

**Santa Cruz City Schools Elementary District  
 COMPREHENSIVE SCHOOL SAFETY PLAN  
 EFFECTIVE DATES 2015 - 2016**

**Bay View Elementary**

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School/Site

Mary Anne Robb

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Principal/Administrator

Plan Developed By	Title
<b>Mary Anne Robb</b>	<b>Principal</b>
<b>Crissy Hansen</b>	<b>Teacher/Safety Coordinator</b>
<b>Paul Lipscomb</b>	<b>Custodian</b>
<b>Renee Golder</b>	<b>PBIS Team</b>
<b>Haylee Fox</b>	<b>PBIS Team</b>
<b>Karen Fitzsimmons</b>	<b>PBIS Team</b>
<b>Kristina Cabrera</b>	<b>PBIS Team</b>
<b>Donna Geffken</b>	<b>PBIS Team</b>
<b>Dawn Baxter</b>	<b>PBIS Team</b>
<b>Rachel Kleffer</b>	<b>PBIS Team</b>

2/11/2015

2/11/2015

Public Hearing Date

Date Adopted by School Site Council

# Santa Cruz City Schools Elementary District COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016

## Bay View Elementary

School/Site

Requirements Index	Section/Page
COMMITTEE MEMBERS	<b>3</b>
	<b>3</b>
SCHOOL VISION STATEMENT	
DATA ANALYSIS	<b>4</b>
Assessment of current status of school crime	
GOALS FOR DESIRED CHANGE	<b>6</b>
STRATEGIES AND ACTIVITIES	
Action Plan: Component I, People and Programs	<b>7</b>
Action Plan: Component II, Place / Physical Environment	<b>9</b>
COMMUNICATION OF THE PLAN	<b>11</b>
Public meeting held or scheduled	
Communication of Uniform Complaint Procedures	
EVALUATION OF PLAN	<b>12</b>
Monitoring	
Annual Report on Status of the Plan (SARC)	
DIASTER/PROCEDURES/ CRISIS RESPONSE/ EMERGENCY PLAN	<b>Attached</b>
SEMS/NIMS Incident Command Structure	
Emergency Procedures	
(including adaptations for students with disabilities)	
Schedule of Earthquake and Fire Drills	
PROCEDURES FOR SAFE INGRESS AND EGRESS for students and adults	<b>13</b>
ADOPTED BOARD POLICES	<b>Addendum</b>
Child Abuse Reporting	
Suspensions and Expulsion Policies	
Notifying Teachers of Dangerous Pupils Policy	
Discrimination and Harassment Policies	
Dress Code Policy/Site Dress Code	
Hate Crime Policy and Procedures	
Rules/Proceedings on School Discipline	
Visitors Policy	
Weapons and Drug and Alcohol Policies	

# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016 MEMBERSHIP

## Bay View Elementary

School/Site

School Site Council or Delegated School Safety Planning Committee Members		Principal or designee	Classified Employee	Teacher Rep. of Cert. Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
Date:	(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1. Mary Anne Robb		<b>X</b>								
2. Paul Lipscomb			<b>X</b>							
3. Crissy Hansen				<b>X</b>						
4. Charlene Oatey				<b>X</b>						
5. Les Hansen						<b>X</b>				
6. Dawn Baxter							<b>X</b>			
7. Vivian Larkins					<b>X</b>					
8. Arturo Lopez			<b>X</b>							
9. Marci Clow					<b>X</b>					
10. April Porterfield							<b>X</b>			
11. Griselda Lupercio					<b>X</b>					
12. Kristina Quilici					<b>X</b>					
13.										
14.										

**VISION STATEMENT:**

Bay View School is a safe and welcoming community where everyone is respected and learning is valued. Our school is a dynamic learning environment where everyone is engaged and inspired to do their personal best. Our curriculum is rich and includes the arts, field trips, library, Life Lab, nutrition, music, and much more. Diversity is embraced; it enriches our learning community. Students, families, and staff work together as a team to ensure academic success and social responsibility for everyone.

At Bay View School, everybody is somebody.

# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016 DATA ANALYSIS

## Bay View Elementary

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School/Site

Data Source	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015
California Healthy Kids Survey		<b>x</b>		
<b>SWIS</b>				<b>x</b>
Suspensions	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
Expulsions	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
Local Crime data				
Other Community data				
UMIRS/Other				

Conclusions from Data:

According to the 2013 Healthy Kids Survey, 88% of our students' report that they feel safe at school most or all of the time. While 61% reported feeling safe all of the time in school, only 27% reported feeling safe all of the time outside of school.

Overall scores indicate that 100% of students report high to moderate levels of school connectedness, up from 96% in the 2011 survey. Ninety three per cent reported having high goals and aspirations (2011 = 73%). Additionally, 100% of students reported moderate to high skills in empathy and problem solving.

In the 2014 – 2015 school year we implemented the SWIS data collection system. We have received 190 behavior referrals so far. Most behavior is occurring on Fridays, in the classroom, and consists of minor disrespect, minor physical contact, and minor disruption. Hispanics appear to receive a disproportionate number of referrals although there are discrepancies in the data that make it difficult to be certain at this point.

In the 2014 -2015 school year, there have been two suspensions to date (February 10, 2015).

**Conclusions from Parent, Teacher and Student Input:**

Parents would like to see continued implementation of the social skills program, Second Step, in order to increase of positive behaviors from all students and to help children make safe choices. Staff and parents support the implementation of a Tier 1 positive behavior system.

Parent meetings in Spanish were held in the fall of 2014 to teach Positive Parenting. Monthly ELAC meetings are well attended and a variety of issues are discussed. We are increasingly proud of our ASES program, an after school homework and enrichment program that was brought to Bay View at the request of our English Learner parents. We have a wait list of students wishing to attend. Our ASES program coordinator has gone above and beyond in support of students and their families and is an active member of our PBIS team. Two programs, Corre la Voz and Quantum Leap, support ASES fifth graders in Language Arts and Science, respectively. Both programs are the result of a collaboration between UCSC and Bay View and provide one on one or one on two mentoring for Bay View students. Additional enrichment programs provide program to all students on Monday and Friday, and ASES parents are participating in great numbers in a Monday night Zumba class.

Staff and parents agree that our school, although aging, is clean and in relatively good repair. The installation of lockable gates at all the entrances have contributed to a sense of safety among parents and students. The gates are completed and as such visitor must pass through the office between the hours of 9:00 and 1:00. This action has eliminated the presence of non- school adults on campus when children are present, and has stopped people from using the Bay View campus as a cut through when walking on the west side of Santa Cruz.

**COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016**  
**DATA ANALYSIS, continued**

**Bay View Elementary School**

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School/Site

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.

**Suspension Report**

**SWIS**

**California Healthy Kids Survey 2013**

**Minutes from Site Council**

**Discipline Record**

**Class Meetings**

**Parent Booster Meetings (Home and School Club, ELAC)**

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

Positive Behavior System School-wide

Elementary School Counseling Program

Second Step Universal Social Skills Curriculum

PIP

Recess Coach

School climate where “Everybody is a Somebody”

After School program: ASES

Life Lab

Community Events, such as Fiesta de las Artes, Spring Carnival, Winter Fair, and monthly

Taco Nights where parents from both communities prepare food together.

Areas we wish to Change:

I. Continue to implement and improve Positive Behavior System

II. Strengthen Recess Coaching/Student Leadership Program

III. Reduce behavior referrals overall

IV. Address disproportionality of referrals for Hispanic boys as compared to Non-Hispanic boys

V. Continue to develop community activities which bring our two parent groups together and provide a compassionate, caring, and positive climate for our families.

# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016

## Component I – People and Programs

### Bay View Elementary School

School/Site

Component I: People and Programs (Have at least one goal, measurable objective and activity for each component)				
<b>Goal #1</b> <b>By March, 2016, the number of behavior referrals for Hispanic students will be equal or less than their proportional enrollment at Bay View school. (Risk ratio)</b>				
Action Steps	Person Responsible	Resources	When	Progress Indicators
Submit Behavior Tracking Forms Weekly	Teachers	n/a	Weekly, ongoing	SWIS Data input
Input Behavior Tracking Forms and Office Referrals into SWIS weekly	Attendance clerk	District Office – 1 hour/week	Ongoing	SWIS Data input
PBIS team will review SWIS data monthly	Admin/PBIS team	n/a	Monthly	PBIS agendas and minutes
Referrals by ethnicity data will be presented to staff	Admin/PBIS team	n/a	Ongoing	Staff meeting agendas and notes
Principal will work with Student Services Director to identify research based strategies or programs to address areas of need identified by SWIS data.	Admin/Student Services Director	n/a		Calendar
PBIS team will review research based strategies and choose one to develop lesson plans for classroom use.	Admin/PBIS team	n/a	Monthly	PBIS team agenda, minutes
PBIS team will train staff on research based strategies and lesson plans for classroom use.	PBIS team	n/a	Monthly	Staff Meeting Agendas, minutes

Classroom teachers will teach lesson plans.	Teachers	n/a	Ongoing	Classroom lesson plans
PBIS Team will monitor SWIS data for improvement.	PBIS Team	n/a	Monthly	SWIS Data



# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016

## Component II - Place

### Bay View Elementary

School/Site

Component II: Place (Have at least one goal, measurable objective and activity for each component)				
<b>Goal</b> By February 2016, the number of all referrals for minor disruption will decrease by 20%, from an average of 2.5 per day to 1.5 per day.				
Action Steps	Person Responsible	Resources	When	Progress Indicators
Submit Behavior Tracking Forms Weekly	Teachers	-	Weekly, ongoing	SWIS Data input
Input Behavior Tracking Forms and Office Referrals into SWIS weekly	Attendance clerk	District Office – 1 hour/week	Ongoing	SWIS Data input
PBIS team will review SWIS data monthly	Admin/PBIS team	n/a	Monthly	PBIS agendas and minutes
COST team will review data bimonthly	Admin/PBIS team	n/a	2x month	COST notes
Principal will work with Student Services Director to identify research based strategies or programs to address areas of need identified by SWIS data.	Admin/Student Services Director	n/a	Ongoing	Calendar
PBIS team will review research based strategies and choose one to develop lesson plans for classroom use.	Admin/PBIS team	n/a	Monthly	PBIS agendas, notes
PBIS team will train staff on research based strategies and lesson plans for classroom use.	PBIS team	n/a	Monthly	Staff meeting agendas, minutes

Classroom teachers will teach lesson plans.	Teachers	n/a	Ongoing	Classroom Lesson Plans
PBIS Team will monitor SWIS data for improvement.	PBIS Team	n/a	Monthly	SWIS data

# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016 COMMUNICATION OF THE PLAN

Bay View Elementary School

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School/Site

<p>Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i></p>	<p>Date of Public Hearing <span style="float: right; border: 1px solid black; padding: 2px;">February 12, 2015</span></p> <p>Site of Public Hearing <span style="float: right; border: 1px solid black; padding: 2px;">Bay View Elementary</span></p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> <li>• Local Mayor</li> <li>• Representative of the local school employee organization</li> <li>• A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs</li> <li>• A representative of each teacher organization at the school site</li> <li>• A representative of the student body government</li> <li>• All persons who have indicated they want to be notified</li> </ul>								
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> <li>• A representative of the local churches</li> <li>• Local civic leaders</li> <li>• Local business organizations</li> <li>• In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i></li> </ul>								
Review of Progress for Last Year	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Name:</td> <td style="border-bottom: 1px solid black;">Date: 2/12/2015</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Law Enforcement Review</td> <td style="border-bottom: 1px solid black;">Date:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Site Council Approval</td> <td style="border-bottom: 1px solid black;">Date 2/12/2015</td> </tr> <tr> <td style="border-bottom: 1px solid black;">School Board Approval</td> <td style="border-bottom: 1px solid black;">Date:</td> </tr> </table>	Name:	Date: 2/12/2015	Law Enforcement Review	Date:	Site Council Approval	Date 2/12/2015	School Board Approval	Date:
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# COMPREHENSIVE SCHOOL SAFETY PLAN 2015-2016 EVALUATION OF THE PLAN

## Bay View Elementary

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School/Site

How was the previous plan monitored?

The plan was monitored by observation, data collection and staff input.

What progress was made on Component 1 (People and Programs)

During the 14-15 school year, we implemented a recess coaching program that has at least one adult on the yard whose role is to engage children in active, positive play. Observational data support our goal of 80% participation in active play during recess. Data support that most behavior referrals do not happen during recess, but instead in the classroom. Students who receive a behavior referral are often assigned to play in the supervised game at recess, which is a very successful consequence as children learn to play appropriately with their peers (and have a good time as well!)

Our goal of having youth leaders on the yard at all times has not yet been met. We hope to have to have the youth leader program up and running by April, 2015.

Component 2 consisted of the implementation a positive behavior recognition system.

Beginning in 2014 - 2015, we are implementing PBIS with the support of a site team and district personnel. We began by standardizing both rules and expectations for each area of campus. One member of PBIS team made a video with expected behaviors for use in the classroom and at home. We began tracking behavior data with SWIS. We have standardized our referral form for both majors and minor behaviors, collect them each week, and enter the data into SWIS. Monthly PBIS team meetings analyze the data and make recommendations. Monthly staff meeting time is devoted to PBIS staff development.

Weekly drawings for positive behavior and school-wide celebrations are proving to be highly motivating for students and staff alike. Each week, a student is selected from each grade to come and get a prize. The winners are announced over the loudspeaker and each week's drawing is eagerly anticipated. To motivate staff to recognize good behavior, the staff (usually teachers) who issued the winning Bobcat Buck is honored with a visit from the principal's coffee cart and served a beverage by the winning student.

**Safe Ingress and Egress**

Students arrive/leave via Bay St. and Palm St. Students are dropped off either in loading zone of front parking lot (Bay and Mission), or some parents park and escort their children on to campus. Kinder end time on Wednesdays was 10 minutes earlier than the rest of the school in order to lessen the number of cars in the parking lots dismissal times. There are two crossing guards at the corners of Bay and Mission and one at Bay and Seaside. Supervision is available at 8:00 before school. There is no after school supervision.

**Emergency Drills**

Emergency drills are conducted (at minimum) monthly, with times and days of week varied to include all staff, both during the regular school day an after school staff. As we have many itinerant staff and pull out programs, our drills are multi-stepped to include egress, reunification with homeroom, and finally reunification with parents.

3/20/2015	Friday	Fire Drill	9:40am
4/22/2015	Tuesday	Lockdown	9:50am
5/12/2015	Wednesday	Fire Drill	9:40 am
6/6/2015	Wednesday	Earthquake Drill	11:30am

Type	Elementary
Fire	5 times / year
Earthquake	3 times / year
Lockdown	2 times / year

**Mandated Reporters**

Annual staff training regarding referrals to Child Protective Services will be conducted on August 25, 2015

**Risk of Harm Protocol**

Annual staff training regarding implementation of Risk of Harm Protocol will be conducted on August 25, 2015.

**ID Badges**

All staff have ID badges.

**Keys**

Duplicate set of keys or duplicate master keys that can open every space on campus are available on campus. They are stored in the main office. All staff, both certificated and classified, were issued a “Universal” key which enables them to lock any classroom from the inside, should an emergency occur.

## **Safe School Requirements**

Safe School Requirements are posted in every classroom.

### **Interpreters**

Interpreters on staff are as follows:

<u>Name</u>	<u>Language</u>
Mary Anne Robb	Spanish
Arturo Lopez	Spanish
Carol Hanna	Spanish
Eva Quevedo	Spanish
Kathy Mitchell	Spanish
Karen Fitzsimmons	Spanish
Jerry Valles	Spanish
Libby Lane	Spanish
Sandra Delgado	Spanish
Velia Naranjo	Spanish
Fabrice Hubert	Spanish

### **Annually Updated Attachments**

- School rules
- Emergency Organizational Chart
- Emergency Team List
- Evacuation Map(s)
- Emergency Telephone Tree
- Emergency Response Responsibilities document
- Safe School Plan Sign-off Sheet
- Minutes of Site Council or Safety Committee showing approval of the Plan

### **Standing Attachments**

- Risk of Harm Protocol
- Suspension and Expulsion Policy
- Child Abuse Policy
- Sexual Harassment Policy
- Tobacco Policy
- Substance Abuse Policy
- Procedures for notifying teachers about dangerous students
- Evacuation Tracking System (for tracking students into and out of a re-unification site) System will include delineation of responsibility for taking student health information and medication to the evacuation site.
- Plan for proper maintenance and use of Restraining Orders