



**BUCKEYE UNION SCHOOL DISTRICT
SAFE SCHOOL PLAN**

AUGUST 2018 - SEPTEMBER 2019

Site: William Brooks Elementary

Administrator: Jonathan H. Lee

TABLE OF CONTENTS

| | | |
|---------------------|--|----------|
| Introduction | SCHOOL SYNOPSIS | 3 |
| Part One | SAFETY PLAN | |
| | Planning Committee | 4 |
| | School Vision | 5 |
| | School Safety Assessment | 6 |
| | Areas of Pride/Desired Change | 7 |
| | Goals and Objectives | 8 |
| | Alignment of Goals and Objectives | 17 |
| | Evaluation | 18 |
| | Budget | 19 |
| Part Two | APPENDIXES | |
| | 1. Assessment of Current Status of School Crime | |
| | • Expulsion/Suspension/Truancy Reports | |
| | • Truancy Information | |
| | 2. Child Abuse Reporting Procedures | |
| | • BP/AR 5141.4 (Procedures and forms) | |
| | 3. Routine and Emergency Disaster Procedures | |
| | • Crisis Team Chart and school procedures | |
| | 4. Procedures to Notify Teachers of Dangerous Students pursuant to Ed. Code 49079 | |
| | • BP/AR 4358 (Employee Security) | |
| | 5. Nondiscrimination and Harassment Policy | |
| | • BP/AR 5145.3 | |
| | 6. Dress Code Policy | |
| | 7. Procedures for Safe Ingress/Egress of Students/ Parents/Employees to and from School | |
| | 8. Safe and Orderly School Environment Conducive to Learning | |
| | • BP 3151 (Conduct) | |
| | 9. Rules and Procedures on School Discipline | |
| | • BP/AR 5144 (Discipline) | |
| | 10. Hate Crime Reporting Procedures | |
| | • BP 4145.9 | |
| | 11. Sexual Harassment | |
| | • BP/AR 5145.7 | |
| | 12. Bullying | |
| | • BP 5131.2 | |
| | • BUSD Policy for Bullying Prevention | |
| | • Cyber bullying Information | |
| | 13. Comprehensive Safety Plan | |
| | • BP/AR 0450 | |

SCHOOL SYNOPSIS

As part of our mission at William Brooks School we work together to help members of our school community develop to their full intellectual, emotional and physical potential. In order to do so, the school environment and practices need to provide for the physical, emotional and psychological safety and well being of our students, staff, and parents. We know that the school, staff and community have a legal and social responsibility to insure that every student has equal access to an education. It is understood and acknowledged that establishing a safe and positive learning environment will make it a reality.

PART ONE: SAFETY PLAN PLANNING COMMITTEE

| NAME | TITLE |
|------------------|--------------|
| Jonathan H. Lee | Principal |
| Britni Miller | Certificated |
| Pam Graves | Classified |
| Elizabeth Davies | Parent |
| Laura Haislip | Parent |
| Mary Young | Parent |
| Heidi Chandler | Certificated |

William Brooks Elementary School Site Council (SSC) forms and oversees the Safe School Planning Committee. It consists of the site administrator, a classroom teacher, a classified employee, and a group of parents. Through the SSC, parents and the community monitor and gather information about curriculum, instruction, and facility issues on a regular basis. There is also an annual survey given to all parents where safety and school issues can be brought to the school's attention. We get input from local law enforcement agencies to address student safety and school traffic issues. Regularly, time is devoted to the discussion of safe school issues through the forum of staff meetings, parent teacher meetings, and teacher and school bulletins.

Through the analysis of data, the issues that are addressed when developing the plan include: actions the school is taking to assure that the school is providing a safe physical environment for all students, what processes are in place to assure students with a safe, respectful, responsible, and emotionally nurturing environment, and what methods are in place to help students develop these skills. The plan then reflects how these areas are being addressed, monitored, and refined to provide students with an environment and experiences that are in accordance to our mission. William Brooks School will assure all stakeholders with a school environment and practices necessary to provide them with physical, emotional, and psychological safety, and support the well being of our students, staff and parents.

PART ONE: SAFETY PLAN SCHOOL VISION

The vision of William Brooks Elementary School is for every person in our learning environment to feel safe, respected, cared for, and to have their academic, emotional and psychological needs met. We want to promote, model, and create life-long learners who will become successful, productive, and contributing citizens. We want a school environment where respect for racial, language, physical, and ethnic differences is commonplace and that everyone's manner and actions support that respect. We also want all students, staff, parents, and community members to feel that their input and talents are valued as contributions to our school success.

The vision statement was developed through the collaboration of the staff and members of the previous site council. These statements are reviewed and monitored throughout the year.

We believe our vision addresses and integrates the elements and goals of the Safe School Vision. It speaks to caring about the whole child, building community, promoting academic excellence, encouraging attitudes of respect and responsibility, and building effective relationships in a safe environment for all students and stakeholders at William Brooks Elementary School.

PART ONE: SAFETY PLAN SCHOOL SAFETY ASSESSMENT

Surveys:

Parent Safety Survey
California Healthy Kids Survey (Fall 2015)
SIA (Safety Inspection Checklist) (Head custodian and Principal)
Parent and Community input through SSC and PTA

Statistical Data:

California Safe Schools Assessment of School Crime Report-
Summary of William Brooks Elementary School
California Safe Schools Assessment Summary of Persons Involved
in School Crime
Discipline Records:
School suspension log
Principal's student behavior log
Report cards and progress reports:
Failing grades
Staff observations and input

Conclusions:

In conclusion, the current data suggests that parents have a high level of satisfaction about their children's safety and feeling of security at school. Changes are still necessary in the area of traffic flow and parking lot safety for students, staff and parents. We will continue our efforts to educate our families and the community in regards to traffic safety and appropriate behavior in the parking area of William Brooks. Adjusts have been made to the teachers' monitoring of the parking lot and school.

The Healthy Kids Survey done by our 5th graders in the Fall of 2015 reveals that the percentage of students feeling VERY safe at school increased from 66% to 69%. We will continue our efforts to reduce situations that cause our students to feel unsafe at school. Our students report HIGH LEVELS of connectedness to their school has increased from 78% in 2013 to 81% in 2015.

PART ONE: SAFETY PLAN AREAS OF PRIDE/DESIRED CHANGE

The Safe School Planning Committee recognizes and commends the students, staff, parents and community businesses for the following conditions and programs at William Brooks Elementary School that positively affect the physical and psychological well being of all persons on campus. Areas of pride and strength:

Brooks' students' behavior: Brooks' students receive compliments for their behavior at special events, field trips and assemblies.

School staff collaboration: Staff works in grade level teams and models positive life skills for their students through the use of PBIS and pro-social lessons and other such activities and class meetings.

Counseling Program: Group and individual support is provided for study skills, anger management, friendship skills and grieving.

Lessons on Mindfulness are provided by the counselor throughout the year.
Student Leadership for 4th and 5th grade students

Conflict Managers (PAWS): Students assisting students in solving problems in a positive way.

School Facility: Brooks' park like atmosphere is clean and well maintained

Parent Support: Parent involvement and volunteerism is exceptional

Community: There is a strong feeling of community that is felt at Brooks

Based on an analysis of our data our focus is on the following:

Disaster preparedness and emergency readiness

Continue focusing on the improvement of students' social skills through the development of PBIS. Work towards implementation of Tier 1 and 2 supports.

School security and safety as it pertains to visitors signing in and being identified on campus

Continued maintenance and improvements of facilities and grounds

Review and improve pedestrian safety in the parking lots during student arrival and departure.

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

| | |
|---------------------|--|
| GOAL #1 | To work with parents, students, staff and community members to foster a school environment where safety, respectfulness, and responsibility are at the forefront. This will be taught through training, modeling desired behavior, providing clear expectations, and providing opportunities to practice these desired behaviors. |
| OBJECTIVE #1 | All students will participate in lessons that teach what these positive behaviors look like across school settings. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> • Teachers will help implement a new school-wide pro-social program (PBIS) that will help develop a positive learning environment • Counselor will continue to conduct group classes in K through fifth grades in problem solving, responsibility, cooperation, and conflict resolution. • Conflict Managers Program (PAWS) will be reviewed and refined. • Counselor will do anti-bullying group with select students. • Student leadership will participate in activities that help out the school and community and promote school spirit. • Principal will share the school news with classes on a bimonthly basis emphasizing topics that promote a positive learning environment. |
| RESOURCES NEEDED | <ul style="list-style-type: none"> • Time for staff members to plan activities in grade levels to promote problem solving, responsibility cooperation, and conflict resolution. • Monies to purchase materials and provide for ongoing training for the PBIS, the new school-wide program, and accompanying reading materials. |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> • Principal • Staff • Counselor |

| | |
|------------|--|
| | |
| EVALUATION | Data collected: <ul style="list-style-type: none"> • Student survey • Parent survey • Office referrals |
| | |
| TIMELINE | <ul style="list-style-type: none"> • September 2018 – June 2019 |
| | |
| BUDGET | <ul style="list-style-type: none"> • Professional Development \$500 • Materials (School and Library Improvement & PTA) \$500 |

**COMPONENT ONE:
PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF—CONTINUED**

| | |
|------------------------|---|
| GOAL #1-- OBJECTIVE #2 | By the end of the school year, 100% of the yard duty staff will be given training on the components of PBIS |
| | |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> • Explore and identify resources to assist in conflict resolution training for yard duty staff • Strategies will be reviewed at regular yard duty staff meetings |
| | |
| RESOURCES NEEDED | <ul style="list-style-type: none"> • The purchase of materials and resources for training • Counselor resources |
| | |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> • Principal • Counselor |
| | |
| EVALUATION | Data collected <ul style="list-style-type: none"> • Discipline referrals to office |
| | |
| TIMELINE | September 2018 – June 2019 |
| | |
| BUDGET | <ul style="list-style-type: none"> • Release time for yard duty staff to attend staff meetings/staff development (School and Library Improvement) \$300 |

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

| | |
|---------------------|--|
| GOAL #1 | To work with parents, students, staff and community members to continue our efforts to make William Brooks Elementary School a safe, clean, attractive and inviting learning environment for all our stakeholders. |
| OBJECTIVE #1 | Continue to pursue facility/landscaping projects to enhance the presentation of the campus. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> • Continue to support the Eagle Scout Projects and community projects to enhance the school grounds with landscaping projects. • Work with local boys/girl scouts on service projects around the campus. • Head custodian will prioritize any safety issues and rectify as soon as possible. |
| RESOURCES NEEDED | <ul style="list-style-type: none"> • Monies to purchase materials for projects. • Individuals to assist with projects. |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> • Principal • PTA President • Head Custodian |
| EVALUATION | <ul style="list-style-type: none"> • Documentation of landscaping projects • Plans for future projects • Log of safety issues that arise. |
| TIMELINE | September 2018-June 2019 |
| BUDGET | <ul style="list-style-type: none"> • Site Allocation Monies \$500 |

**COMPONENT TWO:
SCHOOL'S PHYSICAL ENVIRONMENT
CONTINUED**

| | |
|-------------------------------|---|
| GOAL #1-- OBJECTIVE #2 | Refine plan for traffic arriving and departing from our campus parking lots to ensure safety for our students, staff and families. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> • Keep painted areas to identify loading and unloading zones. • Keep crosswalk areas clearly marked. • Keep signage to designate drop off and pick up areas. • Train duty personnel to wear vests and use walkie-talkies. • Notify parents of plan through newsletters and handbook. • Train students to help with loading and unloading of students. • Continue to consult with CHP • Put up additional 5 MPM signage. • Place key personnel in high traffic zones to manage flow • Work with facilities manager to improve school safety |
| RESOURCES NEEDED | <ul style="list-style-type: none"> • Monies for purchase of additional vests and walkie-talkies, and signs. |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> • Principal • Head custodian • Staff |
| EVALUATION | <ul style="list-style-type: none"> • Comments from parents and staff on surveys • Feedback from those who supervise parking lot |
| TIMELINE | September 2018 – September 2019 |
| BUDGET | <ul style="list-style-type: none"> • Equipment (Intel Monies) \$300 |

**COMPONENT TWO:
SCHOOL'S PHYSICAL ENVIRONMENT
CONTINUED**

| | |
|-------------------------------|--|
| GOAL #1-- OBJECTIVE #3 | By the end of the school year, all staff will review, practice and refine our emergency procedures. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> ● Staff will review safety plan, which includes emergency procedures. ● All staff and students will participate in "Safety Day" at the start of the school year. ● Staff will participate in at least one fire drill exercise every month. ● Regular lock down drills will be held once a trimester. ● Consult with Sherriff's Department on how to better run our lock-down drills. ● Head custodian will put together a crisis response box with necessary materials. ● Updated emergency kits in all classrooms |
| RESOURCES NEEDED | <ul style="list-style-type: none"> ● Monies to purchase materials for emergency supplies ● Updated emergency folders in all rooms ● Contacts within the fire and sheriff department to conduct safety drills |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> ● Principal ● Head custodian and custodial staff ● Secretary in charge of purchasing supplies |
| EVALUATION | <ul style="list-style-type: none"> ● Log of practice emergency drills ● Log of staff meetings devoted to emergency preparedness ● Completion of crisis response box |
| TIMELINE | September 2018 – September 2019 |
| BUDGET | <ul style="list-style-type: none"> ● Emergency supplies \$400 (Intel Monies) |

**COMPONENT TWO:
SCHOOL'S PHYSICAL ENVIRONMENT
CONTINUED**

| | |
|-------------------------------|---|
| GOAL #1-- OBJECTIVE #4 | We will continue the enforcement of our Visitor Identification Policy and explore methods to increase security. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> ● Remind parents of our visitor identification procedures in the Parent/Student Handbook and in our monthly parent bulletins. ● Redirect all visitors to the office if they are not wearing a visitor's badge. ● Alert all staff members to question all visitors who are not wearing proper identification, and to be sure parent visitors and volunteers sign in. ● Have head custodian make sure anybody coming on to the campus to do repair work or various projects signs in at the office and gets a visitor's badge. |
| RESOURCES NEEDED | <ul style="list-style-type: none"> ● A plentiful supply of visitor badges ● Staff identification badges |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> ● Principal ● Staff ● Head custodian ● Yard duty personnel |
| EVALUATION | <ul style="list-style-type: none"> ● Monitoring of all visitors for identification ● Number of visitors that we have to remind to put on badges ● Log of visitors on campus |
| TIMELINE | September 2018 – June 2019 |
| BUDGET | Visitor's badges (\$0) |
| | |

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

| | |
|--------------------|---|
| GOAL #1 | To include parents, students, staff, and community members in fostering a positive learning environment for all students. |
| OBJECTIVE #1 | Throughout the school year, teachers and staff will focus on building the PBIS framework into our school and reinforce the positive choices and actions inside and outside of the classroom and then communicate this to our parents. The rollout of PBIS is a three to five year project. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> ● All students will be responsible for going over the rules and procedures with their parents through the Parent/Student Handbook. ● Parents and students will be given the PBIS Handbook. ● Students will participate in community service projects to promote positive character traits. ● Students will be rewarded for positive actions/behavior with Caught Ya tickets ● Counselor will continue Conflict Managers (PAWS) in third, fourth, and fifth grades ● Students will reinforce positive messages and choice via the school-wide news program. ● Principal will read pro-social stories to each class. ● Student leadership will be role models to all students. |
| RESOURCES NEEDED | <ul style="list-style-type: none"> ● Student/Parent Handbook on our website or a hard copy for any family that makes a request. ● Time at parent nights for staff to communicate about PBIS. ● Counselor and Principal will work with students to solve problems in a positive way. ● Time for staff to work on a school-wide PBIS goals and share ideas on how to integrate it into class. |

| | |
|----------------------------|---|
| | |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> ● Principal ● Staff ● Counselor ● Parents/Students |
| EVALUATION | <ul style="list-style-type: none"> ● Monitoring number of Caught Ya cards returned to the office ● Number of office referrals and white-slips ● Parent survey and their perception about their students' feeling safe at school ● Student survey on their feelings about safety at school and solving problems ● Monitoring of returned forms stating that students have gone over handbook and rules with parents ● Monitoring of students by staff exhibiting positive behaviors inside and outside of classroom. |
| TIMELINE | September 2018– June 2019 |
| BUDGET | Purchase PBIS pro-social materials as needed Literature to address SEL goals |
| | |

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

| | |
|---------------------|---|
| GOAL #1 | To work with parents, students, staff and community members to continue our efforts to provide a school culture that focuses on the physical, emotional, psychological safety and well-being of our students and staff. |
| OBJECTIVE #1 | By the end of the school year, 100% of the staff will have participated in staff meetings that discuss the PBIS goals and objectives for how and why we are building a positive school culture. |
| RELATED ACTIVITIES | <ul style="list-style-type: none"> • Staff will work on introducing and reinforcing PBIS goals throughout the year. • School news and announcements to students about positive behaviors. • Train yard duty staff in the new goals as well as discipline strategies and how it relates to their assignment |
| RESOURCES NEEDED | <ul style="list-style-type: none"> • Time to share and collaborate • Yard Duty staff to be included in goals and objectives for building a positive culture |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> • Principal • Counselor • Staff |
| EVALUATION | <ul style="list-style-type: none"> • Staff meeting agendas that demonstrate lessons and activities pertaining to building a positive school culture |
| TIMELINE | September 2018– September 2019 |
| BUDGET | \$0 |

PART ONE: SAFETY PLAN ALIGNMENT OF GOALS AND VISION

Our goals and objectives are aimed to achieve William Brooks Elementary School's Mission Statement and instill our beliefs throughout our school community. We will work together to help all members of our learning community to develop to their full intellectual, emotional and physical potential. Our goals and objectives have the spirit of William Brooks and the purpose of the School Safety Plan is to create, maintain and celebrate a school environment that promotes respect, safety and learning.

PART ONE: SAFETY PLAN EVALUATION

William Brooks will use a variety of tools to gather information and evaluate the effectiveness of our programs and Safety Plan.

| Component | Objective | Evaluation | Persons Responsible |
|-----------|-----------|--|--------------------------------------|
| #1 | #1 | Student and Parent Survey Results | Principal, Counselor |
| #1 | #2 | Data of the number of discipline referrals to the office from recess | Principal |
| #2 | #1 | Documentation of landscaping projects | Principal, Head Custodian |
| #2 | #2 | Parent Survey and feedback from those who supervise parking lot | Principal, Staff |
| #2 | #3 | Log of Emergency drills, completed crisis response boxes, an updated NIMS manual | Principal, Head Custodian, Secretary |
| #2 | #4 | Monitoring all visitors, and log of visitors on campus | Principal, Staff |
| #3 | #1 | Parent and Student Surveys, behavior logs used by PAWS students | Principal, Staff, Counselor |
| #4 | #1 | Staff meeting agendas that reflect demonstration lessons and activities pertaining to school culture | Principal, Counselor |
| | | | |

PART ONE: SAFETY PLAN BUDGET

| | |
|-----------------------------------|---------------|
| BUDGET SUMMARY: | |
| Staff development | 500 |
| Materials | 500 |
| Release Time for yard duty staff | 300 |
| Landscaping enhancement materials | 500 |
| Walkie Talkies/ Vests | 300 |
| Emergency supplies | 400 |
| Visitor's badges | 000 |
| PBIS Materials | 1200 |
| SEL Library Books | <u>500</u> |
| | \$4200 |

| COMPONENT | ITEM | SOURCE | AMOUNT |
|-----------|---|--------------------------------|--------|
| #1 | Professional Development | School and Library Improvement | \$500 |
| | Materials | School and Library Improvement | \$500 |
| | Release time for yard duty staff meetings | School and Library Improvement | \$300 |
| | | | |
| #2 | Enhance school grounds | Site Allocation Money | \$500 |
| | Walkie Talkies/ Vests | Intel Monies | \$300 |
| | Emergency Supplies | Intel Monies & PTA | \$400 |
| | Visitor's Badges | Lifetouch | \$0.00 |
| | | | |
| #3 | PBIS Materials | Intel Monies | \$1200 |
| | SEL Literature | School and Library Block Grant | \$500 |

| | |
|------------|-----------|
| Database | Consult |
| Guide Menu | Plan Menu |

REDI Action Guide

EMPLOYEE GUIDE
Buckeye Union School District
Brooks Elementary

Guide A

Date Issued: 10/10/2017
 Last update: Oct 10, 2017

Initial Actions

The individual discovering or receiving information about an incident will take the following steps:

1. Call police, fire or EMS if needed.
2. Activate the emergency system---Notify the IC,
 - Your name.
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage
 - Telephone number (as a call back)
3. Take action to protect all personnel, visitors and property. This might include;
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to students and personnel
 - Directing public safety responders to the scene

Key Weather Terms

Watch --Threatening weather is likely. Remain alert and be prepared to implement a plan for action.
 Warning--Severe weather is occurring or has been indicated by radar. Take immediate action.

Command Post Locations

- Primary:

| | |
|------------------|----------------------------|
| Building/Room #1 | Building/Room #2 |
| Front Office | Kindergarten Rooms K1 & K2 |
- Secondary:

Emergency Numbers

Police/Fire/EMS 911

Incident Commander

Primary IC: Kevin Cadden
 Primary Number (530) 677-2875
 (916) 933-6618 ext 2401

Backup IC: Jackie McHaney
 Primary Number 677-2261 x-1027
 Alternate Number 916 944-0560

Incident Management Team

Operations: Don Rohland
 Primary Number 530 320-8965
 Alternate Number 916 933-6618

Logistics: Coleen Vanderwall
 Primary Number 916 201-9031
 Alternate Number 916 995-1990

Planning: Robin Bila
 Primary Number 530 677-2875
 Alternate Number 916 933-6618

Adm/Fin: Jan Blossom
 Primary Number (530) 677-2261

Public Info: Name David Roth
 Primary Number (530) 677-2261
 Alternate Number Superintendent

Safety: Terri Hale
 Primary Number 916 933-6618

Liaison: Pam Graves
 Primary Number 916 933-6618
 x-2421

Intel/Inv: Superintendent's Secretary
 Primary Number (530) 677-2261
 x-1000

Duck & Cover

- If inside, use a desk or piece of furniture as a shield.
 - Drop to knees with your back to the window.
 - Make body as small as possible.
 - Bury face in arms.
 - Keep eyes closed and ears covered.
- If outside, try to get behind any solid object.

Level of Threat

- Level I
- Level II
- Level III

Evacuation/Relocation Sites

- Primary:
 - Name of Primary Location Silva Valley Elementary School
- Secondary: Address of Primary Location 3001 Golden Eagle Lane EDH
 Phone of Primary Location 916 933 3767
 530 677 8953
- Alternate: _____

Emergency Frequencies/Channels
