

SANTA CLARA ELEMENTARY SCHOOL DISTRICT
COMPREHENSIVE SCHOOL SAFETY PLAN
2017-18

MISSION STATEMENT

Santa Clara Elementary strives to provide a challenging education that fulfills the child's natural desire to learn. We offer a standards-based curriculum taught in multi-grade classrooms. Our school nurtures confident and creative individuals by making art, music and drama an essential part of the learning process. Santa Clara's unique size lends itself to a family-like atmosphere. Collaborative efforts from teachers, parents, staff, and community members encourage students to ask questions, solve problems and make thoughtful decisions in every day life.

OVERVIEW

All members of a learning community deserve to learn and work in a safe and nurturing atmosphere. Conversely, all members of the school community should conscientiously create a safe and caring environment in which to work and learn. The school's teachers, staff, and principal have the responsibility to set the positive tone that lays the foundation for daily learning and socializing. The school must be prepared for emergencies and disasters and communicate these plans to all members of the learning community. A safe school community maximizes learning potential.

This *Comprehensive School Safety Plan* for Santa Clara Elementary School provides guidance to all members of the school community regarding all issues of school safety. The plan is comprised of two components.

Component I addresses issues regarding **school climate**. It includes strategies and goals to improve academic achievement, character and citizenship, attendance, positive behavior, discipline issues, and parent involvement. In short, its goal is to guide us toward maintaining a caring and nurturing school community where people enjoy working and learning.

Component II addresses issues regarding the **physical environment** of the school. It includes strategies and goals to improve the school's cleanliness and appearance, emergency and crisis response, and site security.

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Planning Committee

The planning committee includes School employees and the School Site Council. They reviewed data from surveys, academic achievement, and discipline referrals. The planners used the expertise of local law enforcement and emergency responders in developing the Safety Plan.

The Members of the School Site Council and the School Safety Planning Committee were:

- Raquel Arreola, Parent (SSC)
- Janet Jaimes, Parent (SSC)
- Lupe Rodriguez, Parent (SSC)
- Ginger Bogna, Teacher (SSC)
- Morgan Stowers, Teacher (SSC)
- Haydee Berrington, Classified Staff (SSPC)
- Jose Luis Romo, Classified Staff (SSPC)
- Kari Skidmore, Teacher/Principal (SSC)

Law Enforcement Input: Senior Deputy Steve Buckley, Ventura County Sheriff's Office

Emergency Responder Input: Ventura County Fire Department

Data Sources

The Planning Committee reviewed the following data sources:

- CAASPP Academic Achievement Data
- District Academic Achievement Data
- Discipline Referral Data
- Suspension/Expulsion Data
- Attendance Data
- Emergency Drill Data
- Parent Involvement Data
- School Safety Inspection Reports from Ventura County Schools Self-Funding Authority

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General Conclusions

The consensus of the Planning Committee is that Santa Clara School is a safe and nurturing school, with room to grow and improve in both **Component I: School Climate** and **Component II: Physical Environment**. There has been a steady improvement in student achievement over the years and a 0% suspensions rate. The attendance rate has stayed steady at 97%, with a truancy rate of 13%. We feel the 13% does not give a true picture of school attendance. All of the truanancies have occurred with parental knowledge for such things as extended trips out-of-town. Whenever possible, if the requested time is five days or more, parents enter into an independent study contract. However, many requests are for one or two days at a time, precluding the use of an independent study contract. The school does provide school work in these cases, but the absences still count as unexcused, thus increasing the truancy rate. Three unexcused absences in one year constitute a truancy. These may be the only absences for those children, but the fact that they were "unexcused" puts them in the same definition of truant as students whose parents are unaware of their absences and are unsupervised.

Component I, School Climate: Generally, input from students indicate that they feel safe and free from bullying or threats at Santa Clara. The school staff teaches positive character traits. The Student of the Month Assembly awards students who are displaying the positive character trait of the month. Parents call when they think there might be an issue, and the principal and staff work to fix the problem. There have been no crimes committed on the site or at school-sponsored activities for many years. In fact, no one could remember any instance of criminal activity except one vandalism incident in the last ten years.

School Rules, Dress Code, & Discipline: Our overarching message to Santa Clara families is that we want students to be safe at school so they can learn and grow in a peaceful environment. Students and parents are informed of school rules regarding behavior and discipline at the beginning of every year. Students are regularly reminded of school rules and appropriate school behavior. Parents and students are encouraged and reminded to report acts of bullying or other inappropriate behavior immediately to school employees.

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The school has a dress code that reflects the school's goal of learning in a safe environment. The dress code is contained in the Student/Parent Handbook.

Electronic devices are allowed at school, but may not be used during the school day.

The consequences for violating school rules are listed in the Student/Parent Handbook and reiterated throughout the year. Depending on the offense and/or the number of offenses, they range from verbal and written warnings, parent contact, discipline referrals, suspensions, and expulsions. Santa Clara has not issued a suspension or an expulsion in over 10 years.

The teachers and staff are focused on maintaining a safe and orderly learning environment. Every staff member knows that he/she is responsible for the safety of all of our students.

While we haven't experienced violence or crimes on campus, we do experience some discipline and behavior issues in the following ways:

- Socially excluding others
- Put-downs
- Rough play
- Disruptions in class
- Running in "walking zones"

Historically, problems are usually resolved with the input of parents, students, and school staff--sometimes formally through the Student Study Team process but more often through frequent conversations between the teacher, parent, and student. The teachers at Santa Clara School are trained to be active members of its Professional Learning Community, in which teachers collaborate regarding student achievement and behavior and continuously strategize to improve these areas. The principal plays an active part in helping student reach resolutions to their problems. Parents call or e-mail the principal directly when they notice that their children are having academic or social difficulties at school. We try to be proactive—stopping a little problem from becoming a bigger problem. Because we are small and focused on problem-solving, we can generally fix problems.

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Component II, Physical Environment:

Facilities & Site Safety: Santa Clara School is a historic site. It was built in 1896. It is a traditional school-house; however, the buildings are structurally sound.

A part-time custodian is responsible for cleaning the rooms. The most recent upgrade of the technology infrastructure was in 2013. So, while classrooms have that "old school" feel, they also have wireless internet access, computer technology, and projection devices to aid instruction.

Santa Clara School passes its safety inspections and promptly addresses any issue that the safety audit finds. There is little to no vandalism at the school. There has not been a reported vandalism incident in many years. Most of the students take pride in how their school looks and help in the cleaning and beautification.

There are three gated entrances to the school. One gate, located by school office, is kept open during the day. Parents are aware of and use the visitor check-in and check-out procedure. The other two gates are open before and after school, but are locked during school hours. There is fencing surrounding the school. The back part of the school faces a railroad track. There is fencing and people are not usually present beyond the fence.

Panic Button Lanyards for staff were purchased in August of 2013. These alarms are monitored by Bay Alarm. The Board approved the purchase and installation of security cameras on the front and back of the schoolhouse. A monitor was installed in the school office. Bay Alarm installed the cameras and monitor in March of 2014.

Disaster Preparedness & Procedures: Santa Clara uses the Standardized Emergency Management System (SEMS). We conduct monthly fire drills. Santa Clara invites the local fire department to the school each year to discuss fire safety with students in the fall. The Ventura County Fire Department does a walk through inspection of the campus and facilities

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annually. The department gives the Principal feedback of any concerns and the Principal takes corrective actions if needed.

Earthquake drills are formally conducted at least once a year, but classroom teachers provide drop, cover, and hold drills monthly. At these times, students and staff are reminded of procedures, and staff is reminded of their SEMS roles.

Principal participated in "Threat Assessment" training in January 2013 and provided staff training on site. Students will participate in "Active Shooter" drills in the fall and spring of each school year.

We keep water in case we need to house students after a disaster. Each room is equipped with emergency backpacks in the event of a school lockdown.

Child Abuse Reporting: The district has board policy on Child Abuse Reporting, and staff members are informed on an annual basis that they are mandated reporters. All staff participates in Armatus Mandated Reporter Training each school year. Each staff member knows that if there is a suspicion or report of child abuse, he/she must call Child Protective Services (CPS) and submit a report, followed up by a written report within 24 hours. When representatives from CPS visit school to interview students, they are provided with a private room and students are offered the option of having a staff member of their choice witness (but not participate) the interview.

Suspension and Expulsion: Students and parents are informed at the beginning of the year (Parent/Student Handbook) about school rules and suspendable/expellable offenses, pursuant to Education Code commencing with 48900. When students are suspended or expelled, teachers are notified of a "dangerous pupil" for three years following the suspension or expulsion.

Safety to and from School: Students and parents are informed at the beginning of the year (in the Student/Parent Handbook) and regularly throughout the year that students must follow school rules on the way to and from school and must take a direct route home. Santa Clara School is

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feet away from Highway 126 and the route home for most students includes some stretch of the highway. The school encourages parents to carpool and to exit the school campus safely. Sometimes the CHP will monitor traffic and issue speeding tickets. There have been no reported incidents of injury in several years.

Discrimination/Harassment: The district has a policy prohibiting discrimination or harassment of any sort. The policies are included in the Student/Parent Handbook.

Areas of Strength and Improvement

Santa Clara's areas of strengths are:

- We have a schoolwide focus on academic achievement.
- We have a schoolwide focus on maintaining a safe and orderly environment.
- We maintain safe and clean facilities.
- We use the Professional Learning Community model to improve instruction, intervention, acceleration, and school culture.

Santa Clara's improvement needs:

- We have not met academic goal of 100% proficient on district assessments.
- There are achievement gaps between Hispanic/White and Socioeconomically disadvantaged and Not socioeconomically disadvantaged.
- Frequent disruptions of teaching can cause frustration and loss of instructional time.
- Some student behaviors are hard to detect unless they get reported.

GOALS, OBJECTIVES, & ACTIVITIES

The following goals were developed based on an analysis of our areas needing improvement.

Goal 1: School Climate: (Academic)

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All Students, staff, and parents are focused on successful student learning of grade level content standards.

Objective 1.1: As a result of relentless focus on learning, 80% of the students will score at "Standard Met or Exceeded" on district assessments.

Objective 1.2: As a result of relentless focus on learning, 20% of students will score at "Nearly Met" on district assessments.

Objective 1.3: As a result of using RtI strategies and SDAIE strategies, the achievement gap will close.

Objective 1.4: As a result of improved school and classroom management, every instructional minute will be focused on learning rather than disruptive behavior.

<u>Strategies/Activities for Objectives 1.1, 1.2, 1.3, and 1.4</u>	Who & When	Resources & Funding Needed	Method to Evaluate Effectiveness
All teachers will be trained to be productive members of the professional learning community. This includes developing PLT team behavior norms, learning about research-based instructional and classroom management strategies (CHAMPS program), data analysis, goal-setting, intervention (RtI) strategies, ELD & SDAIE strategies, and faithful adherence to adopted materials and programs at weekly PLC meetings. The focus will be improving student learning and behavior.	Principal and Teachers Beginning 8/16/17 and weekly through 6/8/18	1. CHAMPS training	1. Review of District assessment data to determine progress. 2. On-going review of classroom assessment data. 3. Classroom observations
Careful instructional planning to meet the needs of all students. Use PLC expertise to plan instruction and make changes.	Principal and Teachers Beginning 8/16/17 and weekly through	0	1. Review of District assessment data to determine progress. 2. On-going

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	6/8/18		review of classroom assessment data. 3. Classroom observations 4. PLC meetings
Small class sizes or small instructional groups to differentiate instruction and provide direct instruction on specific learning or IEP goals. Use of instructional aides to support classroom teachers during small group instruction.	Principal and Teachers Beginning 8/16/17 and weekly through 6/8/18	1. Cost of instructional aides (EIA, REAP Grant, and general fund)	1. Review of District assessment data to determine progress. 2. On-going review of classroom assessment data. 3. Classroom observations 4. PLC meetings
Hold students accountable for high expectations of behavior and effort. Use CHAMPS and Guidelines for School Success.	Principal and Teachers Beginning 8/16/17 and weekly through 6/8/18	1. CHAMPS training	1. Classroom observations 2. Review of student work 3. Review discipline referrals

Goal 2: School Climate: (Behavior)

All students, staff, and parents view Santa Clara as a safe and positive place to learn and grow.

Objective 2.1: As a result of a schoolwide focus on CHAMPS guidelines for success, 100% of students will report that they feel safe at school.

Objective 2.2: As a result of a schoolwide focus on CHAMPS guidelines for success, 100% of students will report that they had adult support and guidance when working through difficult situations (behavior, friendship issues, bullying issues).

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Objective 2.3: As a result of a schoolwide focus on CHAMPS guidelines for success, 100% of students will report that they feel a sense of peace and calm at school and a decrease of mean-spirited actions by others.

Objective 2.4: As a result of a schoolwide effort to define and stop bullying behaviors, 100% of students will report that bullying is not tolerated at Santa Clara and that bullying behavior is dealt with.

Objective 2.5: As a result of a schoolwide effort to define and stop bullying, 100% of students will report that students who report bullying behavior are heroes, not "rats".

<u>Strategies/Activities for Objectives 2.1, 2.2, 2.3, 2.4, 2.5</u>	<u>Who & When</u>	<u>Resources & Funding Needed</u>	<u>Method to Evaluate Effectiveness</u>
Adopt, train, and implement the CHAMPS program from Safe and Civil Schools.	Teachers and Principal Beginning 8/16/17 and weekly through 6/8/18	1. CHAMPS training	1. Observation on playground and classrooms 2. Student feedback 3. Staff feedback
<u>Daily</u> focus on the CHAMPS guidelines at start of day. Implement in classrooms, use in problem-solving, post reminders throughout school	Teachers and Principal Beginning 8/16/17 and weekly through 6/8/18	0	1. Observation on playground and classrooms 2. Student feedback 3. Staff feedback
Update current discipline policies to include definitions of bullying and cyber-bullying.	Principal	0	1. Review of policies
Inform student and parent community of bullying and cyber-bullying: what it is, how to stop it, when behavior causes suspension/expulsion. Emphasize heroes not rats.	Principal & teachers Beginning 8/16/17 and weekly through 6/8/18	Education Code, Penal Code, Legal trainings, Law Enforcement support	1. Review of agendas of parent meetings, instructional plans

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Goal 3: Physical Environment : (Safety)

All students and employees will know what to do in the event of earthquake and other disasters.

Objective 3.1: As a result of clear plans and regular drills, 100% of employees and students will know how to respond in emergency situation.

<u>Strategies/Activities for Objectives 3.1</u>	Who & When	Resources & Funding Needed	Method to Evaluate Effectiveness
Review and update SEMS, emergency procedures. Include requirements from current legislation (i.e., tactical responses to criminal/violent behavior)	Principal & staff Beginning 8/16/17 and throughout the year		Staff meeting agenda Staff response in emergencies
Hold whole school monthly fire drills, and earthquake drills.	Principal & staff		Drill log

Approved by SSC

Approved by School Board