



**CLAYTON A. RECORD JR. ELEMENTARY  
SCHOOL**

**Comprehensive School Safety Plan  
2017-2018**

**Pursuant to Education Code 32280 – 32289**

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## School Mission Statement

Clayton A. Record Jr., Elementary School exists “To cultivate the maximum personal and academic potential of every child.”

## School Safety Team Vision Statement

Our vision is to maintain a safe school environment, ensuring the safety of all students and staff, while creating a positive and productive school culture.

# School Safety Planning Checklist

School Year: 2017-2018

| Item   | Date Completed<br>(Add Actual Date Completed) | Comments   |
|--|---|--|
| School Safety Team Members Identified  | Aug 2016                                      |  |
| Create Calendar for School Safety Team Meetings and PBIS meetings  | Aug 2016                                      |  |
| Appropriate Strategies Have Been Identified & Reviewed with the Team for Compliance With EC 32282 (2) A-I<br>-Child Abuse Reporting: BP 5141.4<br>-Disaster Procedures (Hour Zero)<br>-Suspension/Expulsion BP/AR 5144.1<br>-Procedure for Notify Teachers of Dangerous Students<br>-Discrimination/Harassment: BP/AR 5145.3, 5145.7 & 5145.9<br>-School Discipline Handbook<br>-Safe Ingress & Egress (Hour zero)<br>-Parent/Student Handbook | Sept 2016                                     | *Include copy of sign-in sheet in appendix<br>*Include copies of BP/AR in appendix<br>*Include copy of Discipline Handbook and Parent/Student Handbook in appendix |
| Review Bully Reporting and Investigation Process & Procedures BP 5131.2  | Dec. 2016                                     |  |
| Assessment of School Crime Reviewed w/Team   | Dec. 2016                                     | *Include copy of sign-in sheet in appendix   |
| Assessment Results Reviewed w/Team<br><br>-Student Safety Survey   | Dec. 2016                                     | *Include copy of sign-in sheet in appendix   |

|  |                           |  |
|--|---------------------------|--|
| -Focus Group<br>-Staff Observations<br>-Other:   |                           |  |
| Team Identified Priorities List Based on Assessment Review   | Dec 2016                  | *Include copy of sign-in sheet in appendix   |
| Identify and Review Current Efforts to Address Priorities w/ Team  | Dec 2016                  | *Include copy of sign-in sheet in appendix   |
| An Action Plan Has Been Developed To Address Each Priority Identified  | Jan 2017                  | *Include copy of sign-in sheet in appendix   |
| School Resource Officer Reviews Plan   | February 2017             |  |
| Notification of Meeting on Plan Review Sent to Appropriate Individuals<br>EC 32288 (b) (2) (A-F)*<br>-Mayor<br>-SJTA & CSEA Presidents<br>-PTA/PTO President<br>-ASB President<br>-Local Church Representative<br>-Local Civic Leaders<br>-Chamber of Commerce<br>-Director of Student Support | February 7th              | *Include copy of notification in appendix  |
| Public Meeting Held on the Safety Plan   | February 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<br>*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 <sup>st</sup> 2016 | *Email 2015-2016 Comprehensive School Safety Plan in Word document w/appendix to Director of Student, Community & Personnel Support February 7th |
| Safety Plan Available for Public Review  | At all times              |  |

# School Safety Team

2016-2017

| <b>Group</b>  | <b>Name</b>   | <b>Position</b>  |
|---|---|--|
| Principal or Designee   | Shelley Mendez<br>Andrew Mante<br>Chris Kelley  | Principal<br>Assistant Principal<br>Admin. Designee  |
| Classified Employee(s)<br>*Include Campus Supervisor/Security | ,<br>Sariah Leffel,<br>Jacoba Munoz   | Campus Aid   |
| Certificated Employee(s)                                      | Heather Cortez<br>Stephanie Kurylowicz<br>Gary Tolliver<br>Reem Saeb<br>Tamara McDaniel               | 5th Grade Teacher<br>5 <sup>th</sup> Grade Teacher<br>5 <sup>th</sup> Grade Teacher<br>3 <sup>rd</sup> Grade Teacher<br>Kindergarten Teacher |
| Parent(s)   | Sariah Leffel<br>Heather Cortes<br>Elayne Nacua<br>Okoia Nixon<br>Hugo Menchaca<br>Enequina Hernandez | SSC Community Members  |
| Other Members   | Elayne Nacua<br>Okoia Nixon<br>Hugo Menchaca<br>Enequina Hernandez                                    | SSC Community Members  |
| School Resource Officer                                       | Tim Dunlop  | SRO Officer  |

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

## School Safety Team Meeting Dates

| <b>Month</b> | <b>Day</b>          | <b>Time</b>             | <b>Location</b>   | <b>Comments/Needs</b>   |
|--------------|---------------------|-------------------------|-------------------|---|
| August       | 8/11/16             | 8:15 a.m.               | Record Elementary | Reviewed disaster preparedness and discussed Keenan Trainings with office staff.  |
| September    | 9/2/16<br>9/6/16    | 8:10-9:00.<br>8:10-3:30 | AP office         | Committee Meeting to assign roles and Committee lead.<br><br>Full day PBIS/ Safety Meeting. Discussed creation of think sheets, hiring of Campus and Aids and their role in PBIS. Noon Duty Roles in PBIS   |
| October      | 10-7-16             | 8:10-9:00               | Committee Meeting | Discussed upcoming Great Shake Out and PBIS implementation progress. Recess Refocus and lunch Refocus, next steps for Tier 2 students.  |
| November     | 11-4-16<br>11-15-16 | 8:10-9:00<br>8:00-3:15  | Committee Meeting | PBIS committee meeting we reviewed elements of Safety Plan.<br><br>Also, updated and reviewed priorities with School Safety Committee Discussed positive behavior supports and implementing supports in two additional areas, like hallways and restrooms. Also, discussed referral process use of both the Intervention Recording Sheets to be used by teachers as well as adapting Think Sheets. Interactions and communication is being modeled consistently. Recess and Lunch Refocus systems have been created as well as a revolving system for Campus Aids to meet with struggling students. |

|          |         |           |          |  |
|----------|---------|-----------|----------|--|
| December | 12/2/16 | 8:10-9:00 | Room 504 | <p>Continue to review school priorities and discuss with PBIS implementations and needs on site. Reviewed EC 32282 (all sections), bullying reporting, and updated agenda.</p> <p>Priority is building positive behavior supports and consistency through positive communication. Next steps are to buddy up Leadership students with certain students from our Campus who need a helping hand. List of students has been created and Counselor will be coordinating with Leadership academy regarding buddy system.</p> |
|          |         |           |          |  |

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 | N/A   | N/A   |
| Suspensions                           | August 2016- January 2016<br>To date, we have a total of 15 suspensions totaling 18 days related, fighting/ verbal altercations, and theft. | Campus aids are working with students during refocus recesses and lunches to help promote accountability for actions and to help students to determine a positive solutions to the related suspension offenses. PBIS/ Safety team identified students and who would benefit from the Leadership Academy individual mentoring program. A majority of our suspensions come from 2 particular students, we have put interventions into place to assist. We have used our Campus aids to work with students who continually need to be refocused. |
| Expulsions                            | N/A   | N/A   |
| Office Discipline Referrals           | Think Sheets via PBIS World   | Use of Intervention tracking sheets by teachers. Teachers record offense and list intervention that was put into place. After 5 are recorded the student is sent with the referral to the AP office where additional interventions are put into place. There are separate Think Sheets for T/K-2 and 3 <sup>rd</sup> -5 <sup>th</sup> . Think Sheets are designed for students to learn from their mistake by thinking through it. Students report with their think sheets to Refocus   |

|                     |   |   |
|---------------------|---|---|
|                     |   | recess and lunch and work with campus aids to reflect upon their actions and work toward solving their issues in a positive manner.   |
| Reports of Bullying | May 2015  | There were 2 incidents of reported bullying that were determined not to be considered actual bullying. The undercover bullying plan was still set up in these classrooms to help students understand what bullying is and help create a positive atmosphere for those students who were feeling bullied. Bully prevention lessons provided by the counselor for every classroom on campus.  |
| Healthy Kids Survey | Oct 2015  |   |
| Focus Groups        | All year<br><br>Nov 2014-present<br><br>Jan 20117 | <p>Counselor will work with all students' grades K-5 presenting lessons (Second Step), led lunch bunch, counseling groups, supported specific students with positive behavioral plans, and started a buddy program with K-5 students and SJLA students.</p> <p>Record Rangers, is comprised of 15 5<sup>th</sup> grade students who help facilitate our PBIS expectations school wide, morning announcements, playground game rules, tours for new students etc. Students filled out applications in the beginning of the year and were interviewed by the principal and assistant principal. Four teams of students were created. Student's enjoyed the application and interview process. They were all very excited to take part in this leadership opportunity.</p> <p>Mentor/Peer tutoring program with 33 SJLA students working in various classrooms. They help with AR, basic math facts, reading comprehension with a buddy. They once a week and have been working well with students and teachers. Record students are excited to work</p> |

|                    |  |   |
|--------------------|--|---|
|                    |  | with SJLA students. Social Mentoring with students who have referral  |
| Staff Observations | All year   | The culture at Record Elementary has continued to be very positive. Staff, students, and parents have continued to build strong relationships. PBIS has helped change the outlook on how to model positive relationships and build positive communication among staff and students. Social community has been very active on building staff relationships through different school wide activities. Staff seems very excited to be at Record. |
| Other              | Parent reports to office/administration<br><br>Closed Campus | Administration listens, investigates any concerns or complaints from students, parents, or the community. Reports to parent groups: PTA, SSC, ELAC and Safety Committee.<br><br>Record Elementary School is a Closed Campus, as of last school year. Adults on campus must sign in the office and the SJUSD Parent Volunteer procedure is followed for adults volunteering on campus or on field trips.                                       |

## Policies and Procedures Reviewed & Revised

2015-2016

| <b>Policy/Procedures</b>         | <b>Reviewed w/Team Y/N</b> | <b>Comments</b>   | <b>Revisions</b>   |
|----------------------------------|----------------------------|---|--|
| Child Abuse                      | Y                          | Reviewed policies with Safety Team, and all Staff   | Will keep up to date with policy.  |
| Emergency Response (Hour Zero)   | Y                          | Reviewed with Safety Committee and Staff. Update it yearly. Staff practices their position and duties at drills. Safety and SSC parents have been part of a few of our safety drills. | Update Hour Zero in June 2016.   |
| Suspensions and Expulsions       | Y                          | Reviewed with Safety Team, and keep staff updated throughout the year. Reviewed number of suspensions, offenses (Ed Codes) and subgroups.   | Will expand Rancher Roundup to continue to include PBIS and expectations. Game, playground rules, character trait training incorporating Record Ranger Leadership Team.  |
| Notification of Dangerous Pupils | Y                          | N/A   | Keep staff, parents and student aware of expectations on positive behaviors. Showcase at parent meetings. Work with behavioral specialist, counselor, and site team to address concerns and develop a plan for any student needing positive support. |
| Discrimination and Harassment    | Y                          | Reviewed with Safety Team and staff.  | Keep current with updated policies.  |
| School Dress Code                | Y                          | Reviewed with Safety Team   | Update in Student  |

|                                    |   |  |   |
|------------------------------------|---|--|---|
|                                    |   | and staff.   | Handbook yearly and discuss at student rules assembly beginning of school year.   |
| Safe Ingress and Egress            | Y | Reviewed with Safety Team, staff and practices with students.  | Moved Parent Reunification Gate from South parking lot to gate next to Principal's office for easier ingress and egress due to pillars/awnings people will need to walk under to get to old gate, as well as that entrance/exit is a fire truck turn around.                                  |
| Safe and Orderly Environment       | Y | Review with students, safety committee, and staff yearly.  | Update in Student Handbook yearly and discuss schools and expectations at Rules assembly beg. of yr.  |
| Rules and Procedures on Discipline | Y | Reviewed with students at first rules assembly, and with staff. Send home Student Handbook, school rules, and compact. | Keep updated with new policies and send home again beginning of new 2016-2017 school year.  |
| Hate Crimes/Bullying Reporting     | Y | N/A  | Keep current with policies. Share info. with students, parents and staff. Promote anti-bullying all yr. Wear anti. Bully shorts on the first Thursday of every month. PBIS instruction consistently. Anti-bullying month/groups, Record Rangers, award assemblies, Rancher Roundup, Character |

|  |  |  |           |
|--|--|--|-----------|
|  |  |  | Ed., etc. |
|--|--|--|-----------|

## Current Activities & Programs

2016-2017

| Current Activities/Programs  | Priority Target                                 | Funding Source             |
|--|---|----------------------------|
| Super Ranchers with School Counselor: Students were able to meet with the counselor on Mondays and Wednesdays, at their lunch time, to spend time discussing things with her, and just having fun completing activities with her while building a relationship with her and other students. Activities were just a social time for students to interact with our site's counselor. Activities included art projects, playing games.  | All Students                                    | None needed                |
| Intramural Sports Activities with School Physical Education Coach  | 4 <sup>th</sup> and 5 <sup>th</sup>             | None needed                |
| School Counselor gives class lessons for all students. The counselor will be doing lessons on behavior, social and emotional focuses, and one on college and career readiness. There were video clips, music, student activities and student discussions... embedded in the lessons. Support was given to all teachers, who taught their classroom lessons. School counselor will also be facilitating a PBIS reteach group with students twice a week after lunch to help support them with behavior in reference to our school wide expectations. Counselor and AP created undercover Bulling group and instituted the program in classrooms where needed. | All Students                                    | District grant expenditure |
| Record Rangers: Students first   | 4 <sup>th</sup> -5 <sup>th</sup> grade students | Minimal cost for           |

|   |                                   |   |
|---|-----------------------------------|---|
| <p>completed an application, and then were given an interview to be selected as a Record Ranger. All students passed the interview and were put into groups and placed on a rotating schedule. The idea is to have students assist the site with student leadership, and model appropriate behaviors, while helping their peers with issues and conflict resolution skills. This program provides experiences for college and career, and students are Rangers for the entire year. Principal and assistant principal provide the trainings for students and hold the interviews.</p> |                                   | <p>leadership shirts:<br/>approx. \$50.00 site funds.</p> |
| <p>Record Rancher Safety Team: Similar to Leadership, students apply for a safety position. The team focuses on positively enforcing PBIS expectations with a focus on campus arrival and dismissal.</p>  | <p>4th and 5th grade students</p> | <p>non needed</p>   |

## Priorities Identified for 2017-2018

| Priority Area  | Data Source   | Justification   |
|--|---|---|
| <p><b><u>Priority One</u></b><br/>           Priority One:<br/>           Continue to decrease the amount of suspensions at our school site by increasing the PBIS expectations on our campus.</p> | <p>Aeries query and collaborative learning solutions data:<br/>           PBIS SHAPE resource</p> | <p>Justification:<br/>           Ed Code law has changed and we need to come up with a plan to build relationships and provide early intervention to make sure we are helping students succeed by developing a plan, and not just suspending: PBIS focus on building a community based on positive asset building interactions.<br/>           Refocus Recesses and lunches with Campus Aids to reflect upon behaviors. Campus Aids will push into classrooms and work with students who are struggling.<br/>           Leadership Students will become buddies to our Tier 2 students who struggle with behaviors<br/>           School tutoring, ASES, school wide focus on attendance, 40 Developmental Assets, System 44/READ 180, district behavioral specialist, Red Ribbon Week, College and Career monthly events and Wed. recognitions, peer tutoring, school community service, Saturday Schools, small group differentiated instruction, SRO officer resource, reading and writing connection as a school wide focus, super rancher slips, shout-outs, wall of kindness, PBIS, Rancher bucks, Record Rangers 4<sup>th</sup> and 5<sup>th</sup> grade leadership team, award assemblies, and Principal parties.</p> |
|  |   |   |



|   |  |   |
|---|--|---|
| <p><b><u>Priority Two</u></b></p> <p>Provide an anti-bullying school culture.</p>                                   | <p>Aeries data</p> <p>Observation by staff</p> <p>Decrease of office referrals</p> <p>Increase of students participating in Record Rangers Safety Team</p> <p>SHAPE data</p> | <p>Target completion date: On-going, but site will review office referrals ( Think Sheets) to address any bullying situations at the end of the school year, June 2017. Students will participate in Refocus Recesses and lunches with Campus Aids to reflect upon behaviors. Campus Aids will push into classrooms and work with students who are struggling. Leadership Students will become buddies to our Tier 2 students who struggle with behaviors.</p> <p>Justification: Anti-bullying assemblies, anti-bully groups, wear your orange shirt the first Thursday of every month, monthly anti-bullying activities district-wide, Record Rangers Student Leadership, classroom activities, PBIS, bi-weekly Rancher Roundup PBIS assemblies, Character Ed. program, Record Rangers, 180 Program program, counseling, Behavioral Specialist, and 40 Developmental Assets.</p> <p>Undercover Bully program implemented in classrooms where suspected bullying is occurring.</p> <p>Record’s staff will work together to promote these programs school wide to promote positive behavior supports and to stop bullying.</p> |
| <p><b><u>Priority Three</u></b></p> <p>Students would like to focus on positive communication and interactions.</p> | <p>California Healthy Kids Survey 2015-2016</p> <p>Counseling – Focus all grade levels</p>   | <p>Student Leadership will continue in the Fall of 2017-18 and continue on an ongoing basis.</p> <p>Justification: Student and Staff Shout outs.</p> <p>Rancher Round up focused on character traits and PBIS</p>   |

|   |   |   |
|---|---|---|
|   |   | <p>expectations.<br/> Monthly attendance awards<br/> Weekly grade level attendance awards.<br/> Go Ranchers! Attendance incentives.</p> <p>Super Ranchers.<br/> Record Rangers Leadership group focused on creating relationships and implementing school wide expectations and PBIS skills<br/> Students will decorate school site and assist, with school events, as needed.<br/> 5<sup>th</sup> graders will complete California Healthy Kids Survey in Spring 2016.</p> |
| <p><b><u>Priority Four</u></b><br/> Students want to feel safer at school per 2016 Student Survey. A Record Rancher Safety Team is being created to help reinforce PBIS expectations on campus.</p> | <p>Google Forms Survey<br/> Counseling - Focus all grade levels</p> | <p>Justification:<br/> Weekly meetings with Teacher Lead and assistant principal. PBIS skill bracelets will be given to students by the team, bracelets can be given through shout outs, assembly behavior,</p>   |

## Action Plan Priority One

### Priority 1:

#### Decrease Suspensions & provide Positive Support:

| <b>Activities:<br/>Prevention<br/>&amp;<br/>Intervention</b>  | <b>Target<br/>Date</b> | <b>Person<br/>Responsible</b>           | <b>Budget<br/>Source</b> | <b>Comments</b>  | <b>Completed<br/>Y/N</b> |
|---|------------------------|---|--------------------------|--|--------------------------|
| Counseling Program  | Aug 2017 – all year    | Counselor, staff, PBIS team, and Admin. | None                     | Provide counseling resources and positive behavior plans for students.   |                          |
| Provide awareness to staff and Safety Committee on Ed Code violations and increase or decrease of student suspensions | Aug 2017 – all year    | Admin.                                  | None                     | Share with staff quarterly.  |                          |
| Friday School wide Rancher Round Up   | Aug 2017– all year     | Admin. (Assistant. Principal)           | None                     | School and playground rules, policies and expectations... reviewed at Rancher Roundup, share video clips of positive students behavior (i.e. helping a |                          |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  | friend...)<br>positive cheers,<br>and student<br>recognition,<br>Student of the<br>week<br>Awards... |  |
|--|--|--|--|--|--|

## Action Plan Priority Two

### Priority 2:

#### Anti-Bullying Program:

| <b>Activities:<br/>Prevention &amp;<br/>Intervention</b> | <b>Target<br/>Date</b> | <b>Person<br/>Responsible</b>             | <b>Budget<br/>Source</b> | <b>Comments</b>  | <b>Completed<br/>Y/N</b> |
|--|------------------------|---|--------------------------|--|--------------------------|
| Refocus recesses and lunches                             | Sep 2017 – all year    | Principal                                 |                          | Assistant principal and Campus Aids meet with classroom students that have been selected by teachers, to see how things are going, and to get student ideas.   |                          |
| Friday Rancher Round Up                                  | Aug 2017 – all year    | Assistant Principal                       | None                     | Roundups focus on PBIS skills and bi weekly and re-teach the skill from the previous session.  |                          |
| Anti-Bullying Month                                      | Spring 2018            | Counselor, Admin., students and all staff | None                     | District and school wide anti-bullying activities prepared for all students.   |                          |
| Red Ribbon Week  | Oct 2016               | Staff                                     | None                     | Each day staff &/or PTA designate fun activities, or spirit day dress in red. High School pep squad/football players come to Record for a “Say No To Drugs” assembly, along with a police officer and Mc Gruff.      |                          |
| Counseling Program                                       | Aug 2017 – all year    | Counselor & Admin.                        | Site funds               | Counselor to provide Second Step Support lessons to all grades, counseling for all students who need counseling, Lunch Bunch, Record Ranchers Program, Character Ed., focus groups, PBIS reteach groups after lunch. |                          |

|                             |                   |                            |      |   |  |
|-----------------------------|-------------------|----------------------------|------|---|--|
| Undercover Bullying Program | Dec. 2017-ongoing | Counselor/<br>Assistant AP | None | Undercover bullying team are created in the classroom, unwittingly consisting of the bully and model students. The team brainstorms on how to eliminate bullying from the classroom and then implements their strategies. |  |
| Buddy Bench                 | Dec. 2017 ongoing | PBIS team                  | non  | This will be an area identified by students through morning announcements that if you are feeling lonely you can report to. Leadership students and one Supervisor will be in these areas to assists students.            |  |

## Action Plan Priority Three

### Priority 3:

#### Promoting positive communication and interactions amongst student body

| <b>Activities:<br/>Prevention &amp;<br/>Intervention</b>  | <b>Target<br/>Date</b> | <b>Person<br/>Responsible</b> | <b>Budget<br/>Source</b> | <b>Comments</b>   | <b>Completed<br/>Y/N</b> |
|---|------------------------|-------------------------------|--------------------------|---|--------------------------|
| Students would like to focus on positive communication and interactions. Student Leadership will begin in the Fall of 2015 and become an ongoing process. | Aug 2017<br>– all year | Admin.                        | None                     | Continue Character Ed and teaching of all School Expectations.<br><br>4 Leadership groups have been created and their responsibilities include; modeling playground behavior, morning announcements, technology help with TK-1. Students give daily shout outs to recognize students who are meeting PBIS expectations. |                          |

## Action Plan Priority Four

### Priority 4:

**Students want to feel safer at school per 2015 Student Survey. A Record Rancher Safety Team is being created to help reinforce PBIS expectations on campus.**

| <b>Activities:<br/>Prevention &amp;<br/>Intervention</b>  | <b>Target<br/>Date</b> | <b>Person<br/>Responsible</b>              | <b>Budget<br/>Source</b> | <b>Comments</b>  | <b>Completed<br/>Y/N</b> |
|---|------------------------|--|--------------------------|--|--------------------------|
| Continue the implementation of Record Rancher Safety Team | Dec. 2015 – ongoing    | Admin.                                     | None                     | Students will be leading discussions.. Give tours to new families. Monitor school expectations and provide support. Students will work in am. and pm. shifts during the arrival and dismissal of the student body. Students will positively enforce the PBIS expectations and issue bracelets that reflect upon positive behavior. Students will meet weekly and help redeem prizes for tickets. |                          |
| Google Form Safety Surveys                                | Oct 2015-ongoing       | PBIS team<br>Student Safety Team<br>Admin. | None                     | Students will create Google form surveys for the student body to complete on google forms. This will help guide the focus of the need for the Student Safety Team<br>Results will be shared with the Safety Committee and staff in the new school year.  |                          |



## Safety Plan Revisions

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

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

## End of Year Evaluation

School Safety Plan 2016-2017

| Priority Area  | Met Y/N      | Comments  |
|--|--------------|---|
| <u>Priority One</u><br>Priority One<br>Priority One:<br>Continue to decrease the amount of | N<br>Ongoing | Although PBIS is in year two at the Record Elementary Site our suspensions have increased. We have a total of 22days of |

|  |                      |  |
|--|----------------------|--|
| <p>suspensions at our school site by 30%.<br/>Target date of completion – June 2016.</p>   |                      | <p>suspensions this year. 5 of these students were new to Record Elementary 2 of which had not been identified as Special Education until December and were properly placed.</p>   |
| <p><b><u>Priority Two</u></b><br/>Provide an anti-bullying school culture.<br/>Target completion date: On-going, but site will review office referrals to address any bullying situations at the end of the school year, June 2015.</p>          | <p>Y<br/>Ongoing</p> | <p>Students have used the PBIS Think sheets to report bullying on campus. These are directly turned into the AP who investigates each instance. We will also be putting in anonymous boxes throughout campus for students to report instances.</p>                               |
| <p><b><u>Priority Three</u></b><br/>Students would like to focus on positive communication and interactions. Student Leadership will begin in the Fall of 2015 and end in June 2015.</p>   | <p>Y<br/>ongoing</p> | <p>The Leadership team continues to provide morning announcements to our site as well as giving student shout outs daily. Upon the completion of our Safety Team, we will also be having those students pass out positive behavior tickets that model our PBIS expectations.</p> |
| <p><b><u>Priority Four</u></b><br/>Students want to feel safer at school per 2016 Calif. Healthy Kids Survey. 2017 CHKS will be reviewed with staff in the Fall of 2014. Site needs will be reviewed and updates throughout the school year.</p> | <p>N</p>             | <p>According to our 2015-16 Student Survey results, students still do not feel safe in the restrooms and on the playground. A student safety team is being created to help ensure that students feel safe in these identified areas as well as all areas on campus.</p>          |

# End of Year Evaluation

School Safety Plan 2016-2017

| <b>Priority Area</b>         | <b>Met Y/N</b> | <b>Comments</b> |
|------------------------------|----------------|-----------------|
| <b><u>Priority One</u></b>   |                |                 |
| <b><u>Priority Two</u></b>   |                |                 |
| <b><u>Priority Three</u></b> |                |                 |
| <b><u>Priority Four</u></b>  |                |                 |

# 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