



**De Anza**  
**Elementary School**

**Comprehensive School Safety Plan**  
**2018-2019**  
**Pursuant to Education Code 32280 – 32289**

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.

Review of  
2017 – 2018 School Year  
Safety Plan

**School Safety Planning Checklist**  
**School Year: 2017-2018**

<b>Item</b>	<b>Date Completed (Add Actual Date Completed)</b>	<b>Comments</b>
School Safety Team Members Identified	August 2017	Kristen Guzman, Cindy Syrett, Rhonda Johnson, Lina Banks, Monica Dominguez, Kim Boessneck, Keri Thomas, Yolanda Dudley
Create Calendar for School Safety Team Meetings	August 2017	
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	September 2017	*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 2017	
Assessment of School Crime Reviewed w/Team	October 2017	*Include copy of sign-in sheet in appendix
Assessment Results Reviewed w/Team  -Suspensions -Expulsions -Discipline Referrals to Office -CHKS -Parent Safety Survey -Teacher Safety Survey	October 2017	*Include copy of sign-in sheet in appendix

-Focus Group -Staff Observations -Other:		
Team Identified Priorities List Based on Assessment Review	September 2017	*Include copy of sign-in sheet in appendix
Identify and Review Current Efforts to Address Priorities w/ Team	September 2017	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	October 2017	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan	February 2018	
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	February 2018	*Include copy of sign-in sheet in appendix
End of Year Evaluation of 2016-2017 Safety Plan	April 2018	*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	April 2018	
Safety Plan for 2018-2019 Due by July 1		*Email 2018-2019 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  
2017-2018**

<b>Group</b>	<b>Name</b>	<b>Staff Position</b>
Principal	Lauren Armijo	Principal
Assistant Principal	Keri Thomas	Assistant Principal
Classified Employee(s) *Include Campus Supervisor/Security	Yolanda Sivils Thomas Shehee Lina Banks	Office manager Custodian Campus Aide
Certificated Employee(s)	Kim Boessneck Rhonda Johnson Lori Fox Emily Hutchins Cindy Syrett Kristen Guzman	Kindergarten Teacher 1 <sup>st</sup> Grade Teacher 2 <sup>nd</sup> Grade Teacher 3 <sup>rd</sup> Grade Teacher 4 <sup>th</sup> Grade Teacher 5 <sup>th</sup> Grade Teacher
Parent(s)	Annette Coronado Cynthia Arana Stephanie Lugo	
Other Members	Patricia Moreno Evelyn Delgado	Parent Liaison Attendance Clerk
School Resource Officer	Deputy Bunn	SRO

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

## Meeting Dates of School Safety Team 2017-2018

Month	Day	Time	Location	Comments/Needs
August	8-17-17	8:30 AM	De Anza Rm. 2	Team discussed school discipline data from 2016-17.
September	9-21-17	9:00 AM	De Anza Rm. 24	Discussed data and progress of safety goals.
October	10-14-17	9:00 Am	De Anza Rm. 2	Planning for Great American Shakeout Review drill procedures Review teacher concerns/clarify Survey concerning procedures and staff concerns
November	11-7-17	3:30 PM	De Anza Rm. 2	Team discussed safety concerns. Drop-off/Pick-up is a consistent concern for safety.
December				
January	1-16-18	3:20 PM	De Anza Rm. 2	Team discussed campus wide behaviors. Suspensions are down from last school year.
February	2-13-18	3:30 PM	De Anza Rm. 2	Safety committee discussed progress on priorities.
March	3-3-18	9:00 Am	De Anza Rm. 2	
April	4-10-18	9:00 AM	De Anza Rm. 2	
May	5-8-18	9:00 Am	De Anza Rm. 2	

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

## School Safety Assessment Data 2017-2018

Data Source	Comments	Analysis
School Crime-Incidents Involving SJPD	No school crime reports.	N/A
Suspensions	Examined 2017/18 suspension reports. There were 7 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.	
Reports of Bullying	0 De Anza Student	
Calif. Healthy Kids Survey	81 De Anza 5 <sup>th</sup> graders took the survey.	40% of the students feel safe 'all of the time' at school. 32% of the students feel safe 'most of the time' at school. 19% of the students feel safe 'some of the time' at school. 10% of the students never feel safe at school.
Parent Safety Surveys	433 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 behaviors on the playground.



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	Staff meetings, PBIS committee meetings, Leadership meetings	Staff are concerned with parents parking in the red zone on De Anza Drive, and parents coming into the parking lot at the end of the day when students are walking through.
Other		

**Policies and Procedures  
Reviewed & Revised  
2017-2018**

<b>Policy/Procedures</b>	<b>Reviewed w/Team Y/N</b>	<b>Comments</b>	<b>Revisions</b>
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 2018-19 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  
2017-2018**

<b>Current Activities/Programs</b>	<b>Priority Targeted</b>	<b>Funding Sources</b>
Elementary Counseling *Focus Groups *One-on-one	All students	General Funds
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 <sup>th</sup> /5 <sup>th</sup> Grade Students	N/A

**Priorities Identified  
for  
2017-2018**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<b><u>Priority One:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)</b>	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.
<b><u>Priority Two:</u> Improve student drop-off and pick-up before and after school</b>	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  
2017-2018  
Priority One**

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

<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>
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.	Y
Caught Being Good recognitions	Weekly	All staff	N/A	All staff to hand out CBGS to ensure positive recognitions are happening.	Partial
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.	Partial
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.	Y
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.	Y
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.	Y

**Action Plan  
2017-2018  
Priority Two**

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

<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>
Arrange cones to direct traffic through bus loop.	On going	Admin, custodian, and supervisors	N/A		Y
School personnel in the parking lots to ensure only staff and handicap are parking there.	Daily	Admin	N/A	Ensure that school personnel is present in parking lots.	N
School personnel reminding parents to not park or stop in the red zone.	Daily	Supervisors, Administration	N/A	Ensure that school personnel is present by the red zone.	Y
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.	Y
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.	Y
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.	N
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.	Y

**Safety Plan 2017-2018  
Revisions**

<b>Date Revised During the Year</b>	<b>Person Responsible</b>	<b>Date of Public Meeting</b>	<b>Summary of Revision(s)</b>

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 2017-2018**

<b>Priority Area</b>	<b>Met Y/N</b>	<b>Comments</b>
<b><u>Priority One:</u> Increase student safety in relation to school facilities, structures, and maintenance.</b>	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.
<b><u>Priority Two:</u> Increase positive student peer relations.</b>	Y	Steps were taken in this area and this is considered partially met as this is an ongoing process.
<b><u>Priority Three:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)</b>	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.



**Priorities Identified  
for  
2018-2019**

<b>Priority Area</b>	<b>Data Source</b>	<b>Justification</b>
<b><u>Priority One:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)</b>	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.
<b><u>Priority Two:</u> Improve student drop-off and pick-up before and after school</b>	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.
<b><u>Priority Three:</u> Develop a school-wide plan for release of students to parents in case of an emergency.</b>	Administration, safety committee	De Anza needs a school-wide plan that entails the exact location and plan in case of an emergency. The plan will detail exact locations and personal that will cover each station to have a successful student release in case of emergency.

**Action Plan  
2018-2019  
Priority One**

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

<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>
Schedule student walkthroughs and discuss expectations for different areas of the campus.	Sept. 2018, Jan. 2019	Administration and Campus Supervisors	N/A	Beginning of the school year all students will complete walkthroughs. After Winter break all students will review expectations.	
Caught Being Good recognitions	Daily/ Weekly	All staff	N/A	All staff to hand out CBGS to ensure positive recognitions are happening. Each Friday at our black-top assembly students are drawn for their caught being good slip to be recognized.	
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	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	

expectations and processes that take place				good slips, buddy teachers, and essential skill cards for reteaching.	
Expectation Posters are placed around significant behavior areas on campus	On Going	Administration	N/A	Expectation posters will be hung in the hallways, restrooms, MPR, playground, office, and pick-up/drop-off areas. They are to remind the student of the expectations of De Anza.	

**Action Plan  
2018-2019  
Priority Two**

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

<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>
Arrange cones to direct traffic through bus loop.	On going	Admin, custodian, and supervisors	N/A		
Traffic signs to encourage parents to pull forward in the bus loop	On going	Admin, custodian, and supervisors	N/A	These signs will be placed on a daily basis in the bus loop to encourage parents to pull forward to lessen the traffic.	
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 Bunn SJPD	N/A	SRO to be present at the beginning and end of the school day.	

**Action Plan  
2018-2019  
Priority Three**

**Priority 3: Develop a school-wide plan for release of students to parents in case of an emergency**

<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>
Identify all stations that are needed to properly and safely dismiss students during an emergency.	October 2018	Administrator	N/A	Using Hour Zero all stations will be identified in order to safely dismiss students during an emergency.	
Identify locations on campus that would be best for each station.	October 2018	Administrator, Office Manager, Safety Committee	N/A		
Complete a fully written and illustrated plan of emergency dismissal.	November 2018	Administrator	N/A	The full plan will be shared with all staff including the District Office	
Train all staff in De Anza's student dismissal plan in case of emergency.	December 2018	Administration	N/A	Meetings will be held for classified and certificated staff.	

## Safety Plan 2018-2019 Revisions

<b>Date Revised During the Year</b>	<b>Person Responsible</b>	<b>Date of Public Meeting</b>	<b>Summary of Revision(s)</b>

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 2018-2019**

<b>Priority Area</b>	<b>Met Y/N</b>	<b>Comments</b>
<b><u>Priority One:</u> Create and use support structures to enforce and maintain student expectations and behaviors. (PBIS)</b>		
<b><u>Priority Two:</u> Improve student drop-off and pick- up before and after school</b>		
<b><u>Priority Three:</u> Develop a school-wide plan for release of students to parents in case of an emergency.</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

\*Emergency procedures and drills are documented in Hour Zero for each school site.



## Appendix 1

- . Sign in from all School Safety/  
Staff Meetings

Appendix 2  
Board Policies



Appendix 3 and 4 Parent/Student

Handbook/Discipline

