



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

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## **School Mission Statement**

**At Edward Hyatt Elementary students will be given the tools necessary to develop into successful, intrinsically motivated members of society.**

## **School Safety Team Vision Statement**

**At Edward Hyatt Elementary we build minds and character to help all children reach their full potential. We believe that all children deserve a challenging curriculum that is engaging and appropriate for their individual needs. We aim to make learning both fun and rewarding. Students are also taught the responsibility and respect for others in order to become productive citizens.**

**The staff is dedicated to hard work while maintaining an inviting atmosphere. We take pride in having a safe, clean, and pleasant campus. We view our diversity as strength. Parents and community members are encouraged to involve themselves in the education of the students for the benefit of all.**

## School Safety Planning Checklist

School Year: 2016-2017

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members Identified	Aug 2016	Kirby Dabney Liska Wolny Kaley Davis Bryan Smith Nicole Vaughn Jim Davenport Jennifer Dean Inelda Luna Kelly Tegman
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	Aug 31, 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	September 2016	Reviewed by safety committee team and PBIS team.
Assessment of School Crime Reviewed w/Team	September 2016	*Include copy of sign-in sheet in appendix No school crime to review

<p>Assessment Results Reviewed w/Team</p> <ul style="list-style-type: none"> <li>-Suspensions</li> <li>-Expulsions</li> <li>-Discipline Referrals to Office</li> <li>-CHKS</li> <li>-Parent Safety Survey</li> <li>-Teacher Safety Survey</li> <li>-Focus Group</li> <li>-Staff Observations</li> <li>-Other:</li> </ul>	Jan 2017	*Include copy of sign-in sheet in appendix
Team Identified Priorities List Based on Assessment Review	January 2017	*Include copy of sign-in sheet in appendix Met with team to discuss staff concerns about student safety.
Identify and Review Current Efforts to Address Priorities w/ Team, staff, Principal's CHAT, and ELAC meeting	January 2017	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	January 2017	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan	February 2017	Site mainly concentrated on action plan 3.
<p>Notification of Meeting on Plan Review Sent to Appropriate Individuals</p> <p>EC 32288 (b) (2) (A-F)*</p> <ul style="list-style-type: none"> <li>-Mayor</li> <li>-SJTA &amp; CSEA Presidents</li> <li>-PTA/PTO President</li> <li>-ASB President</li> <li>-Local Church Representative</li> <li>-Local Civic Leaders</li> <li>-Chamber of Commerce</li> <li>-Director of Student Support</li> </ul>		*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		*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	January 2017	
Safety Plan for 2017-2018 Due by March 1	February 2017	*Email 2017-2018 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

2015-2016

<b>Group</b>	<b>Name</b>	<b>Position</b>
Principal or Designee	Inelda Luna Kelly Tegman Lori Steward	Administrator Administrator Administrative Designee
Classified Employee(s) *Include Campus Supervisor/Security	Nicole Vaughn Jim Davenport Lydia Rojas	School Health Clerk School Day Custodian Nutrition
Certificated Employee(s)	Kirby Dabney Liska Wolny Kaley Davis Bryan Smith Jennifer Dean Inelda Luna Kelly Tegman	5 <sup>th</sup> Grade Teacher 4 <sup>th</sup> Grade Teacher 1 <sup>st</sup> Grade Teacher Music Teacher 2 <sup>nd</sup> Grade Teacher Principal Assistant Principal
Parent(s)	Kirby Dabney Lydia Rojas	Parent Parent
Other Members		
School Resource Officer	Deputy Dunlap	SRO

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

## School Safety Team Meetings

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Comments/Needs</b>
August <b>2016</b>	8/25/2016	8:10	Room 19	Safety Committee Meeting
September	9/22/16	8:10	Room 19	Safety Committee Meeting
October				
November	11/3/16 11/17/16	8:10 8:10	Room 19 Room 19	Safety Committee Meeting Safety Committee Meeting
December	12/15/16	8:10	Room 19	cancelled
January <b>2017</b>	1/26/17	8:10	Room 19	Safety Committee Meeting
February	2/16/17	8:10	Room 19	Safety Committee Meeting
March	3/30/17	8:10	Room 19	Safety Committee Meeting
April	4/27/17	8:10	Room 19	Safety Committee Meeting
May	5/25/17	8:10	Room 19	Safety Committee Meeting
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	0 Incidents	N/A
Suspensions	AERIES/SHAPE Data 18 Suspensions for total of 24 days as of 1/30/2017	Incidents included fighting, physical injury, and bullying. After analyzing the data, most suspensions were in the primary grades, specifically in kinder and third/fourth grade, combined had 15 of the 18 suspensions. Strategies such as counseling, relationship building with administration, positive reinforcements, and structured recess/lunch recess are/were implemented to intervene with students. Weekly Pep assemblies are/were held which focused on Character Counts. Data indicated these interventions are/have positively helped six students. Interventions will continue as needed.
Expulsions	0 Expulsions	N/A
Office Discipline Referrals	AERIES/SHAPE Data Student Referral to Office form. 62 students referred equaling 108 referrals as of January 30, 2017	Office referral/incident statement forms are used by staff to refer students to office. This form is used to communicate to administration the behavior concerns and then a call goes home to inform parents/guardians of behavior, consequences and/or interventions being used inside or outside of the classroom. As of January 30, 2017 data shows there were 62 students referred for a total of 108 referrals to the office using this process. Forty-three percent were outside/on school grounds referrals, 39% were

		<p>classroom referrals and 18% were other (multiple locations, restroom, MPR, office, library, going to/from school, and the bus area). Analysis of this data demonstrates this is an increase compared to the data pulled in January 2016. Data shows the majority of the referrals was for our Kinder and first grade students who had a total of fifty-one of the referrals. The majority were for disruptive behavior in and outside of the classroom. Interventions such as: counseling, reteaching, and structured recess have been put into place which has helped the majority of our students as we continue to work with a few students. Interventions will continue to be in place and modifications will continue to support as needed.</p>
<p>Reports of Bullying</p>	<p>Throughout the school year, students and/or parents reported bullying incidents.</p>	<p>PBIS committee has put a plan into effect to ensure our students have character awareness by teaching the six pillars of character to teach good character and ethical values. Students are reminded of this during our morning announcements and it is interwoven within the curriculum throughout the day. AERIES/SHAPE Data was an integral part of targeting specific students or group of students to ensure interventions were put into place and counseling intervened as needed. This year we are happy to see not many parents or students reporting bullying around the school.</p>
<p>California Healthy Kids Survey</p>	<p>The Healthy Kids Survey Counselor's survey</p>	<p>We are currently focusing on results from 2016 survey. Our continual goal is focused on improving student safety and adult/student relationships as these were areas of need in 2016 survey. In conjunction with the safety team, the PBIS team has looked at multiple strategies to support our students and staff. Safety is priority and students are reminded of this during our morning announcements and during our Friday pep assemblies. In addition, gotcha slips, incentive binder, and weekly student assembly recognition are ways to target student/adult relationships. Results of the 2017 California Healthy Kids Survey will be discussed towards the end of the school year since new survey will be conducted in March. Hyatt will take a proactive approach of sharing results with</p>

		parents and staff to determine needs and gather input for needed next steps based on survey results.
Parent Safety Surveys	Parents reported about student safety in the classroom.	The fall Parent Survey Results were reviewed in December 2016. After looking at safety portion of the data, it showed that parents reported that 88% of students feel safe in the classroom. This will be looked into further after student results from the California Healthy Kids Survey is completed. Administration has and will continue to have conversations with safety committee and parent groups – ELAC, SSC, Coffee with the Principal, campus supervisor meetings – to continually get feedback and make necessary changes.
Teacher Safety Surveys	Review of playground rules.	Playground rules will be reviewed, revised as needed, and shared with students and staff during and throughout the school year. First awareness will begin in the month of August and a review will occur in the month of February/March and individual classroom visits will occur as needed. Campus supervisors have been trained and conversations have been had during supervisor meetings. There is consistent observation of games on the playground, and campus supervisors communicate these rules and expectations with students before assigning a consequence so students understand what expectation was broken and what they need to do differently next time. Staff communicates on things working well and things needing improvement during staff, PBIS, and campus supervisor meetings so adjustments can be made as needed.
Focus Groups	Counseling for grief and social awareness support	Counseling worked with students to put supports in place through the use of focus groups. Throughout the school year, supports and targeting specific student needs were the main focus to ensure students were receiving counseling for grief and social awareness support. This is, and will be, an area administration will look into and target more closely using data for the remainder of the school year and the upcoming year to determine which other focus groups are needed for school site.

<p>Staff Observations</p>	<p>Regular certificated and classified staff meetings were held on a monthly basis to discuss concerns and/or suggestions</p>	<p>We are committed to holding monthly staff meetings for all groups of employees. These were scheduled in August and calendared for the entire school year. We have made a commitment to discuss any concerns to make adjustments to our safety plan and to our emergency school systems.</p>
<p>Other</p>	<p>Parent reports to office/administration</p> <p>Closed Campus</p>	<p>Administration listens, investigates any concerns or complaints from students, parents, or community. Reports to parent groups: PTA, SSC, ELAC, and Safety Committee, Principal CHAT.</p> <p>Hyatt Elementary School is a Closed Campus. Adults on campus must sign in the office, and the SJUSD Parent volunteer procedure is followed for adults volunteering on campus or on fieldtrips.</p>

## Policies and Procedures Reviewed & Revised

Policy/Procedures	Reviewed w/Team Y/N	Comments	Revisions
Child Abuse	Y	Follow district policy; CPS referral forms filled out and phone calls made Individual cases	Train new staff and review procedures and policies with current staff.
Emergency Response (Hour Zero)	Y	Hour Zero staff compliance Monthly Fire Drills On-going drills	Debrief after each drill to discuss needed improvements. Share emergency procedures with parents.
Suspensions and Expulsions	Y	Aeries Documentation SHAPE Data	Discuss intervention plan with teachers, students, parents and offer counseling and/or interventions as needed.
Notification of Dangerous Pupils	Y	District notifications by Student, Community, and Personnel Support Services	Share lists with staff.
Discrimination and Harassment	Y	Student Handbook Keenan Trainings Equity Symposium	Student Handbook sent out to all parents. Keep discussions going with student body at Pep Assemblies. Counseling support.
School Dress Code	Y	Student Handbook	Student Handbook sent out to all parents. Follow through with dress code, call home as needed.
Safe Ingress and Egress	Y	Student Handbook	Practice throughout the school year with drills. Hour Zero Maps

Safe and Orderly Environment	Y	Keenan Trainings	Monitor trainings offered by Keenan and district, and completion of trainings. Communicate and meet with campus supervisors regularly. School Surveys
Rules and Procedures on Discipline	Y	Student Handbook	Review at Pep Assemblies with students and staff. Use morning announcements as a vehicle to keep our school rules in the forefront. Student Handbook sent to all parents.
Hate Crimes/Bullying Reporting	Y	None reported at this time.	Continue to review bullying action plan and make any necessary changes based on need.

## Current Activities & Programs

2016-2017

Current Activities/Programs	Priority Targeted	Funding Sources
PBIS Positive Behavioral Intervention and Supports	All students and staff	LCAP
Discipline Assemblies	All Students	N/A
Intermural Sports Friendship Room	4 <sup>th</sup> and 5 <sup>th</sup> Grade Students All Students	N/A
Bully Prevention Counseling	All Students	N/A
Trained supervisors; monthly meetings	Campus Supervisors All Students	N/A
School-wide weekly PEP Assemblies	All Students	N/A
Administration visible around campus (e.g. out on play yard interacting with students during recess)	All Students Parents Staff	N/A
C-Vans updated and cleaned out	Safety Committee	N/A
AVID Preparation and organization	All Students	N/A
Playground expectation rotations	Campus Supervisors All students	N/A

## Priorities Identified for 2017-2018

Priority Area	Data Source	Justification
<p><b><u>Priority One</u></b> Review current referral system.</p>	AERIES/Shape Data	Continue to implement PBIS and decrease inconsistencies among staff in behaviors being reported to administration by reviewing current referral system and ensure all staff (especially campus supervisors) are trained. Reviewed monthly by PBIS Committee.
<p><b><u>Priority Two</u></b> Continue to implement PBIS to increase student awareness of behavior expectations to minimize referrals/suspensions. (Gotcha Patrol) to support with awareness and work in conjunction with PBIS.</p>	AERIES/Shape Data	Decrease negative behaviors by increasing positive expectations through full implementation of PBIS. Staff to reteach expectations to reinforce student knowledge.
<p><b><u>Priority Three</u></b> Monitor the parking lot/street area to ensure student safety during dismissal time.</p>	Parent Inquiry	During dismissal there are cars that park in red zones, drive ways, drive around cars that are waiting to enter loop, or drive erratically which endangers students and families during dismissal. When students feel safe to/from school it promotes positivity with their school experience.
<p><b><u>Priority Four</u></b></p>		
<p><b><u>Priority Five</u></b></p>		



## Action Plan Priority One

**Priority 1: To review current referral system.**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Gather current referral system for review and make necessary changes.	ongoing review as needed	Administrator Teachers Safety Committee Support Staff	None	Low level and office referral information disseminated to staff through PBIS team.  Weekly PEP assemblies and trimester discipline assemblies used to review and remind students of expectations.	Y
Continue to utilize form to communicate and to document student behavior.	ongoing review as needed	Administrator Teachers Support Staff	None	Office Referrals are followed with an email from administration informing teachers of consequences and parent contact.  Weekly PEP assemblies and trimester discipline assemblies used to review and remind students of expectations.	Y
Continue to reinforce PBIS (Positive Behavior Interventions and Support)	Ongoing	Administrator PBIS team Campus Supervisors Teachers Support Staff	None	Staff to embed PBIS expectations within curriculum in and outside of classrooms. Campus Supervisors to continue to reinforce out on the playground.	Y

## Action Plan Priority Two

**Priority 2: To continue to implement PBIS to increase student awareness of behavior expectations.**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
All staff to embed PBIS as part of their curriculum	Start of School Year	Staff	None	Teachers will integrate PBIS focus areas and expectations throughout the day in their instruction to ensure students understand PBIS is connected throughout.	Y
PBIS Discipline Assemblies	At least three times per year	Administrator	None	Purpose of discipline assemblies is to proactively support our students by modeling school expectations at the beginning of school year and continue to re-visit as needed throughout the school year.	Y
Understanding Student Handbook	Beginning of school year	All Certificated Staff Administrators Campus Supervisors	None	Students and staff will thoroughly go over student handbook so students clearly understand rules and consequences.	Y
Playground expectations rotations	At least two times per year	Campus Supervisors Administrators	None	Students will go through rotations where rules and game procedures will be explained and modeled for proper following or rules.	Partially
Positive Actions Lead to Success (P.A.L.S.)	As needed	Counselor	None	Students with four low level behaviors will attend three sessions with the counselor to receive a more in depth teaching of appropriate behaviors.	Partially

## Action Plan Priority Three

**Priority 3: Supervision of parking lot and area surrounding campus to ensure safety.**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>
Administration present and advising cars to obey rules of the road	Ongoing	Administration Noon Duty	None	Each day noon duty and administration will advise drivers to relocate from red zones, drive ways, and to move through pick-up loop in an orderly manner.	Y
SRO visibility	Beginning of school year	Deputy Dunlap	None	Occasional visits during dismissal time to show police presence.	N

## Action Plan Priority Four

**Priority 4:**

<b>Activities: Prevention &amp; Intervention</b>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Budget Source</b>	<b>Comments</b>	<b>Completed Y/N</b>



## Safety Plan Revisions

<b>Date Revised During the Year</b>	<b>Person Responsible</b>	<b>Date of Public Meeting</b>	<b>Summary of Revision(s)</b>
August 2016	Safety Committee Team		Revisions made on team member sheet.
January 2017	Safety Committee Team		Revisions were made on actions items based on parent and staff data.
November 2016	Safety Committee Team		Continued action items revised
January 2017	Safety Committee		Current action items revisited and proposed items adopted. Final revision to completed Safety Plan
February 2017	School Site Council		Draft adopted
February 2017	Administration		Final revisions were made by administration specifically and any necessary changes were made in the areas of action plans and school safety data.

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
<p><b><u>Priority One</u></b> Review current referral system.</p>	Y	Low level and office referral forms discussed and provided to staff in grade level meetings through PBIS representative. Process is on-going as all staff continues to support and teach process to students and how staff is learning to respond to student behaviors by providing student interventions. Hyatt has also taken a proactive approach in developing a campus supervisor student discipline sheet to assist with re-teaching school expectation(s).
<p><b><u>Priority Two</u></b> Continue to implement PBIS to increase student awareness of behavior expiations to minimize referral/suspensions.</p>	Y	Hyatt Elementary staff has done an exceptional job of continued implementation of PBIS in and outside the classroom. AERIES/SHAPE Data indicates that there has been a decrease in the number of students being referred to the office. Teachers are beginning to put interventions into place before referring students the office. There are many components which attributes to this: 1 – Morning announcements which put our school rule in the forefront. 2 – Weekly pep assemblies which revisit Hyatt expectations. 3 – PBIS expectation to be interwoven with content areas in the classroom and during play time. 4 – The Hyatt pledge 5 – Specifying which character pillar Hyatt staff and students will be focus on during each month of the school year. 6 – Training and having our campus supervisors be part of PBIS on how to implement specific strategies.
<p><b><u>Priority Three</u></b> Monitor the parking lot/street area to ensure student safety during dismissal time.</p>	Partially	Noon Duty and Administration present and advising cars to obey the rules of the road and assisting with the flow of traffic in the pick-up loop.

		Contact will be made to SRO, Deputy Dunlap to see if he would be able to occasionally be present during dismissal time.
<b><u>Priority Four</u></b>		
<b><u>Priority Five</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