



# **Safe School Action Plan**

**2016-2017**

**George B. Miller Elementary School**

**Submitted: January 24, 2017**

**CENTRALIA SCHOOL DISTRICT  
Office of Student Services**

**DATE** January 24, 2017

**SCHOOL** George B. Miller Elementary School

**Support Statement:** The undersigned verify that this document was developed and approved using a collaborative process respectful of representation from all stakeholder groups.

X Original signature has been secured and is on file with site principal.

Required Signatures	Printed Name	Signature
Principal	Dr. Stacy Chang	
Classified Representative	Kathie Poston	
Certificated Representative	Denise Welbourne	
Parent	Jennifer Lee	

**Consulting Law Enforcement Agency:** La Palma Police Department

**Other Safe School Team Members:**

Position	Name
Teacher	Silvia Meade
Classified	Craig Caramella

**OTHER SAFE SCHOOL TEAM MEMBERS:**

This is a public document and will be readily available for inspection at the school site and on the District website [www.cesd.us](http://www.cesd.us).

The Safe School Action Plan is part of the Comprehensive Safe School Plan and will be evaluated and amended by the school site council and school safety planning committee prior to March 1 of every year.

It is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and training as well as meeting the requirements under EC 32282. It is not designed as a "grab and go" guide in an actual emergency.

**CENTRALIA SCHOOL DISTRICT**  
**Office of Student Services**

**George B. Miller Elementary School**

**Mission Statement:**

In alignment with Centralia School District, G. B. Miller Elementary School is committed to meeting the diverse educational needs of all students and creating lifelong learners, by providing exceptional staff and opportunities for family and community involvement in a safe and nurturing environment.

**BELIEF STATEMENTS**

- All children can learn given time, tools, & opportunity
- All decisions should be student centered
- Campuses should be safe, clean and inviting
- Effective, highly-skilled staff should be employed
- Technology should be available and utilized to enhance student learning and organizational efficiency
- A systems approach organizational structure should be used for efficiency and clarity
- All people; students, staff and community are valued and respected

**Baseline Data and Resources:**

The staff at G. B. Miller Elementary believes that “students come first” and this belief guides all school decisions. Each year parents receive, and are asked to review with their children, the Parent-Student Rights and Responsibilities Handbook. Assertive progressive discipline is used with appropriate consequences for behavior. During the 2016-17 school year, Positive Behavioral Interventions and Support (PBIS) Team was reestablished at the school and the school-wide implementation of PBIS was emphasized. At G. B. Miller, student learning is a shared responsibility by all community members.

The school principal sends a weekly phone message and email home each Sunday night and as needed during the week to keep parents informed of weekly events at school. The school website is updated on a weekly basis.

Each year the site principal and School Safety Committee review and update the school-wide crisis response procedures. Every member of the staff has been placed on a Crisis Response Team in the event of a real emergency, and has been assigned “buddy” classrooms to ensure safety. Teachers verify that classroom crisis response backpacks are updated and ensure that that Crisis Response Procedures are posted in the classroom. Teachers participate in monthly drills and review crisis response procedures with students.

An analysis of the most recent California Healthy Kids Survey data, student discipline logged into AERIES, student bullying survey, student attendance reports, annual accident reports, and debriefs after emergency drills are used to identify Miller School’s safety areas of need.

**Areas of Pride and Strength:**

G. B. Miller School takes pride in its strong programs where all students are expected to learn at high levels, a staff that collaborates to improve teaching practices, an active parent volunteer group, and its safe and secure campus. CAASPP state testing results show that G. B. Miller is scoring above the district, county, and state averages in English Language Arts and Math. Additionally, Miller School is proud of the following accomplishments:

California Distinguished School, 2006, 2010

California Business for Education Excellence Honor Roll School, 2012, 2013, 2014, 2015

**Areas of to Change:**

Miller School consistently works to enhance its learning programs. School staff participate in grade level and District-level Professional Learning Communities and Professional Development that encourage collaboration and focus on student success. Grade levels review data from common assessments. The principal maintains data on student behavior and provides data to the PBIS Team on a monthly basis so that the whole school can be involved in the improvement of safe school practices for our students, staff, and parent community.

**Analysis of Safety Data, Needs and Perceptions Lead to Goals:**

Miller School is committed to providing a safe and secure learning environment for every student. Office referrals, suspension/expulsion rates, attendance, student focus group information, accident reports, parent surveys and the California Healthy Kids Survey taken during the school year are analyzed to ensure that there are high levels of opportunities for meaningful participation at school.

**Office Referrals:**

Data was run to look at discipline on students' behaviors that were logged into Aeries during the 2015-16 school year, and August 2016-January 2017. The data was analyzed by distribution, location, disposition, violation and referral. One goal of the school-wide PBIS plan is to see a decrease in the number of discipline incidents that occur on our campus.

**Suspension/expulsion rates:**

Total Suspensions: 6

Suspension Rate: 1%

Total Expulsions: 0

Data shows that the suspension/expulsion rate remain low at Miller School.

**Attendance:**

2015-16 Attendance Rate: 97.29%

School-wide Truancy Rate: 107 students, 19%

Chronic Absenteeism: 17 students, 3%

District and school-wide interventions are in place to improve attendance for the school. Seventeen students had chronic absences during the 2015-16 school year.

**Parent surveys:**

The LCAP Parent Survey results were analyzed and discussed at staff meetings and School Site Council/ English Language Advisory Committee meetings. From the analysis and discussions, the goal was developed to increase the level of progress toward higher standards for teaching and learning.

**California Healthy Kids Survey:**

The most recent CHKS was administered during the 2013-14 school year. Student responses are available on a district-wide basis. Teacher responses are available at the school site. The results were analyzed and discussed at professional meetings such as Staff Meetings and Grade Level Team Meetings.

**Accident Reports:**

A review of accident reports from the 2015-16 school year showed that the majority of student accidents happen on the playground. About 90% of the accidents were a result of students' carelessness.

**Earthquake/Evacuation:**

Upon debriefing after an earthquake/ evacuation and lockdown drill, it is apparent that some lockdown and earthquake/ evacuation procedures need to be refined. Additionally, supplies need to be updated and organized.

## COMPONENT ONE: PEOPLE AND PROGRAMS

What activities and programs are planned for students and staff at your school to improve the learning environment, social and emotional climate of the school? How can we create a “caring and connected” school climate?

### Goal 1:

Miller School’s climate shall reflect respect, tolerance and pride for diversity of culture, ethnicity, and philosophy. It is a place where students demonstrate strong academic progress, follow school rules and develop responsibility for their learning and respect for themselves and their school.

Objectives and Activities	Timeline	Person(s) Responsible
1. 100% of students will follow safe school rules.	August 2016- May 2017	Principal Teachers Staff Parents Site PBIS Team Student Success Team
<ul style="list-style-type: none"> <li>• Implementation of School-wide Positive Behavior Intervention and Supports (PBIS): RACE cards, positive reinforcements, awards recognition, RACE Raffles</li> <li>• PBIS Behavior Assemblies/ Rotations of Implementation Days</li> <li>• Student referrals to reinforce rules/ appropriate behaviors</li> <li>• Individual classroom management systems</li> <li>• Rewards Recess to reward appropriate behaviors</li> <li>• Teachers implement violence prevention curriculum and use Second Step lessons to teach empathy, problem solving skills and anger management.</li> <li>• Utilize district and/ or support personnel for the provision of behavior intervention, attendance follow-up, and parenting support.</li> <li>• Coordinate Professional and SST Meetings to address behavior and attendance concerns using MTSS/ Intervention process.</li> <li>• Tier II &amp; III Interventions for students who need more support.</li> <li>• Utilize district and/or support personnel (Behavior Empowerment Team) for the provision of behavior intervention, attendance follow-up, and parenting support.</li> <li>• Staff participate in Student Services trainings designed to address problem student behaviors and to create positive learning climates.</li> </ul>		
2. Provide increased opportunities for students to become actively involved in their school and increase students’ sense of connectedness.	August 2016- May 2017	Principal Staff PTA Parents
<ul style="list-style-type: none"> <li>• Implementation of PBIS</li> <li>• PBIS Fun Filled Fridays</li> <li>• Reward's Recess</li> <li>• RACE Carts (incentive for positive behavior)</li> <li>• Check-in/ Check-out</li> <li>• Great Kindness Challenge/ Kindness Week activities</li> <li>• Red Ribbon Week activities</li> <li>• Read Across America activities</li> <li>• Family STEAM Night</li> <li>• PTA Family Nights/ Carnival</li> <li>• Open House</li> <li>• Service learning projects in support of developmental assets</li> </ul>		

Objectives and Activities	Timeline	Person(s) Responsible
<p>and building our students' sense of belonging to their community</p> <ul style="list-style-type: none"> <li>• School Spirit Days</li> <li>• Friday Morning Assemblies (led by Student Council and principal)</li> <li>• Daily Morning Announcements (led by Student Council and principal)</li> <li>• Book Fairs</li> <li>• Harvest Parade</li> <li>• Field Trips</li> <li>• Assemblies</li> <li>• Student Council</li> <li>• Study Buddies</li> <li>• Library Service Club</li> <li>• Outdoor Science School (6th Grade)</li> <li>• Police Interaction with Youth (PIY) program (6th Grade)</li> <li>• Lunch or Party with the Principal</li> <li>• School-wide Talent Show</li> <li>• Running Club/ Kids Run the OC</li> <li>• Friendship Groups</li> <li>• Zones of Self-Regulation small groups</li> <li>• Afterschool Academy (academics, band, art)</li> <li>• Physical Education / Nutrition Grant Program</li> </ul>		

**Goal 2:**

Miller School's climate shall provide an emotionally secure learning environment for all students.

Objectives and Activities	Timeline	Person(s) Responsible
1. 100% of the classrooms at Miller School are emotionally safe for students.		
<ul style="list-style-type: none"> <li>• All teachers will implement the established school-wide behavior plan- PBIS (Positive Behavioral Interventions and Supports).</li> <li>• All students and staff will participate in the school-wide PBIS Assembly and Rotations.</li> <li>• Each classroom will post agreed upon classroom expectations and anti-bullying pledge.</li> <li>• All staff will use RACE cards/ incentives for positive reinforcement.</li> <li>• All staff members will treat students with respect.</li> <li>• All reports of harassment/bullying will be investigated by a school official.</li> <li>• Administrators and school staff will look to develop assets in all students.</li> <li>• Daily Morning Announcements- reminders about RACE attributes</li> <li>• Friday Morning Flag Ceremonies- reminders about RACE attributes</li> <li>• All teachers will implement the Second Steps program which includes: empathy, assertiveness, anti-bullying, anti-harassment, and anti-cyber bullying lessons per district guidelines/timelines.</li> <li>• Students who require more support will be referred to Tier 2 Intervention programs such as the Zones program and or Check-in/ Check-out.</li> </ul>	August 2016- May 2017	Principal Site PBIS Team Staff PTA
2. The playground is an emotionally safe place for 100% of the students.		
<ul style="list-style-type: none"> <li>• All playground supervisors will attend training offered by the Office of Student Services as requested by the Director of Food Services.</li> <li>• Playground supervisors will be monitored by each site administrator, with opportunities for coaching provided by the site administrator for conflict resolution skills and strategies for promoting student self-esteem.</li> <li>• All playground supervisors are trained each school year in site specific adopted playground rules, as well as appropriate consequences/actions by site principal.</li> <li>• The school will follow district-wide guidelines/timelines regarding required Sexual Harassment/Bullying lessons. This will be achieved through the implementation of the Second Steps program which also includes lessons on empathy and assertiveness.</li> <li>• All reports of harassment/bullying will be investigated by the school principal.</li> <li>• Walkie-Talkies are used by staff to enhance communication with office staff.</li> </ul>	August 2016- May 2017	Principal Noon Rec Supervisors Teachers/Staff

Objectives and Activities	Timeline	Person(s) Responsible
3. Miller staff will participate in on-going training to effectively address the needs of our site in case of emergency/crisis.		
<ul style="list-style-type: none"> <li>• Staff training to address emergency issues such as fire, earthquake, lockdown, etc.</li> <li>• Annual participation in the “Great California Shake Out” to rehearse roles and procedures of Emergency Response Plan during earthquake drill with full deployment</li> <li>• Monthly fire drills/emergency drills, including lock down</li> <li>• The School Safety Committee meets three times a year to review all safety issues including the school's Safe School Action Plan.</li> </ul>	August 2016- May 2017	Safety Committee Principal

## COMPONENT TWO: PHYSICAL ENVIRONMENT

What activities and programs are planned for students and staff at your school to improve the learning environment, social and emotional climate of the school? How can we create a “caring and connected” school climate?

### Goal 1:

Miller School provides a secure campus with careful monitoring and supervision of all areas to ensure student safety and adherence to rules.

Objectives and Activities	Timeline	Person(s) Responsible
1. 100% of non-staff persons on campus are easily identified as authorized to be on campus		
<ul style="list-style-type: none"> <li>• All employees will wear CESD identification badge so as to be easily identified.</li> <li>• All visitors will sign the visitor log in the office and receive a visitor badge. Badge must be worn in plain view.</li> <li>• All staff members are responsible for offering to assist unidentified visitors to find the office so that they may sign in. The staff member will notify the office if the visitor refuses to go to the office.</li> <li>• Playground supervisors will monitor the school grounds and the perimeter of the school for suspicious/loitering persons. Supervisors will notify the office of concerns via radio.</li> <li>• Office personnel and teachers will consult emergency card, and restraining orders if applicable, to verify persons are authorized to remove students from school.</li> <li>• School custodian will maintain gates locked at all times.</li> <li>• Kindergarten parents must pick up children at each classroom’s designated area. Teachers will not let any student go with persons not identified on the emergency card.</li> <li>• At the beginning of the school year, K-1st grade parents will be informed of pick up location/process.</li> <li>• Students/parents will be encouraged to utilize the crosswalk to help provide safe arrival and dismissal. Teachers/staff assigned to duty before and after school to facilitate the safe ingress and egress of students.</li> <li>• Safe drop-off and pick up parking lot information will be disseminated to parents and reminders given throughout the year (as needed).</li> <li>• Procedures will be reviewed and followed for reporting intruders on campus. Review of district policies and California Education Code specific to safety will be reviewed at the beginning of the new school year.</li> <li>• Lockdown drills (levels 1-3) will be conducted twice a year, at different times of the school day.</li> <li>• Adults on campus who are waiting to pick up children in grades 1-6 after school will wait at the tables in front of the MPR until the dismissal bell rings.</li> </ul>	August 2016- May 2017	Safety Committee Principal All staff
2. To ensure that the playground is a physically safe place for all students.		
<ul style="list-style-type: none"> <li>• The school will hold Safety Committee Meetings to review</li> </ul>	August 2016-	Safety Committee

Objectives and Activities	Timeline	Person(s) Responsible
<p>playground hazards and accidents.</p> <ul style="list-style-type: none"> <li>• Supervisors will meet monthly, as needed, with principal to discuss safety concerns, receive training, and coordinate efforts.</li> <li>• School custodian will make a daily check of the school's playground equipment.</li> <li>• Teachers will instruct students on the proper use of playground equipment.</li> <li>• School staff will teach rules for all recess activities.</li> <li>• Behavior assemblies will be given during the first weeks of school to teach expectations for safe student play on the playground and as needed.</li> <li>• Supervisors will be assigned a designated area to supervise student play during recess/lunch recess.</li> <li>• Supervisors will carry walkie-talkies at all times for the purpose of communicating with each other and the office.</li> <li>• A staggered lunch (first/second, third/fourth, and fifth/sixth) has been implemented to decrease the number of students on the playground during any given time.</li> </ul>	May 2017	Staff Teachers Principal
<b>3. Maintain clean and safe bathrooms</b>		
<ul style="list-style-type: none"> <li>• Provide adequate recess/lunch supervision near restrooms</li> <li>• Respond immediately to reports of inappropriate behavior in the restrooms</li> <li>• Prevent visitors from using student restrooms</li> <li>• Teach students specific behaviors that are acceptable in the bathrooms</li> </ul>	August 2016- May 2017	All staff Principal
<b>4. Provide safe parking lot procedures for efficient student drop off and pick up.</b>		
<ul style="list-style-type: none"> <li>• Assign staff to AM/PM duty to supervise steady flow of traffic through the parking lot.</li> <li>• Restrict the unloading/loading of students to the yellow zones only.</li> <li>• Coordinate the support of local law enforcement.</li> <li>• Communicate parking lot procedures to parents annually and as needed.</li> </ul>	August 2016- May 2017	Principal Safety Committee Parent volunteers

**Goal 2:**

Miller School provides for the safety of students and staff through a well-planned and implemented crisis response plan.

Objectives and Activities	Timeline	Person(s) Responsible
1. To train staff, students, and parents in crisis response procedures with 100% of the staff clear on all emergency response procedures, practices, and responsibilities		
<ul style="list-style-type: none"> <li>• The school conducts a monthly fire drill per month, one full deployment earthquake drill, and two lockdown drills annually.</li> <li>• All staff members assigned to a Crisis Response Team at the beginning of the school year and trained in their specific responsibilities.</li> <li>• Debrief following each drill, as needed, so that modifications to procedures may be made.</li> <li>• School's First Aid Crisis Response Team will acquire their CPR and First Aid certification.</li> <li>• Office staff will update class lists and place in teacher box monthly for teachers to place in teacher crisis response folders (backpack) each month. Name tag labels are issued at the beginning of the school year and updated as new students arrive during the year.</li> <li>• Information regarding what parents should do during a crisis is disseminated via the school website.</li> <li>• A School Messenger notice is sent home to parents on an as needed basis during emergencies.</li> </ul>	August 2016- May 2017	Principal Staff
2. Ensure that the school has all necessary supplies in the event of an emergency.		
<ul style="list-style-type: none"> <li>• Annual review/organization of supplies for crisis response plan by crisis teams. Annual inventory of emergency supplies is to be sent to the District Safety Committee.</li> <li>• Set aside a portion of the school budget to purchase/update emergency supplies</li> <li>• Custodian to do annual check of the emergency water/food containers.</li> <li>• School staff to update first aid kits as needed.</li> <li>• Custodian to do annual inventory of all emergency supplies.</li> <li>• First Aid Kits will be located in every classroom and location used by students and staff (library, office, computer lab, etc.).</li> </ul>	August 2016- May 2017	Safety Committee Staff Principal