



San Jacinto Elementary School

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

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School Mission Statement

Our community as educators, parents, and students will work collaboratively to foster high-level student learning by meeting individual needs through specific support/programs and core curriculum to maximize student achievement while holding all community members accountable for independent learning and for the growth of the school community.

Educate and improve student learning and foster life-long learners
Help students realize their potential by providing access to standards based instruction
Provide opportunity for growth, both academic and professional
Establish and maintain high standards for the entire community and hold educators, parents and students accountable for learning.

School Safety Team Vision Statement

The community at SJE is committed to providing a respectful learning environment for educators, parents, and students. We will have a unified focus and a clear direction, thereby creating a TEAM that communicates effectively, values one another, and strives for excellence!

School Safety Planning Checklist

School Year: 2016-2017

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members	Aug 2016	Members identified on page 5

Identified		
Create Calendar for School Safety Team Meetings	Aug 2016	Calendar set
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	Aug 2016	Process and progress discussed in committee. No real questions or comments were discussed.
Review Bully Reporting and Investigation Process & Procedures BP 5131.2	Oct 2016	Discussed our Anti-Bullying Plan, PBIS, and implementation.
Assessment of School Crime Reviewed w/Team	Dec. 2016	One police report filed
Assessment Results Reviewed w/Team -Suspensions -Expulsions -Discipline Referrals to Office -CHKS -Parent Safety Survey -Teacher Safety Survey -Focus Group -Staff Observations -Other:	Nov 2016 Ongoing Monthly	Committee reviewed results Biggest issues focused around 3 major issues. 1) Having clear PBIS Expectations. 2) Playground safety and making SJE a PBIS School. Shifting supervisors to monitor unsafe areas like restrooms. 3) Traffic congestion and safety all around the campus.
Team Identified Priorities List Based on Assessment Review	Sept 2016	Completed by PBIS committee and upper grade students
Identify and Review Current Efforts to Address Priorities w/	Sept 2016 Ongoing	Completed by PBIS committee

Team	Monthly	
An Action Plan Has Been Developed To Address Each Priority Identified	Nov 2016 Ongoing Monthly	Completed by PBIS committee
School Resource Officer Reviews Plan	Pending	Reviewed by PBIS committee and Admin
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	Pending	
Public Meeting Held on the Safety Plan	Pending	Completed by PBIS committee and Administration
End of Year Evaluation of 2016-2017 Safety Plan	Pending	*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	Pending	Discuss and review
Safety Plan for 2017-2018 Due by July 1	Pending	*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
Mr. Juan Peñalosa, Principal Mrs. Michelle Clines, AP	jpenalosa@sanjacinto.k12.ca.us mclines@sanjacinto.k12.ca.us	Administration
Jennifer Williams, Secretary Erika Curiel	jwilliams@sanjacinto.k12.ca.us ecuriel@sanjacinto.k12.ca.us	Classified
Amy Dugan, Teacher (Lead) Cecily Zimmerman, Teacher Yolanda Dudley, counselor Jacki Pytlik, Teacher	adugan@sanjacinto.k12.ca.us czimmerman@sanjacinto.k12.ca.us ydudley@sanjacinto.k12.ca.us jpytlik@sanjacinto.k12.ca.us	Certificated Teachers
Nancy Carrillo Eliva Chavez Felix Del Real Maria Jimenez Susan Lakaraber		Parents
Deputy Dunlap	tdunlap@sanjacinto.k12.ca.us	SRO

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	30 th	8:10	Room 10	
September	20 th	8:10 AM	Room 10	
October	18 th	8:10 AM	Room 10	
November	15 th	8:10 AM	Room 10	
December	13 th	8:10 AM	Room 10	
January 2017	24 th	8:10 AM	Room 10	
February	28 rd	8:10 AM	Room 10	
March	21 th	8:10 AM	Room 10	
April	25 th	8:10 AM	Room 10	
May	16 th	8:10 AM	Room 10	

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 SJPD	One incident of crime and SJPD was involved. Administrator conducted behavior expectation assemblies to review school rules, discipline, expectations, etc. at beginning of year and continued throughout the course of the school year.	We continue to be proactive and look for ways to curb bullying and aggressive play and peer pressure.
Suspensions	Proactive plan is being put into place to provide positive interactions and leadership opportunities for those students who frequently are in conflict with peers and/or making poor decisions resulting in suspension from class or school. Suspensions continue to remain consistent	Number of suspension for 2016-17 school year thus far: 10 9 male 1 female This is a decrease from last school year at this time. 2015-2016 school year 38 suspensions
Expulsions	None	
Office Discipline Referrals	Goal is to focus on one common area in need and create school-wide expectations for this area based on Safety, Responsibility, and Respect. Implement more Tier I interventions to reduce referrals to office for misbehavior on playground and in the classroom. Discipline Referral process is being evaluated and streamlined to be consistent school wide. PBIS strategies in behavior expectations and social skill development is being created and implemented during the 2013-14 school year.	Number of referrals 2016-17 thus far: 72 This is a decrease from last school year at this time.
Reports of	Bullying continues to gain a lot of	We continue to look for ways to curb

Bullying	attention both in word and action. Bullying continues to be reported on a routine basis. We investigate every credible report. Students have a very wide definition of bullying.	this issue. We continue to utilize PBIS and lessons from Counselor as a program that can help us educate all students.
Calif Healthy Kids Survey	<p>-93% of students reported that they felt safe at school</p> <p>-94% of students reported that they were happy to be at this school</p> <p>-93% of students reported that they felt like a part of this school</p> <p>-97% of students reported that they were motivated to learn</p> <p>-98% of students reported that grown-ups made it clear that bullying isn't allowed</p> <p>-96% of students reported that a teacher would do something to help if bullying was reported</p> <p>-More girls than boys scored higher in the area of High Expectations from adults in school, but those numbers were very similar(definitely shows connectedness and academic motivation)</p> <p>-96% of students perceive that alcohol or drugs are bad for them</p>	PBIS team does a survey as well to see where students feel safe and unsafe while on campus. We make sure that in the areas that students feel unsafe that we have supervision.
Parent Safety Surveys	2015-16 parent Survey: parents appreciated the closed campus as additional safety measure.	Closed campus in place at start of 2013-14 school year. It will continue every year.

	<p>Other concerns have to do with the parking lot. We have added an additional guard at the staff parking lot at Kinder dismissal to help alleviate this issue. We are also requesting a curb that goes along the Parent pick-up between the fence and where the cars pull up. This way students have a safe place to walk.</p>	<p>We are currently looking at additional needs for student safety in regards to drop off and pick up.</p>
<p>Teacher Safety Surveys</p>	<p>Concerns expressed with faculty parking lot - too many cars (unsafe) and parents using staff parking spaces.</p> <p>Concerns expressed with the air conditioning units that are on the back side of the 2nd grade wing. They are very low and are in the area where our Kinder's play.</p>	<p>Pylons added to close off entrance to staff parking lot during school hours.</p> <p>Supervisor closing off parking lot with rope during Kinder pick-up time.</p> <p>In parent parking lot/pick up area plans are to have a curb put in to divide parking lot from student walking area.</p>
<p>Focus Groups</p>	<p>Focus was made up of parents and staff. SJE now has a PBIS TEAM made up of Administration, teachers, Counselor, and classified employees. The TEAM meets monthly to go over the PBIS Plan and expectations.</p>	<p>Many suggestions were shared and discussed. Ongoing!</p>

Policies and Procedures Reviewed & Revised

2016-2017

Policy/Procedures	Reviewed w/Team Y/N	Comments	Revisions
Child Abuse	yes	Reviewed mandated reporter process.	Review as needed with staff.
Emergency Response (Hour Zero)	yes	AP ensured all employees completed required training videos per Hour Zero and Keenan and ensured all necessary drills were conducted.	On going
Suspensions and Expulsions	yes	Improved referral process significantly. Site implementation of PBIS strategies to increase Tier I response to intervention for student misbehavior. Implement clear plan of response to student misbehavior including site wide referral forms, social skills education, proactive strategies for Tier II students, SST meetings and process for interventions to decrease need for suspensions.	Continue to build and reflect on proactive strategies and response to intervention in place for Tier I and Tier II students. Create school-wide behavior expectations and site referral process (forms) for low-level misbehavior and behaviors requiring suspension/expulsion.
Notification of Dangerous Pupils	yes	Information communicated through class rosters with asterisk next to student name; Meeting with Administration to support staff as needed.	Continue to support staff as needed and provide proactive interventions for students identified.
Discrimination and Harassment	yes	Yearly training for all staff through Keenan.	Monitor completion dates of required trainings for all staff.
School Dress Code	yes	Student Handbook	Review as needed with students.
Safe Ingress and	yes	Hour Zero documents; SRO to	Review as needed

Egress		support site as needed with parking lot and traffic in and out of school.	with all staff and students. Practice during monthly drills.
Safe and Orderly Environment	yes	Safety and Leadership teams review procedures in place, areas of need on campus, potential problems, and create plans for intervention.	Continue to reflect and refine as needed.
Rules and Procedures on Discipline	yes	Administrator reviewed school behavioral expectations and potential consequences for misbehavior at beginning of school year. Outlined in Student Handbook.	Implementation of PBIS to create school-wide behavioral expectations and interventions for Tier I students (all students). Train all staff in PBIS, expectations and interventions.
Hate Crimes/Bullying Reporting	yes	None yet this year but plan in place for identifying and responding to such incidents.	Review plan with all staff and revise as needed.

Current Activities & Programs

2016-2017

Current Activities/Programs	Priority Targeted	Funding Sources
PBIS-Positive Behavioral Interventions and Supports	All students and staff	LCAP
AVID – Advanced Via Individual Determination	2 nd grade – 5 th grade	LCAP
Tiger BEAT—5th grade ASB students facilitate student supervision and promote making smart choices on the playground.	All students	N/A
Second Step Lessons	1st-5th Grade Students 4 th and 5 th grade classes received the most classes	General Funds
Elementary Counseling *Focus Groups *One-on-one	All students	General Funds
Family Reading Nights	All students and families	Categorical funding
Family Nights (Movie, Dance, Harvest Festival)	All students and families	PTO
Tiger Spirit Time –Friday Pep Assemblies	All Students	N/A
Peer Mediation	Students in Need	General Funds
Intramural Sports	5 th grade students	General Funds

Priorities Identified For 2016-2017

Priority Area	Data Source	Justification
<p><u>Priority One</u> Increase safety across campus before, during, and after school hours related to visitors other than staff and students.</p>	<p>Parent Survey</p>	<p>Reduce risk of uninvited visitors on campus and ensure all visitors are identifiable to all staff and accounted for when near or on campus.</p> <p>Gates will be locked to get on main campus by 4:00 daily. All ASES/Bridge Program Parents will enter campus through Grand Army Gate by main parent parking lot.</p>
<p><u>Priority Two</u> Decrease incidents on campus with misbehavior and unsafe play on playground during school hours.</p>	<p>Request/ Student Survey</p>	<p>Dispersing staff to unsafe areas according to student survey.</p> <p>Students will line up on the playground at their room number before school, recess, and at lunch time to help increase the safety of all students.</p> <p>PBIS expectations for playground, playground structure, and lines both on playground and lunch area will be put in place to help.</p>
<p><u>Priority Three</u> All teacher leads will have radios that will be taken out with them during PE and drills to ensure safety for students and increase communication between office, administration, and teachers.</p>	<p>Request/Safety Team</p>	<p>If students get hurt while out at PE staff can quickly get help to the student.</p>
<p><u>Priority Four</u> Increase organization and</p>		<p>On safety surveys and in safety meetings, there was noted a need to: communicate the evacuation procedures to</p>

dissemination of information regarding safety procedures and ensure the amount of safety equipment.		all staff and community, organize and evaluate the safety equipment, and revisit emergency procedures most specifically student location.
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Action Plan Priority One

2016-2017

Priority 1: Increase safety across campus before, during, and after school hours related to visitors other than staff and students.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
All visitors to school campus must sign in at the front office and receive a visitor's badge.	August 2015	Office Staff Admin.	N/A	Currently in place	Y
Any volunteers on campus or accompanying classes on field trips must complete District Process for being approved as a volunteer (Tiers).	August 2015	Office Staff Admin. Parents District	N/A	Currently in place	Y
<p>Campus gates will remain closed during school hours and any non-student on campus will be directed to sign in at front office.</p> <p>Gates will be locked to main campus by 4:00. All ASES/Bridge Parents must enter through Grand Army Gate in parent parking lot.</p>	August 2015	Office Staff Admin. Custodian	N/A	Currently in place	Y

Action Plan Priority Two

2016-2017

Priority 2: Increase student safety on playground.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Additional campus supervisor on playground during morning recess to increase student supervision.	August 2015	Admin. Campus Supervisor		Reduce staff to student ratio.	Y
Administration will be visible during recess and lunch breaks to recognize positive citizenship behaviors.	On Going	Administration Administrator Designee	No Cost	Ongoing monitoring and student relationship building during recesses.	Y
Develop PBIS Expectations for all students to follow.	On Going	Supervisors PBIS TEAM	No Cost	PBIS TEAM will created expectations for all areas of the campus. Such as: hallways, playground and playground structure, eating area, food line, MPR, Tiger Spirit Time/Assemblies, evacuation, and restrooms.	Work in Progress
Provide problem solving skills and conflict mediation strategies for issues arising on the playground.	On Going during recesses	Campus Supervisors Teachers Administration	No Cost	5 th grade student leadership/ASB committee is teamed up with supervision staff to promote playground safety and proper conduct in MPR and on the playground through "Tiger BEAT". Counselor works with student groups to provide conflict mediation strategies and techniques for building social skills.	Work in Progress

Continue anti-bullying education and in-service for all staff members and parents	On Going SSC Meetings	Teachers Administration Classified Staff Parents	No Cost	Collaborate and educate entire staff and parents in identifying bullying behaviors, process for reporting to administration, and interventions to implement. Staff trained in identifying bullying behaviors and how to respond through District mandated Keenan online tutorials.	Work in Progress
Continue to provide counseling resources to students including educating students about pro-social behaviors, social skill development, and anger management interventions.	On Going through referrals	Teachers Counselor SST Administration	General Funds	Referrals made through SST process, teacher recommendation, and data gathered through AERIES. Counselor implements SEAS program to all 5 th grade students and Step-Up program to 3 rd -5 th grade students.	Work in Progress

Action Plan Priority Three

2016-2017

Priority 3: Increase safety by having all Grade Level Leads carry two way radios for both PE and Drills.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
All teacher leads will have radios that will be taken out with them during PE and drills to ensure safety for students and increase communication between office, administration, and teachers.	August 2016	Principal	Business office	Started in 2016-17 school year.	N

Action Plan Priority Four

2016-2017

Priority 4: Increase student safety by insuring that all staff members know the protocols of all safety areas during any type of drill.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Increase organization and dissemination of information regarding safety procedures and ensure the amount of safety equipment.	Aug 2015	Business	Business/ City grant	On- going	N

Safety Plan 2015-2016 Revisions

Date Revised During the Year	Person Responsible	Date of Public Meeting	Summary of Revision(s)
Feb.18, 2016	Principal	Feb. 18, 2015	Date to approve plan
Nov. 10, 2016	Principal	Pending	Safety Plan 2015-2016 Revised

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 2015-2016

Priority Area	Met Y/N	Comments
<p><u>Priority One</u></p> <p>Increase safety across campus before, during, and after school hours related to visitors other than staff and students.</p>	Yes	All visitors come through the office and sign in. Our parent Liaison ensures that parents that are interested in doing classes on campus or would like to volunteer go through the correct procedures. This is no longer a concern as all proper procedures are known by all adults.
<p><u>Priority Two</u></p> <p>Increase student safety on playground.</p>	N/A	We have noticed an increase in safety on the playground once all students were expected to line up on their class numbers on the playground before school, at recess, and at lunch. Putting Playground expectations in place has also increase the safety concerns. PBIS team decided to make the field area a little smaller so that the students were not able to go back by 2nd street. This has allowed our supervision to be able to be in more places since the field area is not as large of an area any more.
<p><u>Priority Three</u></p> <p>Work with Student Services on changing the end time for kindergarten. Monte Vista Middle School and SJE kindergarten both let out students at the same time causing traffic and potential hazards to students.</p>	Yes	Kinder end time for M-Th is 2:15 due to the middle school ending at 2:00. Kinder end time for Friday is 12:25
<p><u>Priority Four</u></p> <p>Increase student safety when crossing street at intersection and relieving traffic congestion inside and around the school campus.</p>	N/A	Still working on making changes to increase safety in these areas.

Priorities Identified For 2017-2018

Priority Area	Data Source	Justification
<p><u>Priority One</u></p> <p>Decrease incidents on campus with misbehavior and unsafe play on playground during school hours</p>	Request/ Student Survey	<p>Dispersing staff to unsafe areas according to student survey.</p> <p>Students will line up on the playground at their room number before school, recess, and at lunch time to help increase the safety of all students.</p> <p>PBIS expectations for playground, playground structure, and lines will be put in place to help.</p>
<p><u>Priority Two</u></p> <p>Work with Student Services on changing the end time for kindergarten. Monte Vista Middle School and SJE kindergarten both let out students at the same time causing traffic and potential hazards to students.</p>	Request from staff/Parent Survey	Work with Student Services to potentially change Kinder's end time to ensure safety of all students during dismissal.
<p><u>Priority Three</u></p> <p>Work with the city and district to look for ways to improve traffic congestion after school</p>	Parents/safety committee/Administration	Safety is always our number one priority and this is an area we could improve.
<p><u>Priority Four</u></p> <p>Work with Facilities to add more lighting to the back of our school by the first grade wing behind the</p>	School Site Council	Parent on the School Site Council brought up the fact that there is no lighting in those areas and when they come to pick up their

<p>portables and cover the back fence by 2nd street with slits that go into the chain-link fencing.</p>		<p>students from ASES it is very dark. They also feel it will help prevent people from coming onto campus and hiding in those areas. They are also concerned by the fact that people along the fence line on 2nd street can stare in at their children.</p>
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Appendix

1. Sign-In Sheets from all School Safety Team Meetings
2. PBIS Action Plan
3. PBIS Matrix
4. Board Policies
5. School Discipline Handbook
6. Parent/Student Handbook
7. Plan Notification Letter/Email
8. Prior End of Year Evaluation