



Jose Antonio Estudillo
STEAM Elementary School

Comprehensive School Safety Plan
2018 – 2019

Pursuant to Education Code 32280 – 32289

School Mission Statement

Estudillo STEAM Elementary provides a safe, responsible and respectful learning environment that promotes a commitment to excellence by ensuring all students are college and career ready by engaging students in innovative science, math, and engineering instruction through technology and creativity.

School Safety Team Vision Statement

The vision of Estudillo School Safety Team is to create a positive and safe learning environment where all children come first, everyone matters, and everyone works together collaboratively to ensure success.

Review of
2017 – 2018 School Year
Safety Plan

School Safety Planning Checklist
School Year: 2017 - 2018

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members Identified	August 2017	Danielle Powell, Cheryl Messina, Mary Ellen Collins, Dana Drew, Kelly Scribner, Tracey Flores, Jessica Bullion, Marie Tinajero
Create Calendar for School Safety Team Meetings	August 2017	
Appropriate Strategies Have Been Identified & Reviewed with the Team for Compliance With EC 32282 (2) A-I -Child Abuse Reporting: BP 5141.4 -Disaster Procedures (Hour Zero) -Suspension/Expulsion BP/AR 5144.1 -Procedure for Notify Teachers of Dangerous Students -Discrimination/Harassment: BP/AR 5145.3, 5145.7 & 5145.9 -School Discipline Handbook -Safe Ingress & Egress (Hour zero) -Parent/Student Handbook	September 2017	*Include copy of sign-in sheet in appendix *Include copies of BP/AR in appendix *Include copy of Discipline Handbook and Parent/Student Handbook in appendix
Review Bully Reporting and Investigation Process & Procedures BP 5131.2	October 2017	
Assessment of School Crime Reviewed w/Team	January 2018	*Include copy of sign-in sheet in appendix
Assessment Results Reviewed w/Team -Suspensions -Expulsions -Discipline Referrals to Office -CHKS -Parent Safety Survey -Teacher Safety Survey -Focus Group -Staff Observations -Other:	January 2018	*Include copy of sign-in sheet in appendix

Team Identified Priorities List Based on Assessment Review	January 2018	*Include copy of sign-in sheet in appendix
Identify and Review Current Efforts to Address Priorities w/ Team	January 2018	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	February 2018	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan	February 27, 2018	
Notification of Meeting on Plan Review Sent to Appropriate Individuals EC 32288 (b) (2) (A-F)* -Mayor -SJTA & CSEA Presidents -PTA/PTO President -ASB President -Local Church Representative -Local Civic Leaders -Chamber of Commerce -Director of Student Support	February 7, 2018	*Include copy of notification in appendix
Public Meeting Held on the Safety Plan	February 27, 2018	*Include copy of sign-in sheet in appendix
End of Year Evaluation of 2017 - 2018 Safety Plan	May 2018	*Include copy of sign-in sheet in appendix *Include copy of End of Year Evaluation in Next Year's Plan
Key Findings From End of Year Evaluation of 2017 - 2018 Safety Plan by Team	May 2018	
Safety Plan for 2018 -2019 Due by July 1	July 2018	*Email 2016-2017 Comprehensive School Safety Plan in Word document w/appendix to Director of Student, Community & Personnel Support
Safety Plan Available for Public Review	At all times	

**School Safety Team
2017 – 2018**

Group	Name	Staff Position
Principal or Assistant Principal	Dr. Sonya Scott Danielle Powell	Principal Assistant Principal
Classified Employee(s) *Include Campus Supervision Team	Shelley Petrosino Erik Arias Tanya Dalton	Office Manager Custodian School Nurse
Certificated Employee(s)	Marie Tinajero Tracey Flores Jessica Bullion Mary Ellen Collins Kelly Scribner Cheryl Messina	Kindergarten Teacher 2 nd Grade Teacher 3 rd Grade Teacher 4 th Grade Teacher 5 th Grade Teacher SDC Teacher
Parent(s)	Laura Anaya Nicole McManaman	Parent Liaison Kindergarten Teacher/SSC/PTA
Other Members	Sabrina Schouten Teresa Partida Hannah Vreeland Shari Marocco Keri Dewitt Kelly Scribner Sandra Lubatti Francisca Mena Karla Reyes	1 st Grade Teacher/ PBIS Coordinator Kindergarten Teacher/PBIS 2 nd Grade Teacher/PBIS 3 rd Grade Teacher/PBIS 4 th Grade Teacher/PBIS 5 th Grade Teacher/PBIS RSP Teacher/PBIS Counselor/PBIS Campus Aide/PBIS
School Resource Officer	Deputy Bunn	SRO

Note: School Safety Team may be the School Site Council, PBIS Committee and/or Tier II Team. The team must include parents.

**Meeting Dates of School Safety Team
2017 – 2018**

Month	Day	Time	Location	Comments/Needs
August	7	8:00	MPR	Discussion of disciplinary procedures & PBIS expectations
	24	8:10	Room 606	PBIS Committee Meeting
	30	2:30	Room 101	School Site Council Meeting
September	28	8:10	Room 606	PBIS Committee Meeting
October	17	9:00	Office	Planning for Great Shakeout
	17	3:15	Office	Individual review of SERT responsibilities & drill procedures
	19 19	10:19 11:00	Campus Wide Office	Great Shakeout Debrief drill
	26	8:10	Room 606	PBIS Committee Meeting
November	15	3:30	Room 606	PBIS Committee Meeting
December	6	8:00	Room 408	Staff presentation of discipline data
	6	2:30	Room 101	School Site Council Meeting
	12	8:00	District Office	Tier II Meeting
January	24	2:30	Room 101	School Site Council Meeting
	24	3:30	Room 606	PBIS Committee Meeting
	25	8:00	District Office	Tier II Meeting
	30	8:10	Room 202	Safety Committee Meeting: Review School Safety Plan and priorities

February	1	8:00	Office	Update School Safety Plan
	28	2:30	Room 101	School Site Council Meeting
	28	3:30	Room 606	PBIS Committee Meeting
March	21	3:30	Room 606	PBIS Committee Meeting
	22	8:10	Room 606	PBIS Committee Meeting
April	25	3:30	Room 606	PBIS Committee Meeting
	26	8:10	Room 606	PBIS Committee Meeting
May	23	3:30	Room 606	PBIS Committee Meeting
	24	8:10	Room 606	PBIS Committee Meeting
	30	2:30	Room 101	School Site Council Meeting

Note: Agendas, minutes or meeting notes should be placed in appendix for documentation.

**School Safety Assessment Data
2017 – 2018**

Data Source	Comments	Analysis
School Crime Incidents Involving SJPD	0 – No school crime reports	N/A
Suspensions	22 Suspensions	<u>Total by Grade Level:</u> K = 4 1 st = 1 2 nd = 7 3 rd = 0 4 th = 2 5 th = 8
Expulsions	No expulsions	N/A
Office Discipline Referrals	197	<u>Totals by Grade Level:</u> K = 25 1 st = 13 2 nd = 47 3 rd = 20 4 th = 29 5 th = 63
Reports of Bullying	0 Suspensions	Frequent reports of bullying are investigated. Bullying remains a focus.
California Healthy Kids Survey (CHKS)	79 Students (Grade 5)	60% of students feel safe at school (-3%) 60% of students have been hit or pushed (+16%) 30% of students saw a weapon at school (+11%) <i>Information based on 2016 – 2017 CHKS data</i>
Parent Safety Survey	191 Estudillo parents participated in the Parent Survey	100% of the parents surveyed said they feel welcome at the school (increase of 5%) 96% of the parents surveyed said the school is clean,

		<p>maintained and in good condition (increase of 2%)</p> <p>98% of the parents surveyed said that their child feels safe in the classroom (increase of 3%)</p> <p>97% of parents surveyed said that the school keeps them regularly informed of important dates and events (increase of 3%)</p>
Focus Groups	Partnering with the Principal	Principal met with parents to discuss safety, student behavior and attendance.
Staff Observations	Staff Meetings/Committee	Staff is concerned with negative behaviors on the playground.
Other	Student Loading Zones	Student drop off/pick up remains an ongoing concern from parents and staff

**Policies and Procedures
Reviewed & Revised
2017 – 2018**

Policy/Procedures	Reviewed w/Team Y/N	Comments	Revisions
Child Abuse	Y	Reviewed mandated reporter procedures.	
Emergency Response (Hour Zero)	Y	AP monitors staff training requirements per Hour Zero and ensures all necessary drills are conducted.	Updated and reviewed each year.
Suspensions and Expulsions	Y	Follow Ed. Code and Board Policy.	
Notification of Dangerous Pupils	Y	Administration informs staff.	
Discrimination and Harassment	Y	Keenan trainings for staff. Students and parents receive annual notification with enrollment packet.	
School Dress Code	Y	Expectations explained in Student Handbook	Reviewed and updated for 2018 school year
Safe Ingress and Egress	Y	Working with supervision staff, administration, designees, and leadership to refine traffic flow	Concrete curb installed in front of school Partition was put in place to avoid gate blockage at dismissal
Safe and Orderly Environment	Y	Focus on PBIS school wide expectations daily. Regular PBIS assemblies (weekly)	Review and refine procedures Office reconfigurations to reduce student traffic in lobby and ensure student safety.
Rules and Procedures on	Y	Parents and students are	Campus tours with students

Discipline		informed through the Student Handbook the first month of school. Administration holds discipline assembly at the beginning of the school year.	and expectations are explained in each area.
Hate Crimes/Bullying Reporting	Y	Follow District procedures	

Current Activities & Programs

2017 – 2018

Current Activities/Programs	Priority Targeted	Funding Source
School-wide anti-bullying program led by site counselor	2017-18 Priority 2	Counseling Grant
Elementary Counseling - Focus Groups - One-on-One	2017 – 18 Priority 2	Counseling Grant
Suspension Re-Entry Intervention	2017 – 18 Priority 2	N/A
Weekly pep assemblies to promote successes of the school and to build school spirit	2017 – 18 Priority 2	N/A
Fun Friday Passes/Structured Play to promote positive behavior on campus	2017 – 18 Priority 2	Site
Recess sports activities to promote teamwork and good sportsmanship	2017 – 18 Priority 2	N/A
Caught Being Good & PBIS Dog Tag Recognition	2017 – 18 Priority 2	Site
PBIS Chats to intervene with targeted students	2017 – 18 Priority 2	N/A
Family Nights (Harvest Festival, Paint Night, STEAM Expo)	2017 – 18 Priority 3	Site/ASB

Priorities Identified for 2017 – 2018

Priority Area	Data Source	Justification
<u>Priority One:</u> Increase student safety in relation to school facilities, structures, and maintenance.	Informal observations, parent surveys, staff input, student input	Student safety, health, and well being
<u>Priority Two:</u> Increase positive peer relations through the creation and implementation of organized activities, PBIS, mentoring program, and corrective support structures designed to address the various needs of a diverse student population.	Discipline Distribution Report for the 2016 – 17 school year	Improvements have been made but we are still not where we want to be. Need to increase interventions for students to help in enabling them to make better behavior choices, thus creating the byproduct of a reduction in student discipline. Implementing PBIS
<u>Priority Three:</u> Create opportunities to connect and improve relations with the community through various family, business and community events both at the site and outside the site.	Parent Surveys and calendared events for the 2016 – 17 school year.	Improve relations between school and families, community, and businesses to create increased opportunities for students.

**2017 – 2018
Priority One**

Priority 1: Increase student safety in relation to school facilities, structures, and maintenance.

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Meet to identify primary areas of concern	Fall 2017	Safety Committee	N/A	PBIS Committee included	Y
Evaluate dismissal procedures to improve drop off/pick up for students	March 2017	Administration, Custodian	N/A	Construction has occurred in the front parking lot which has changed dismissal procedures. Ongoing process.	Y Concrete curb installed
Ensure all areas are maintained according to Fire Regulation standards	Ongoing	All Staff	N/A	Ongoing Process	Y
Monthly Safety Walks	Ongoing	Administration, Custodian	N/A	Ongoing to identify potential hazards	Y
Sweep Week	Spring 2018	Facilities, Administration	N/A		On-going
Chime on MPR Doors	March 2017	Facilities and Maintenance	N/A	Reduce students exiting campus through MPR unsupervised	Y Additional gate installed

Action Plan

**2017 – 2018
Priority Two**

Priority 2: Increase positive student behaviors and peer relations through a focus on PBIS, school wide PBIS expectations, social skill groups and structured play activities designed to address the various needs of a diverse student population.

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
PBIS Expectations Assembly	Fall 2017 Winter 2017 Spring 2018	Administrator	N/A	Campus Tours, and area specific lessons provided by Supervisors	Y (September 2017 & January 2018)
PBIS Themes/ PBIS Lesson	Monthly	PBIS Committee	N/A	Focus on teaching	Y
Eagle Eye	Weekly	Students, Teacher, Administration	N/A	Daily announcements to encourage positive behaviors/ character building (ongoing)	Y
Random Acts of Kindness Week	February 2018	Counselor, Students	N/A	Encouraging positive peer relationships – kindness, compassion, etc.	Y
Eagle to Eagle Recognitions	Monthly	Students, Teachers	N/A	Students recognize their peers	N Discontinued
Mentoring programs to address needs of high profile students/needs	Ongoing	All Staff	N/A	Includes both internal and external programs	Y

Action Plan

**2017 – 2018
Priority Three**

Priority 3: *Create opportunities to connect and improve relations with the community through various family, business, and community events both at the site and outside the site.*

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Family Nights	Monthly	Parent Liaison, PTA, Committee Leaders	PTA, STEAM, PBIS	Various Activities	Y
Positive parent volunteer recognitions	Ongoing	Parent Liaison	N/A	Recognized in front office and on Eagle Eye TV, Volunteer Tea	On`going
Estudillo Highlights	Ongoing	All Staff	N/A	Office slide show, Social Media (Twitter, websites)	Y
Social Media recognition of students and activities at the site	Ongoing	Administration, Parent Liaison	N/A	Twitter and website	Y
ESL Classes on site	Fall/Spring	Community Liaison	N/A		Y
Community Guest	As needed	Administration, Counselor, Parent Liaison	N/A	Guest speakers	Y

Safety Plan 2017 - 2018

Revisions

Date Revised During the Year	Person Responsible	Date of Public Meeting	Summary of Revision(s)

Note: Plans must be adopted by the School Safety Team prior to March 1st of every year pursuant to Education Code 32286. Plans must be submitted to the Director of Student, Community & Personnel Support prior to July 1st of every year.

**End of Year Evaluation
School Safety Plan 2017 – 2018**

Priority Area	Met Y/N	Comments
<u>Priority One:</u> Increase student safety in relation to school facilities, structures, and maintenance		
<u>Priority Two:</u> Increase positive student behaviors and peer relations through a focus on PBIS, school wide PBIS expectations, social skill groups and structured play activities designed to address the various needs of a diverse student population		
<u>Priority Three:</u> Create opportunities to connect and improve relations with the community through various family, business, and community events, both at the site and outside the site.		

**Priorities Identified
For
2018 – 2019**

Priority Area	Data Source	Justification
<u>Priority One:</u> Increase positive peer relations through Multi-Tiered Systems of Support (MTSS) to address the various needs of a diverse student population.	Discipline Distribution Report for 2017 – 2018	Discipline incidents have decreased from the prior year, however, we are still not where we want to be. We need to create behavioral interventions and train staff on MTSS. We need to incorporate an anti-bullying program to promote positive peer interactions.
<u>Priority Two:</u> Ensure staff is adequately trained on safety procedures and emergency protocols.	Hour Zero & Keenan Site Readiness Reports, Administration Observation and Teacher Input	During 2017 – 2018, our site had to implement emergency protocols twice. Both administration and staff debriefed and agreed that revisiting the safety procedures and emergency protocols would be beneficial to ensure our campus is safe.
<u>Priority Three:</u> Improve student safety during arrival and dismissal times.	Observations from Parents and Staff	The vehicle loading zones during drop off/pick up times have become a concern to student safety.

**Action Plan
2018 – 2019
Priority One**

Priority 1: Increase positive peer relations through Multi-Tiered Systems of Support (MTSS) to address the various needs of a diverse student population.

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
School Wide Expectations Assemblies	Sept. 2018 Jan. 2019 Apr. 2019	Administration	N/A	Campus tours, and area specific lessons by Campus Supervisors	
Social Skill Lessons	Monthly	PBIS Committee	N/A	Focus on teaching	
PBIS Chats (mentoring)	Weekly	Administration PBIS Committee Campus Aides	N/A	Mentoring targeted students	
Positive Behavior Recognition	Weekly	Administration PBIS Committee Office Staff Teacher Nominated	N/A	Daily announcements, Caught Being Good tickets, Fun Friday Passes, etc. (Ongoing) Peers with Principal	
Anti-Bullying Program	Monthly	Administration Counselor Staff	N/A	Monthly lessons on: “Stop, Walk, Talk”	
Counseling Focus Groups	Weekly	Administration Counselor	N/A	Friendship Groups, Social Skills Groups, etc.	
Random Acts	February	Counselor	N/A	Encouraging	

of Kindness	2019			positive peer relations – kindness, compassion, etc.	
Organized Activities/ Structured Play	Daily	Administration Campus Supervision	Site	Student clubs, sports tournaments, playground activities	

**Action Plan
2018 – 2019
Priority Two**

Priority 2: *Ensure staff is adequately trained on safety procedures and emergency protocols.*

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Hour Zero & Keenan Log Ins	August 2018	Administration	N/A	Reset log in and passwords for staff	
Establish & Train School Emergency Response Team	August 2018	Administration Office Manager SERT Members	N/A	Review Hour Zero SERT Roles	
Inform Staff of Safety Trainings & Expectations	August 2018	Administration	N/A	Provide Hour Zero handouts for classroom postings	
Schedule All Emergency Drills	August 2018	Administration	N/A	Hour Zero Drill Schedule	
Emergency Supplies	August 2018	Administration Office Manager Custodian Nurse	Site	Inventory emergency supplies and restock if necessary	
Emergency Drills	Monthly	Administration Office Manager Custodian Hour Zero SERT Team	N/A	Record in Safety Binder	

**Action Plan
2018 – 2019
Priority Three**

Priority 3: *Improve student safety during arrival and dismissal times.*

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Review & Revise Drop Off /Pick Up Procedures	August 2018	Administration, Campus Supervisors, Custodian	N/A		
Train Campus Supervision Team on Arrival/Dismissal Expectations	August 2018	Administration	N/A	Schedule meeting before school starts	
Inform Parents & Staff of Revised Procedures	August 2018	Administration, Parent Liaison, Campus Supervisors	N/A	Flyers, Social Media, Website Send reminders as needed	
Ensure All Crosswalks and Gates are Supervised	Daily	Administration, Office Manager	N/A	Office Manager will notify administration if a campus supervisor is absent.	
Arrange Cones to Direct Traffic & Identify Loading Zones	Daily	Custodian	N/A	Create a map for cone placement	
Police Presence	As Needed	Administration, School Resource Officer	N/A	The police will help monitor the traffic to ensure student safety.	

*Emergency procedures and drills are documented in Hour Zero for each school site.