



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

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.

**Review of
2017-2018 School Year
Safety Plan**

School Safety Planning Checklist
School Year: 2017-2018

| Item | Date Completed (Add Actual Date Completed) | Comments |
|--|---|--|
| School Safety Team Members Identified | Aug 2017 | Kirby Dabney Liska Wolny Kaley Davis Jim Davenport Inelda Luna Michelle Clines |
| Create Calendar for School Safety Team Meetings | Aug 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 | Aug 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 | Reviewed by safety committee team and PBIS team. |
| Assessment of School Crime Reviewed w/Team | September 2017 | *Include copy of sign-in sheet in appendix No school crime to review |
| Assessment Results Reviewed w/Team -Suspensions | Jan 2017 | *Include copy of sign-in sheet in appendix |

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|--|---------------|---|
| -Expulsions -Discipline Referrals to Office -CHKS -Parent Safety Survey -Teacher Safety Survey -Focus Group -Staff Observations -Other: | | |
| Team Identified Priorities List Based on Assessment Review | January 2018 | *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 2018 | *Include copy of sign-in sheet in appendix |
| An Action Plan Has Been Developed To Address Each Priority Identified | January 2018 | *Include copy of sign-in sheet in appendix |
| School Resource Officer Reviews Plan | February 2018 | Site mainly concentrated on action plan 3. |
| 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 2017-2018 Safety Plan | May 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 | January 2018 | |

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| Plan by Team | | |
| Safety Plan for 2018-2019 Due by March 1 | February 2018 | *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**

| Group | Name | Position |
|---|--|---|
| Principal or Designee | Inelda Luna Michelle Clines Lori Steward | Administrator Administrator Designee 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) | Luis Rubio Nicole Williamson Liska Wonly Inelda Luna Michelle Clines | TK Teacher Kindergarten Teacher 4 th Grade Teacher Principal Assistant Principal |
| Parent(s) | Kirby Dabney Lydia Rojas | Parent Parent |
| Other Members | | |
| 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 |
|---------------------|------------|-------------|-----------------|---|
| September | 9/26/17 | 8:10 | Room 5 | We went over the 2017-2018 safety plan and discussed what has been done and some focus areas as well. |
| October | 10/24/17 | | Room 5 | We made sure that we had everything ready for the big Shake Out. |
| November | 11/28/17 | 8:10 | Room 5 | We talked about getting new emergency backpacks to ensure that everyone has what they need. |
| December | 12/12/17 | 8:10 | Room 5 | cancelled |
| January 2018 | 1/11/18 | 8:10 | Room 5 | Safety Committee Meeting |
| February | 2/15/18 | 8:10 | Room 5 | Safety Committee Meeting |
| March | 3/15/18 | 8:10 | Room 5 | Safety Committee Meeting |
| April | 4/12/18 | 8:10 | Room 5 | Safety Committee Meeting |
| May | 5/17/18 | 8:10 | Room 5 | Safety Committee Meeting |

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 | 0 Incidents | N/A |
| Suspensions | AERIES/SHAPE Data 11 Suspensions as of 1/30/2017 | <p>Incidents included fighting, physical injury, and bullying. After analyzing the data, most suspensions were in 2nd and 3rd grade. 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 and Attendance. Data indicated these interventions are/have positively helped six students. Interventions will continue as needed.</p> <p>We have started a Tier II and Tier III interventions through PALS and counselor/psychologist support. High profile students come into the office on a daily basis and get social support focusing on taking responsibility of own actions and strategies on how to control anger. Teachers fill out an excel sheet letting administration know how they are doing in class. They also have charts in the admin office as well focused on positive behavior. After 6 weeks if there is improvement the students get to go back onto the playground.</p> |
| Expulsions | 0 Expulsions | N/A |
| Office Discipline Referrals | AERIES/Dashboard Data Discipline entries. From August 2017 – | Office referral/incident statement forms are used by staff to refer students to office. This form is used to communicate to administration the |

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| | <p>February 2018 there have been 109 entries logged in, 38 students all together.</p> <p>Last year in January 2017 we had 108 entries and 62 students</p> | <p>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.</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/Dashboard 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. We have added a Tier II and Tier III system. We have also added the Blanket Program which is a Mentor program. Students from the High School come over and mentor students who our teachers have chosen. They may have a lot of behaviors or their home life is hard. This program gives them a chance to connect with an older student that can help them with positive choices.</p> |
| <p>California Healthy Kids Survey</p> | <p>The Healthy Kids Survey Counselor's survey</p> <p>2016-2017 results Engagement/Supports: Increase in Academic Motivation</p> <p>Increase in meaningful participation</p> <p>School Safety: Decrease in students getting hit or pushed</p> | <p>We are currently focusing on results from 2017 survey. Our continual goal is focused on improving student safety and adult/student relationships as these were areas of need in 2017 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. Through PBIS we started a Check In Check Out system for some students who need another mentor in their life to help with emotional issues. Results of the 2016 California</p> |

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| | <p>Decrease in students being called bad names or mean jokes</p> <p>Disciplinary Environment: Increase in students being treated fairly when they break school rules</p> | <p>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 parents and staff to determine needs and gather input for needed next steps based on survey results.</p> |
| Parent Safety Surveys | <p>Parents reported about student safety in the classroom.</p> | <p>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.</p> |
| Teacher Safety Surveys | <p>Review of playground rules.</p> | <p>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.</p> |
| Focus Groups | <p>Counseling for grief and social awareness support</p> | <p>Counselor 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</p> |

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| | | 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. |
| Staff Observations | Regular certificated and classified staff meetings were held on a monthly basis to discuss concerns and/or suggestions | 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. |
| Other | Parent reports to office/administration Closed Campus | Administration listens, investigates any concerns or complaints from students, parents, or community. Reports to parent groups: PTA, SSC, ELAC, and Safety Committee, Principal CHAT. 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. |

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

| 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 Data Dashboard | 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 |

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| 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
2017-2018**

| 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 th and 5 th 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 |
| PALS –Focused on Tier II Students | Selected by Teacher | 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 All supervisors will go over playground expectations with all students daily while they are in line before they get released to play. | Campus Supervisors All students | N/A |

**Priorities Identified
for
2017-2018**

| Priority Area | Data Source | Justification |
|--|----------------------------------|--|
| <p><u>Priority One</u> Review current referral system.</p> | <p>AERIES/Data Dashboard</p> | <p>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> |
| <p><u>Priority Two</u> Continue to implement PBIS to increase student awareness of behavior expectations to minimize referrals/suspensions. Put in a Tier II system to help with behaviors as well.</p> | <p>AERIES/Shape Data</p> | <p>Decrease negative behaviors by increasing positive expectations through full implementation of PBIS. Staff to reteach expectations to reinforce student knowledge. Staff Mentors for Tier II students utilizing a Check In Check Out system. Input of PALS which is a program for students who need extra behavior support.</p> |
| <p><u>Priority Three</u> Monitor the parking lot/street area to ensure student safety during dismissal time.</p> | <p>Parent Inquiry</p> | <p>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> |

**Action Plan
Priority One
2017-2018**

Priority 1: To review current referral system.

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|---|--------------------------|---|--------------------------|---|--------------------------|
| 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 |
| Start Tier II Check in and Check out System | Ongoing | Administrator PBIS team Campus Supervisors Teachers Support Staff | None | Certain staff members will be a student mentor. The student will Check in with their mentors two times a day focused on a personal behavior goal. | Y |

**Action Plan
Priority Two
2017 -2018**

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

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|--|-------------------------------|--|--------------------------|--|--------------------------|
| 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/Administrator to receive a more in depth teaching of appropriate | Y |

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| | | | | behaviors. | |
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**Action Plan
Priority Three
2017-2018**

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

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|--|--------------------------|-------------------------------|--------------------------|--|--------------------------|
| 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 Bunn | None | Occasional visits during dismissal time to show police presence. | N |

Safety Plan Revisions

| Date Revised During the Year | Person Responsible | Date of Public Meeting | Summary of Revision(s) |
|-------------------------------------|---------------------------|-------------------------------|---|
| August 2017 | Safety Committee Team | | Revisions made on team member sheet. |
| January 2018 | Safety Committee Team | | Revisions were made on actions items based on parent and staff data. |
| November 2017 | Safety Committee Team | | Continued action items revised |
| January 2018 | Safety Committee | | Current action items revisited and proposed items adopted. Final revision to completed Safety Plan |
| February 2018 | School Site Council | | Draft adopted |
| February 2018 | Administration | | Final revisions were made by administration specifically and any necessary changes were made in the areas of action plans and school safety data. |
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Note: Plans must be adopted by the School Safety Team prior to March 1st of every year pursuant to Education Code 32286. Plans must be submitted to the Director of Student, Community & Personnel Support prior to July 1st of every year.

**End of Year Evaluation
School Safety Plan 2017-2018**

| Priority Area | Met Y/N | Comments |
|---|----------------|---|
| <p><u>Priority One</u> Review current referral system.</p> | Y | <p>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). This is an on-going process.</p> |
| <p><u>Priority Two</u> Continue to implement PBIS to increase student awareness of behavior expiations to minimize referral/suspensions.</p> | Y | <p>Hyatt Elementary staff has done an exceptional job of continued implementation of PBIS in and outside the classroom. AERIES/Data Dashboard 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:</p> <ol style="list-style-type: none"> 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><u>Priority Three</u> Monitor the parking lot/street area to ensure student safety during dismissal time.</p> | Y | <p>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 Bunn</p> |

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| | | to see if he would be able to occasionally be present during dismissal time. |
| <u>Priority Four</u> | | |
| <u>Priority Five</u> | | |

**Priorities Identified
for
2018-2019**

| Priority Area | Data Source | Justification |
|--|-----------------------|---|
| <p><u>Priority One</u> Review current referral system.</p> | AERIES/Data Dashboard | 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><u>Priority Two</u> Continue to implement PBIS to increase student awareness of behavior expectations to minimize referrals/suspensions. Put in a Tier II system to help with behaviors as well.</p> | AERIES/Shape Data | Decrease negative behaviors by increasing positive expectations through full implementation of PBIS. Staff to reteach expectations to reinforce student knowledge. Staff Mentors for Tier II students utilizing a Check In Check Out system. Input of PALS which is a program for students who need extra behavior support. |
| <p><u>Priority Three</u> 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><u>Priority Four</u> Add Cement Columns to the entrance of main parking lot, so a rope can be put up when/if a Natural Disaster Occurs to help with traffic control.</p> | Safety Team | If a disaster occurs and students are evacuated to the playground we want to make sure that parents cannot drive up to the fence line in the parking lot for student's dismissal safety. We would have a staff member put up the rope and will let parents in to the parking lot in a controlled manner. |
| <p><u>Priority Five</u> Add blinds to all windows in all buildings for safety.</p> | Safety Team | During a lock down as per Hour Zero it is mandatory to close blinds for safety reasons. Most classrooms do not have blinds. |

**Action Plan
Priority One
2018-2019**

Priority 1: To review current referral system.

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|---|--------------------------|---|--------------------------|---|--------------------------|
| 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 |
| Start Tier II Check in and Check out System | Ongoing | Administrator PBIS team Campus Supervisors Teachers Support Staff | None | Certain staff members will be a student mentor. The student will check in with their mentors two times a day focused on a personal behavior goal. | Y |

**Action Plan
Priority Two
2018-2019**

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

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|--|-------------------------------|--|--------------------------|--|--------------------------|
| 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/Administrator to receive a more in depth teaching of appropriate | Y |

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| | | | | behaviors. | |
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**Action Plan
Priority Three
2018-2019**

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

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|---|------------------------------------|-------------------------------|--------------------------|---|--------------------------|
| Administratio n 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 | Beginnin g of school year | Deputy Bunn | None | Occasional visits during dismissal time to show police presence. | N |
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**Action Plan
Priority Four
2018 -2019**

Priority 4:

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|---|--|-------------------------------|----------------------------|--|--------------------------|
| Concrete poles will be put up so a rope can be attached to close the entrance to main parking lot | Beginning of the 2018-2019 school year | Facilities and Operations | Dependent on site/district | If/when a natural disaster occurs and students are dismissed to grass area a staff member will close off the parking lot and work with traffic control | N |
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**Action Plan
Priority Five
2018-2019**

Priority 5:

| Activities: Prevention & Intervention | Target Date | Person Responsible | Budget Source | Comments | Completed Y/N |
|--|---|-------------------------------|----------------------------|--|--------------------------|
| Blinds will be put in all buildings for Lock Down purposes | Beginning of the 2018-2019 school year. | Facilities and Operations | Dependent on site/district | As per Hour Zero when a lock down occurs blinds need to be closed for safety. Not all buildings have blinds on the windows which is a safety concern | |
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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.