



**De Anza
Elementary School**

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

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Mission:

Together we will successfully build students' full potential by doing whatever it takes.

Vision:

We will become the

Disneyland of Schools where our students will experience a culture of learning in a Student-friendly, caring, and safe school environment where excellence is the norm, learning is fun and engaging, clear pathways for student success are developed and nurtured, passion is ignited, and results occur.

Safety Team Vision Statement:

We want to support students psycho-socially and emotionally by constantly adjusting to student needs through careful reflection, research in best practices, and continuous improvement of the safety of our school to build the safest learning environment that will enhance student achievement on the path from Kinder to College

We are committed to providing students, staff and community members with a safe and orderly environment.

School Safety Planning Checklist

School Year: 2016-2017

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members Identified	August 15, 2016	Kristen Guzman, Cindy Syrett, Rhonda Johnson, Lina Banks, Monica Dominguez, Kim Boessneck, Keri Thomas, Yolanda Dudley
Create Calendar for School Safety Team Meetings	August 15, 2016	
<p>Appropriate Strategies Have Been Identified & Reviewed with the Team for Compliance With EC 32282 (2) A-I</p> <ul style="list-style-type: none"> -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 6, 2016	<ul style="list-style-type: none"> *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	September 6, 2016	
Assessment of School Crime Reviewed w/Team	October 13, 2016	*Include copy of sign-in sheet in appendix
<p>Assessment Results Reviewed w/Team</p> <ul style="list-style-type: none"> -Suspensions -Expulsions -Discipline Referrals to Office 	October 13, 2016	*Include copy of sign-in sheet in appendix

-CHKS -Parent Safety Survey -Teacher Safety Survey -Focus Group -Staff Observations -Other:		
Team Identified Priorities List Based on Assessment Review	9/06/16	*Include copy of sign-in sheet in appendix
Identify and Review Current Efforts to Address Priorities w/ Team	9/06/16	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	10/13/16	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan		
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		*Include copy of notification in appendix
Public Meeting Held on the Safety Plan		*Include copy of sign-in sheet in appendix
End of Year Evaluation of 2014-2015 Safety Plan	4/12/16	*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 2014-2015 Safety Plan by Team	4/12/16	
Safety Plan for 2016-2017 Due by July 1		*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 Assistant Principal	Lauren Armijo	Principal
	Keri Thomas	Assistant Principal
Classified Employee(s) *Include Campus Supervisor/Security	Yolanda Sivils	Office manager
	Thomas Shehee	Custodian
Certificated Employee(s)	Kim Boessneck	Kindergarten Teacher
	Rhonda Johnson	1 st Grade Teacher
	Lori Fox	2 nd Grade Teacher
	Wendy Walker	3 rd Grade Teacher
	Cindy Syrett	4 th Grade Teacher
	Kristen Guzman	5 th Grade Teacher
Parent(s)	Rhonda Bailey	1 st Grade Teacher
	Kim Boessneck	K Teacher on the Student Supervision Team
	Cynthia Arana	Parent
	Vanessa Manzo	Parent
Other Members	Ruth Phillips	Kinder
	Cesia Contreras	1 st
	Irene Templeman	2 nd
	Melissa Wood	3 rd
	Latisha De Bouse	4 th
	Jody Soto	5 th
	Emily Sharp	SAI
	Monica Dominguez	Instructional Aide/PBIS
Lina Banks	Campus Aide/PBIS	
School Resource Officer	Deputy Dunlap	SRO

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

Meeting Dates of School Safety Team

2016-2017

Month	Day	Time	Location	Comments/Needs
July 2015				
August	8-17-16	8:30 AM	De Anza Rm. 2	Team discussed school discipline data from 2015-16.
September	9-6-16	9:00 AM	De Anza Rm. 2	Discussed data and progress of safety goals.
October	10-13-16	9:00 Am	De Anza Rm. 2	Planning for Great American Shakeout Review drill procedures Review teacher concerns/clarify Approval email concerning procedures and staff concerns
November	11-3-16	9:00 PM	De Anza Rm. 2	Debrief on Great American Shakeout Team discussed safety concerns. Team is concerned with the locks on the gates.
December				
January 2015	1-17-17	3:20 PM	De Anza Rm. 2	Team discussed campus wide behaviors. Suspensions are down from last school year.
February	2-1-17	9:00 AM	De Anza Rm. 2	Safety committee discussed progress on priorities 1-4. Team decided that priority 1, 2, and 3 have been resolved, but need to remain on school safety plan.
March	3-7-17	9:00 Am	De Anza Rm. 2	
April	4-13-17	9:00 AM	De Anza Rm. 2	
May	5-4-17	9:00 Am	De Anza Rm. 2	
June				

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	No school crime reports.	N/A
Suspensions	Examined 2016/17 suspension reports. There were 10 total	The majority of the suspensions came from Fight/Verbal altercations with a total of 5.
Expulsions	No expulsions	N/A
Office Discipline Referrals	PBIS strategies of low level referral forms have lowered De Anza's referrals.	<u>Totals by Grade Level</u> K = 0 1 = 0 2 = 2 3 = 0 4 = 0 5 = 0
Reports of Bullying	0 De Anza Student	
Calif. Healthy Kids Survey	74 De Anza 5 th graders took the survey.	42% of the students feel safe 'all of the time' at school. 36% of the students feel safe 'most of the time' at school. 16% of the students feel safe 'some of the time' at school. 5% of the students never feel safe at school.
Parent Safety Surveys	120 De Anza Parents turned in Parent Surveys.	Parents are concerned about the drop-off and pick-up situations at De Anza.

Teacher Safety Surveys	Distributed and collected anonymous teacher survey	Teachers are concerned with the fences and gates and De Anza. Staff would like to see taller fences around De Anza, especially on the playground. Staff believes that the gates need to have stationary locks instead of chains and locks.
Focus Groups	Coffee with the Principal	Parents were concerned with the drop-off and pick-up procedures. De Anza Parents want to see a clean welcoming school.
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	A.P ensured all employees 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	Principal 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 2016-17 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	Continue to refine plan with the Safety Committee and leadership teams quarterly.	
Rules and Procedures on Discipline	Y	Parents and students are informed through the Student Handbook/Calendar the first month of school. Principal 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
Elementary Counseling *Focus Groups *One-on-one	All students	Counseling Grant
Family Reading Nights	All students and families	N/A
Family Nights (Movie, Dance, Harvest Festival)	All students and families	PTA
Peer Mediation	Students in Need	N/A
Adult mentoring	All students	N/A
Weekly PEP Assemblies to promote the successes of the school and to build school spirit	All students	N/A
Sport Tournaments during lunch	4 th /5 th Grade Students	N/A

Priorities Identified for 2016-2017

Priority Area	Data Source	Justification
<u>Priority One:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)	Low incidence referrals, Discipline report from Aeries.	Students need to understand the consequences both positive and negative for their behaviors. Need to reduce student discipline.
<u>Priority Two:</u> Improve student drop-off and pick-up before and after school	Teacher/ Administration Observation, Parent Survey, Police Observation	Parents are still concerned about the pick-up and drop-off procedures at De Anza. Parents continually stop in the red zone to pick up their students. Parents continue to pull through the bus zone on the left hand side. Parents jay-walk across the street to pick their students from both red and green pick-up. De Anza lost parking spaces due to a sidewalk being built on Young St. Consideration was being taken on changing the drop-off and pick-up procedures at De Anza, but due to the removal of parking spaces the plan will have to be revised.

Action Plan Priority One

2016-2017

Priority 1: Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Schedule student walkthroughs and discuss expectations for different areas of the campus.	Sept. 2017	All staff	N/A	Beginning of the school year all students will complete walkthroughs. After Winter break all students will review expectations.	
Caught Being Good recognitions	Weekly	All staff	N/A	All staff to hand out CBGS to ensure positive recognitions are happening.	
Expectations review opportunities for students	As needed/on going	Supervisors, Administration	N/A	As needed reviewing of the rules/expectations will be done for students.	
Teachers will teach a new lesson for the 16 essential skills.	Weekly	Teachers, supervisors	N/A	Teachers are asked to teach a skill on a weekly basis. The schedule and lessons are made for them.	
All supervisors have essential skill cards in order to teach essential skills.	As needed	Supervisors	N/A	Supervisors are asked to reteach essential skills as needed.	
Substitute teachers at De Anza will be given a binder with De Anza's expectations and processes that take place	On going	All staff and substitutes	N/A	Every substitute that works at De Anza will be given a binder that explains how PBIS is ran at De Anza. In each binder there will be an explanation, caught being good slips, buddy teachers, and essential skill cards for reteaching.	

Action Plan Priority Two

2016-2017

Priority 2: Improve Parent Drop-off before School and Pick-up Afterschool

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Arrange cones to direct traffic through bus loop.	On going	Admin, custodian, and supervisors	N/A		
School personal in the parking lots to ensure only staff and handicap are parking there.	Daily	Admin	N/A	Ensure that school personal is present in parking lots.	
School personal reminding parents to not park or stop in the red zone.	Daily	Supervisors, Administration	N/A	Ensure that school personal is present by the red zone.	
Parent reminders of student pick-up procedures	As needed	Administration	N/A	Utilize parent link and fliers sent home to remind parents of parking lot rules	
Police presence	As needed	Deputy Dunlap SJPD	N/A	The police will have a rotation so they are at the school to assist on a regular basis	
Develop an alternate drop-off routine.	ASAP	Administration, Deputy Dunlap	N/A	Our drop-off can be unsafe when all stake-holders do not follow expectations. Plans are being developed for changing the routine.	
3 foot high fence along the island in the bus loop	ASAP	Facilities, Administration	Facilities' Money	Installing a fence along the island in the bus loop will prevent parents and students from walking through the pick-up/drop-off zone increasing the safety of the students.	

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.	Y	Steps were taken to ensure student safety and address any concerns that were identified. The goal is considered partially met as we are still identifying and addressing ways to continually improve school safety.
<u>Priority Two:</u> Increase positive student peer relations.	Y	Steps were taken in this area and this is considered partially met as this is an ongoing process.
<u>Priority Three:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)	Y	We have successfully implemented steps constituting phase 1 of PBIS and have developed plans as a site and with our coach concerning next steps in this ongoing process.

Appendix

- 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**
- 6. Prior End of Year Evaluation**