori Mentorship. They will mentory young students that need a role model for behavior or assistants with Montessori Jobs.
- We are pleased with parent involvement and volunteerism at Valley View Charter Montessori and strive to create more opportunities for parent involvement.
- Another area of pride involves our safety procedures at Valley View Charter Montessori. In the 2018-2019 school year Valley View Charter Montessori will be continuing to utilize new safety forms and procedures. Valley View Charter Montessori also works hand in hand with local agencies to ensure we are as safe as can be.
- Our theme this year is derived from our PBIS training and it is to foster a safe, positive learning environment by improving student well being in the school community and neighborhood. To create a cultural change in school where students are encouraged to display acts of random kindness and compassion to fellow students and the community. Lastly to ensure all students and parents have a connection at Valley View Charter Montessori
- The PBIS School Wide Expectations are: Rattler Respectful, Rattler Responsible and Rattler Safe. They lead to the Montessori Core Values. The core values are Appreciation, Peacefulness and Grace and Courtesy. developed in our PBIS phase one at VVCM., Valley View Charter Montessori come first. As a staff we constantly remind ourselves that we are here for The Rattlers and their families.

Areas of desired change:

- We would like to continue to review our emergency procedures and improve traffic conditions on campus at arrival and dismissal times.
- We would like to continue to raise school and community awareness of our Core Values program.
- We would like to increase parent/community involvement, increase the number of adults on campus, and improve student success on campus.
- With help of law enforcement we would like to improve our overall safety plan in light of recent national school safety issues.
- Improve our ingress and egress of parents who come on campus for our county programs.
- VVCM is starting phase one of PBIS to enhance and improve the school culture. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

PART ONE: SAFETY PLAN GOALS AND OBJECTIVES
COMPONENT ONE: PERSONAL CHARACTERISTICS OF
STUDENTS AND STAFF

GOAL #1	<ul style="list-style-type: none"> ● To use our staff wide theme from our PBIS Trainings to foster a safe, positive learning environment by improving student well being in the school community and neighborhood. To create a cultural change in school where students are encouraged to display acts of random kindness and compassion to fellow students and the community. Lastly to ensure all students and parents have a connection at Valley View Charter Montessori ● The PBIS School Wide Expectations are: Rattler Respectful, Rattler Responsible and Rattler Safe. They lead to the Montessori Core Values. They are Appreciation, Peacefulness and Grace and Courtesy.
OBJECTIVE #1	<ul style="list-style-type: none"> ● To encourage the expectations and values to be used school wide in and out of the classrooms. ● Peace Patrol and Grand Greeters will continue to be implemented and revised by the school staff using 3rd, 4th and 5th grade students with administrators and classroom teachers supervising.
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● School counselor to address classes of students on issues related to self-esteem and conflict resolution. ● Continue to implement Peace Patrol and Grand Greeters. ● Principals reading to classrooms monthly on self-esteem and core values. ● At least two assembly to be scheduled regarding self-esteem, along with Core Value Assemblies <ul style="list-style-type: none"> ○ Patriot Day 9/11/18 ○ Anti Bullying 10/3/18 ● Annual Safety Day (October 18, 2018) ● National Walk to School Day (October 10, 2018) ● Bike to School Day (May 8, 2019)
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Scheduling of counselor's time ● Signage for PBIS Expectations and Core Values ● Conflict Mgr. (Peace Patrol) training instructional materials (SDFSC) ● Non-instructional materials for conflict manager training (clipboards, vests, T-shirts, incentives) (SDFSC)

	<ul style="list-style-type: none"> ● Books related to self-esteem and Valley View Charter Montessori's Core Values
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Principal ● Psychologist ● Counselor ● PBIS Team
EVALUATION	<ul style="list-style-type: none"> ● Log of counselor classroom sessions. ● Staff feedback on assemblies ● District Parent Survey ● Student Survey
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - May 2019
BUDGET	<ul style="list-style-type: none"> ● Assemblies ● Signage \$1000 ● Conflict Managers Materials <ul style="list-style-type: none"> ○ \$500 ● Sources: PTO \$1000

COMPONENT ONE: PERSONAL CHARACTERISTICS OF STUDENTS AND
STAFF—CONTINUED

GOAL #1—OBJECTIVE #2	<ul style="list-style-type: none"> ● By October 2019, 100% of the staff including recess and lunch supervisors will be observed modeling conflict resolution, Proactive Discipline and PBIS year one strategies.
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Yard Supervisor Staff will participate in ongoing training on Core Values and conflict resolution strategies (anti-bullying training). ● PBIS strategies of conflict resolution to be reviewed at regular staff meetings. ● Staff will have a update or training at each collaboration meeting on PBIS ● Students will receive training in conflict resolution. ● Conflict managers (Peace Patrol) to be on duty during recess and lunch.
RESOURCES NEEDED	<ul style="list-style-type: none"> ● PBIS Training for year one ● Release time for members of that team
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● PBIS Team
EVALUATION	<ul style="list-style-type: none"> ● SWIS PBIS accountability data tracking system ● Notes from yard supervisor meetings ● Number of behavioral referrals ● Timely completion of projects ● Agenda and notes from Yard Supervisor meetings ● Parent and Student Surveys
TIMELINE	<ul style="list-style-type: none"> ● October 2018 – October 2019
BUDGET	<ul style="list-style-type: none"> ● Staff and student training materials—Source: As available ● Teacher subs for first grade to have a successful start and to be Mont. Mentors for first days. \$2000.00 ● Updated walkie Talkies that others schools use \$2000.00

PART ONE: SAFETY PLAN GOALS AND OBJECTIVES
COMPONENT TWO: SCHOOL'S PHYSICAL ENVIRONMENT

GOAL #1	<ul style="list-style-type: none"> ● To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood
OBJECTIVE #1	<ul style="list-style-type: none"> ● Emergency procedures will continue to be reviewed, refined, and practiced. All classes will participate in practicing the emergency procedures using the new safety forms provided by the district office.
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Implement procedures as per Education Code 32282 ● Staff, students and community will be advised about disaster preparedness and emergency readiness. ● Regular emergency drills will be held ● Annual Safety Day in conjunction with the El Dorado County Sheriff and Fire Department and the Great Shake Out
RESOURCES NEEDED	<ul style="list-style-type: none"> ● SEMS manuals ● BOWMAC Online Emergency Preparedness Database ● Updated emergency folders in all rooms ● Williams Act Inspection for Postings
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Principal ● Head Custodian
EVALUATION	<ul style="list-style-type: none"> ● Staff/Administration/El Dorado County Sheriff and Fire Department to review disaster preparedness and emergency readiness ● Log of emergency drills held
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - October 2019
BUDGET	<ul style="list-style-type: none"> ● Emergency preparedness-SDFSC <ul style="list-style-type: none"> ○ \$100

COMPONENT TWO: SCHOOL'S PHYSICAL ENVIRONMENT
CONTINUED

GOAL #1 - OBJECTIVE #2	<ul style="list-style-type: none"> ● Arrival and dismissal traffic procedures will continue to be reviewed by the administration, CHP and VVCM Safety Committee
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Traffic procedures, rules and expectations will be communicated to parents and students. ● Involvement of the Department of Transportation and California Highway Patrol to observe and advise on traffic/safety during pick up and drop off times ● Additional supervision has been added during arrival and dismissal times. ● Grand Greeters will be out on duty each morning to greet students and give morning message. ● Administration will be visible as much as possible at high traffic flow times ● Revised Staff Traffic Duty Schedule
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Community and school resources are in place.
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● VVCM Safety Committee
EVALUATION	<ul style="list-style-type: none"> ● Data on number of parent complaints and concerns to be gathered through School Site Council Parent Survey and analyzed for content. ● Parent Survey
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - October 2019
BUDGET	<ul style="list-style-type: none"> ● Communications—Source: School Funds ● Emergency preparedness - Source: as available <ul style="list-style-type: none"> ○ \$1,000

PART ONE: SAFETY PLAN GOALS AND OBJECTIVES
COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT

GOAL #1	<ul style="list-style-type: none"> ● To foster a safe, positive learning environment by improving student wellbeing in the school community, digital citizenship and neighborhood.
OBJECTIVE #1	<ul style="list-style-type: none"> ● By October 2019, parents and students will have improved awareness of school rules, digital citizenship, Core Values and the discipline system resulting in a 15% decline in behavioral referrals.
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Education and expectation on digital citizenship ● Implement year one of PBIS and VVCM's Core Values emphasizing the five Core Values; Respect, Responsibility, Trust, Grace and Courtesy, Peacefulness and Appreciation. ● Core Value assembly and ongoing positive reinforcements ● Core Value lunches with administrators ● Theme of Staff to be, "Follow the Child" ● Educate students and parents through the Parent/Student Handbook and monthly parent and PTO bulletins regarding school rules, Core Values and school-wide student discipline system. ● Classroom teachers will review school rules and Core Values at the beginning of the school year. ● School Counselor will address classes of students on life skills using Positive Action ● Posting of Core Values and Parent/Student Handbook on our webpage ● Positive reward system has been set up in the principal's office for student who have ongoing referrals/behavior issues. ● Montessori Mentors to assist other teachers in learning the Montessori Culture and the Montessori Environment at VVCM.
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Annual printing of Parent/Student handbook ● Class time allocated for reviewing school rules ● Scheduling of counselor's time ● Positive Actions materials for teacher use ● Core Value Resources ● Release time for PBIS team ● Extra substitutes to allow Montessori Mentor teachers to work with new staff and be a mentor to them throughout the year.
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● Psychologist ● Classroom teachers TK-7th ● Counselor
EVALUATION	<ul style="list-style-type: none"> ● Parent surveys ● Observations and walkthroughs of classrooms of new teachers ● Number of discipline entries monitored throughout the school year ● Monitoring of behavior interventions ● Hapara and Suspicious Search Reports ● Log of counselor classroom visits ● eSchool data regarding discipline actions.

TIMELINE	<ul style="list-style-type: none"> ● October 2018 – October 2019
BUDGET	<ul style="list-style-type: none"> ● Student/parent handbook word processing/publication—Source: SIP ● rewards, motivational materials for Core Values—Source: PTO ● Positive Action program materials—Source: As available

COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT
CONTINUED

GOAL #1—OBJECTIVE #2	<ul style="list-style-type: none"> ● By October 2019, all students will have been exposed to instruction in social skills, Digital Citizenship, positive self-concept, Core Values and problem solving skills.
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Counselor to instruct individual classes in social skills, positive self-concept, and problem solving. ● Intel Digital Citizenship Classes ● Technology Coach Digital Citizenship Lesson ● Teacher Digital Citizenship Lesson ● Positive Action and Core Values programs to be implemented by all classroom teachers. ● Staff review/training of various life skills and ideas of how to teach these skills utilizing Positive Action program ● Montessori Mentors and cross age tutoring program between middle school students and Valley View Charter Montessori Students. ● Positive Action Word of the Week posted on marquee, stated on weekly announcements, posted in classroom. ● Core Value Word of the Month to be taught, reviewed, and modeled by staff. ● Principal and Assistant Principal Positive Action Library.
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Instructional materials and incentives ● Scheduling of counselor's time
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● Counselor ● Teachers
EVALUATION	<ul style="list-style-type: none"> ● Discipline SWIS data search ● Parent Survey ● Hapara and Suspicious Search Results
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - October 2019
BUDGET	<ul style="list-style-type: none"> ● Instructional materials, rewards, motivational materials, instructional materials for cross age tutoring—PTO ● Positive Action program materials—as available ● Digital Citizenship Posters \$200

PART ONE: SAFETY PLAN GOALS AND OBJECTIVES
COMPONENT FOUR: SCHOOL’S CULTURAL ENVIRONMENT

GOAL #1	<ul style="list-style-type: none"> ● Continue to proactively build upon the school spirit and positive culture. Ensure that each student and parent has a connection at Valley View Charter Montessori
OBJECTIVE #1	<ul style="list-style-type: none"> ● Provide role models and recognition for positive student behavior. Provide a basis and program for each child and family for them to have a connection at Valley View Charter Montessori ● Use PBIS strategies from
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Promote greater student participation in school spirit days and create an campus life for our Middle School. <ul style="list-style-type: none"> ○ Leadership Elective with Mrs. Sanders and working with PTO in a joint effort ● Provided multiple opportunities and resources for students to grow and learn about friends, making friends at Valley View Charter Montessori <ul style="list-style-type: none"> ○ Ensure that Middle school has different logo and differentiation than elementary ● Promote and recognize good attendance via classroom recognition <ul style="list-style-type: none"> ○ Mr. Frame will take on attendance this year and work with Mrs. Morgan on early intervention. ● Advertise successes via the Valley View Charter Montessori News ● Core value assemblies that are student lead. ● Peace Patrol as role models. ● Hold at Connection Education Night at Valley View Charter Montessori to help parents and students make a connection in the community at Valley View Charter Montessori
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Sub time for teacher, counselor and psychologist to play the Educational night ● Positive Recognition Postcards ● Peace Patrol Conflict Resolution Training
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● Office staff ● Yard supervisors ● All school staff
EVALUATION	<ul style="list-style-type: none"> ● Improved attendance

	<ul style="list-style-type: none"> ● Decrease in office referrals ● Surveys (pre and post)
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - October 2019
BUDGET	<ul style="list-style-type: none"> ● \$500 for Education Night ● \$2000 for sub release time.

COMPONENT FOUR: SCHOOL'S CULTURAL ENVIRONMENT-CONTINUED

GOAL #1—OBJECTIVE #2	<ul style="list-style-type: none"> ● Ensure VVCM is as safe as can be ● All parent volunteers will be fingerprinted and understand the importance of school safety
RELATED ACTIVITIES	<ul style="list-style-type: none"> ● Work with OES and our School District to put in best practices to ensure VVCM is doing all it can for overall safety ● Create yearly safety drill schedule and Safety Day on 10/18/18 ● All new parent volunteers to be fingerprinted each year ● Continue year two of VVCM Safety Committee and work in conjunction with local agencies to assist. ● All fingerprinted volunteers will have permanent identification badges. ● School secretaries to make picture identification badges for fingerprinted parent volunteers ● Volunteer sign-in process to be monitored for accountability.
RESOURCES NEEDED	<ul style="list-style-type: none"> ● Financial resources from PTO to assist with cost of fingerprinting ● Secretaries to assist with making volunteer identification badges
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> ● Administration ● School Safety Committee ● School Secretaries
EVALUATION	<ul style="list-style-type: none"> ● Review safety practices and get feedback from OES and other local agencies for improvement. ● Monitor the number of fingerprinted volunteers.
TIMELINE	<ul style="list-style-type: none"> ● October 2018 - October 2019
BUDGET	<ul style="list-style-type: none"> ● Fingerprinting: Parent and school scholarships for fingerprinting costs \$400

PART ONE: SAFETY PLAN ALIGNMENT OF GOALS AND VISION

Our goals and objectives are intended to lead students toward the Valley View Charter Montessori Vision. Compassion for others, cooperation, celebration of diversity and a safe and secure environment are keys to our Vision. Valley View Charter Montessori is a community of learners where children can reach their full potential and contribute positively to society.

PART ONE: SAFETY PLAN EVALUATION

Component	Objective	Evaluation	Persons Responsible
1	1	Number of times administration/counselor is in classrooms to discuss self-esteem/conflict resolution. School Wide discipline data. Number of office referrals logged into E-School and number of suspensions. Reports of suspicious searches and Hapara logs	<ul style="list-style-type: none"> ● Counselor ● Administration
1	1	Number of assemblies scheduled relating to self-esteem/conflict resolution Reports of suspicious searches and Hapara logs	<ul style="list-style-type: none"> ● Administration ● PTO Chair
1	2	Number of noon & recess personnel trained	<ul style="list-style-type: none"> ● Administration ● Counselor
1	2	Decrease in number of office referrals/suspensions	<ul style="list-style-type: none"> ● Administration
2	1	Site Council to review the revised emergency procedures	<ul style="list-style-type: none"> ● Administration
2	1	Log of emergency drills	<ul style="list-style-type: none"> ● Administration ● Head Custodian
2	2	Annual data on number/type of parent complaints or confrontations	<ul style="list-style-type: none"> ● Administration
3	1	Office referrals to be monitored throughout the school year and at the end of the school year to determine if entries have decreased	<ul style="list-style-type: none"> ● Teachers ● Administration
3	1	Number of behavior interventions. Reports of suspicious searches and Hapara logs	<ul style="list-style-type: none"> ● Administration
4	2	Number of parent volunteers fingerprinted	<ul style="list-style-type: none"> ● Administration ● School Secretaries
4	2	Number of identification badges issued	<ul style="list-style-type: none"> ● Administration ● School Secretaries
4	2	Healthy Kids Survey Data & Parent Survey	<ul style="list-style-type: none"> ● Administration ● All school personnel

PART ONE: SAFETY PLAN BUDGET

COMPONENT	ITEM	SOURCE	AMOUNT
1	Assemblies	PTO	\$500
1	Materials for Conflict Managers	Site and Intel (Donations)	\$1,000
1	Signage for CV and Expectations	Site Funds	\$1,000
1	New Staff Observation	SLBG	\$2000.00
2	Updated emergency folders, flipcharts	District Office	\$600
2	upgraded walkie talkies	PTO and Site	\$2000.00
3	Materials/incentives for Core Values and Positive Action Program	PTO/Donations	\$1,500
3	Parent/Student Handbook	Site Funds	\$400
4	Fingerprinting	Parents, PTO and Site	\$400
4	ID badges	PTO and Site	\$100
Total			\$9,500

Link for Contact List is available [here](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N															
District/School Employee Contact List for Disasters/Emergencies																												
BUSD--> Valley View Charter Montessori										Data Updated: 9/15/18																		
Initial Actions						Incident Command Team																						
<p>The individual discovering or receiving information about an incident should take the following steps:</p> <p>Call 911 for Police, Fire or EMS</p> <p>Activate the proper safety plan and notify the IC</p> <p>Provide your name Nature of the incident Location (including building) Are there any known injuries?</p> <p>Take action to protect students and staff</p> <p>This might include:</p> <ul style="list-style-type: none"> Moving students away from the incident Isolating and securing the area Assisting students and staff if needed Assisting emergency responders 						<p>Primary IC</p> <p>Name: Paul Stewart</p> <p>Cell: 916-936-9550</p> <p>Work:(916) 939-9640</p>				<p>Backup IC</p> <p>Name: Bill Frame</p> <p>Cell: 916-343-4094</p> <p>FAX: (916) 934-0920</p> <p>Work: (916) 985-2183</p>																		
						<p>Operations</p> <p>Name: Kellie Sollowood</p> <p>Cell: 530-417-5573</p> <p>Work:(916) 939-9640</p>				<p>Logistics</p> <p>Name:Shawn McFarland</p> <p>Cell: 916-584-4021</p> <p>Work:(916) 939-9640</p>																		
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