



Jose Antonio Estudillo STEAM Elementary School

**Comprehensive School Safety Plan
2017-2018
Pursuant to Education Code 32280 – 32289**

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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 School Year Safety Plan 2016-17

School Safety Planning Checklist School Year: 2016-2017

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members Identified	Aug 2016	
Create Calendar for School Safety Team Meetings	Aug 2016	
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	Sept 2016	*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	Oct 2016	
Assessment of School Crime Reviewed w/Team	Nov. 2016	*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:	Jan. 2017	*Include copy of sign-in sheet in appendix

Team Identified Priorities List Based on Assessment Review	Jan 2017	*Include copy of sign-in sheet in appendix
Identify and Review Current Efforts to Address Priorities w/ Team	Jan 2017	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	Feb 2017	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan	Feb 2017	
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	Feb 2017	*Include copy of notification in appendix
Public Meeting Held on the Safety Plan	Feb. 2017	*Include copy of sign-in sheet in appendix
End of Year Evaluation of 2016-2017 Safety Plan	May 2017	*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 2016-2017 Safety Plan by Team	May 2017	
Safety Plan for 2016-2017 Due by July 1	July 1 st 2017	*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

2016-2017

Group	Name	Staff Position
Principal or Assistant Principal	Dr. Sonya Scott Jennifer Eyre	Principal (Interim) Assistant Principal
Classified Employee(s) *Include Campus Supervisor/Security	Erik Arias Melinda Plutner	Daytime Custodian Health Clerk
Certificated Employee(s)	Nicole McManaman	Kinder Teacher, Admin. Designee
Parent(s)	Audrey Luna Ysidro Espinoza	
Other Members	Jason Seward	Community Member
School Resource Officer	Deputy Bunn	

Note: School Safety Team may be the School Site Council. The Team MUST include Parents.

School Safety Team Meetings 2016-2017

Month	Day	Time	Location	Comments/Needs
August 2016	11	4:00 – 5:00	Office	Emergency Preparedness
September 2016	15	3:00 – 4:00	Office	Hero Zero Emergency Plan
October 2016	05 12 10 10	8:00-8:30 8:00-8:30 10:15-11:00 12:00 12:30	Office MPR Office Office	Planning for Great American Review drill procedures Shakeout Debrief on Great American Shakeout
November 2016	1st Monday	8:00-8:30	Office	Discussion of disciplinary procedures and PBIS expectations.
January 2017	12 th	8:15 – 8:40	Room 607	Discuss PBIS and new office referral protocal
February 2017	1 st Monday 7	8:00 – 8:30	Office	Update School Safety Plan
March	1st Monday	8:00-8:30	Office	
April	1st Monday	8:00-8:30	Office	
May	1st Monday	8:00-8:30	Office	
June	1st Monday	8:00-8:30	Office	Review past year and discuss next steps.

Note: Agendas, Minutes or Meeting Notes should be placed in Appendix for documentation.

School Safety Assessment Data

2016-2017

Data Source	Comments	Analysis
School Crime-Incidents Involving SJP	0	
Suspensions	31 Suspensions	Down 13 compared to 44 suspensions occurring at this same time last year
Expulsions	0	
Office Discipline Referrals	84	<p>No TK grade this year</p> <p><u>Totals by Grade Level</u></p> <p>K = 5 (consistent from last year) 1 = 7 (-8 from last year) 2 = 9 (+5 from last year) 3 = 22 (+7 from last year) 4 = 14 (-7 from last year) 5 = 29 (-6 from last year)</p>
Reports of Bullying	1 Suspensions	Frequent reports of bullying from parent. Bullying remains a focus yet not prevalent.
Calif. Healthy Kids Survey		
Parent Safety Surveys		
Teacher Safety Surveys		
Focus Groups		
Staff Observations		
Other		

Policies and Procedures Reviewed & Revised 2016-2017

Policy/Procedures	Reviewed w/Team Y/N	Comments	Revisions
Child Abuse	Y	Reviewed mandated reported procedures.	
Emergency Response (Hour Zero)	Y	AP ensured all staff completed required training videos per Hour Zero and ensured all necessary drills were 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.	Handbook updated for 2016-2017 school year.
Safe Ingress and Egress	Y	Working with Supervision staff, administration, designees, and leadership to refine traffic flow.	Continue to review plans to improve traffic flow.
Safe and Orderly Environment	Y	Focus on PBIS school wide expectations daily. Regularly PBIS assemblies (weekly)	Refine procedures
Rules and Procedures on Discipline	Y	Parents and students are informed through the Student Handbook/Calendar the first month of school. Administration holds discipline assembly at beginning of school year.	Staff and student walkthrough of school with posted and explained expectations for each area on campus.
Hate Crimes/Bullying Reporting	Y	Follow District procedures.	

Current Activities & Programs

2016 - 2017

Current Activities/Programs	Priority Targeted	Funding Sources
School-wide anti-bullying program led by site counselor	2016-17 Priority 2	Counseling Grant
Weekly PEP Assemblies to promote the successes of the school and to build school spirit	2016-17 Priority 3	N/A
"Youth Fit" intramural sports program	2016-17 Priority 2	Site
Anti-Bullying door decorating contest	2015-16 Priority 2	N/A
Caught Being Good Recognitions	2016-17 Priority 3	N/A
Suspension Re-Entry Intervention	2015-16 Priority 3	N/A

Priorities Identified for 2016-2017

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 and use support structures to enforce and maintain student expectations and behaviors. (PBIS)	Discipline Distribution Report for the 2015-16 school year.	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.

Action Plan Priority One

2016-2017

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.	August 2016	Safety Committee	N/A	Discussed regularly.	Y
Evaluate/improve drop off/pick up for students	February 2017	AP, Principal, Custodian	N/A	Construction has occurred in the front parking lot which has changed dismissal procedures. Ongoing process	N
Ensure all areas are maintained according to Fire Regulations standards	Ongoing	All staff	N/A	Ongoing process.	Y
Monthly walkthrough of the campus to identify and address concerns that may arise	Ongoing	Administration, Custodian	N/A	Ongoing and used to help guide next steps.	Y
Sweep Week	February 2017	Facilities, Administration	N/A	Completed	Y
Classroom Safety (Blinds/shading)	March 2017	Facilities and Administration	Site Funds	To ensure student and staff safety during lockdown procedures	N
Lunch Area	March 2017	Facilities and Administration	Site Funds	To ensure adequate seating/space for all students to eat during breakfast and lunch	N

Action Plan Priority Two

2016 -2017

Priority 2: 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.

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Discipline assembly and continued lessons and support interventions.	First week of school/Mid Year	All staff	N/A	Campus Tours, and area specific lessons provided by Supervisors. Administrators address grade levels as needs arise.	Y
Problem solving focus groups for students according to need	Weekly	Counselor, James Wallace	N/A		Y
Classroom lessons on character	Weekly	Counselor	N/A		Y
Sportsmanship and fair play	Bi-monthly, Bi-Weekly	Supervisors, Administration, PE Instructor	N/A	Youth Fit Intramurals for grades 4 and 5. Organized PE activities to teach fair play and basic game skills.	Y
Structured play	August 2016	Supervisors, Administration	N/A		Y
Positive recognitions from staff to students, students to students, students to staff, and staff to staff	Ongoing	Everyone	N/A		Y
Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Mentoring programs to address needs of high profile students/needs	Ongoing	All Staff	???	Includes both internal and external programs	Y

Action Plan Priority Three

2016-2017

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	Community Liaison, PTA, Site Coordinators	PTA, STEAM, PBIS	Various Activities	Y
Positive parent volunteer recognitions	Ongoing	Parent Liaison	N/A	Recognized in front office and on Eagle Eye TV. Spent the school year without a Parent Liaison.	N
Front Office slideshow highlighting Great Things at Estudillo	Ongoing	All staff	N/A	Continues to need to improve on timeliness of messages	N
Social Media recognition of students and activities at the site	Ongoing	Administration, Community Liaison	N/A	Regular posting on Twitter	Y
ESL Classes on site	Fall/Spring	Community College	N/A	Parents were able to attend classes on campus	Y
Invite local business, community members to present	As needed	Administration, Counselor, Community Liaison	N/A	Guest speakers to the classrooms and career night	Y

Safety Plan 2016 -2017 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 2016-2017

Priority Area	Met Y/N	Comments
<u>Priority One:</u> Increase student safety in relation to school facilities, structures, and maintenance.	N	We are continuing to find areas of focus that may impede safety. We continue to make improvements to ensure student safety as well as respond to any potential breach of safety on campus.
<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.	N	We are continuing to focus on PBIS and full implementation school wide. We have had some successes with simplifying processes and making them more impactful for students.
<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.	N	We have focused on increasing opportunities to interact with the community.

Comprehensive School Safety Plan

2017-2018 School Year

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.

Action Plan Priority One

2017-2018

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		
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	
Ensure all areas are maintained according to Fire Regulations standards	Ongoing	All staff	N/A	Ongoing process	
Monthly Safety Walks	Ongoing	Administration, Custodian	N/A	Ongoing to identify potential hazards	
Sweep Week	Spring 2018	Facilities, Administration	N/A		
Chime on MPR Doors	March 2017	Facilities and Maintenance	N/A	Pending – reduce students exiting campus through MPR unsupervised	

Action Plan Priority Two

2017-2018

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.	
PBIS Themes/PBIS Lesson	Monthly	PBIS Committee	N/A	Focus on teaching	
Eagle Eye	Weekly	Students, Teacher, Administration	N/A	Daily announcements to encourage positive behaviors/character building (ongoing)	
Random Acts of Kindness	February 2018	Counselor Students	N/A	Encouraging positive peer relationships – kindness, compassion, etc.	
Eagle to Eagle Recognitions	Monthly	Students, Teachers	N/A	Students recognize their peers	
Mentoring programs to address needs of high profile students/needs	Ongoing	All Staff	???	Includes both internal and external programs	

Action Plan Priority Three

2017-2018

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	
Positive parent volunteer recognitions	Ongoing	Parent Liaison	N/A	Recognized in front office and on Eagle Eye TV; Volunteer Tea	
Estudillo Highlights	Ongoing	All staff	N/A	Office slide show; Social Media (Twitter, websites)	
Social Media recognition of students and activities at the site	Ongoing	Administration, Parent Liaison	N/A	Twitter and website	
ESL Classes on site	Fall/Spring	Community Liaison	N/A		
Community Guest	As needed	Administration, Counselor, Parent Liaison	N/A	Guest speakers;	

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.		

Appendix

❖ Appendix Items Reflect the 2016-17 School Year

1. Sign-In Sheets from all School Safety Team Meetings
2. Board Policies
3. School Discipline Handbook
4. Parent/Student Handbook
5. Plan Notification Letter/Email