

**HUGHES-ELIZABETH LAKES
COMPREHENSIVE SCHOOL SAFETY PLAN
2007-2008**

Safety Committee Members:

Doug Larsen, Maintenance Lead
Wendy Perry, Teacher
Lisa Flum, Teacher
Theresa Hambro, Teacher
Doris Karabinus, Community Representative
Ruby Thompson, Director of Business and Operations
Sandra Lyon, Superintendent/Principal

Vision: Hughes-Elizabeth Lakes School is a positive, safe learning community, where students feel connected and valued and where high academic achievement and life-long learning is a goal for all.

Mission: At our school, high levels of academic achievement for all students will be attained through a commitment to creating a community built on trust, honest communication and long-term dedication to the ongoing success of each student.

Data Sources Used to Construct the Safe School Plan

The Safety Committee consulted our data on attendance, suspensions/expulsions, API, the school improvement plan and our California Healthy Kids Survey.

Attendance is an ongoing area of concern. Last year's P-1 showed 95.8 percent attendance while P-2 dropped to 92.8 percent. Periods of low attendance have been attributed to flu seasons and the custodial staff continues to implement aggressive cleaning policies to ensure that transmission of viruses is as limited as possible. Additionally attendance incentives and awards are given out monthly and each semester. Local businesses are partnering with us to give students bowling and meal certificates and PTA purchased perfect attendance bracelets.

The Safety Team examined last year's and this year's data on student suspensions and expulsions. In the 2006-2007 school year, 23 students were suspended for a total of 87 days and one of those students was expelled. In the 2007-2008 school year, 3 students have been suspended for a total of 5 days. Successful implementation of classroom management plans by teachers, the implementation of a systematic merit system in the middle school and careful articulation of school and classroom expectations may have contributed to the reduction in suspensions.

Hughes-Elizabeth Lakes School's API was 800 for 2007 and 809 and AYP was met in both years. The school takes pride in its high-achieving status and completed the California Distinguished School Application this year. The API score reflects the solid core program we have at HELUS and the commitment to standards-based instruction.

The drop in nine points is a concern of which the staff is well aware. The staff at HELUS is committed to pursuing staff development that will assist instructional staff in providing the best instruction to all students.

Last year SSC members rewrote the Single Plan for Student Achievement and wrote goals for student achievement in each subject area and a goal for school climate and environment. At the beginning of each school year, the SSC will examine student achievement data and other sources of information as it updates the plan and crafts a budget to support student learning. The Safety Committee took the School Improvement plan into consideration as it discussed the Safety Plan.

The committee also considered data from the California Healthy Kids Survey which was administered in the Spring of 2006. The committee considered the data about drug, alcohol and tobacco use and exposure as well as student responses about school safety. The data showed that nearly 1/ of the graders at that time had experimented with alcohol, drugs or tobacco and that 31% reported being harassed at school while 40% reported being in a fight. A startling 27% reported carrying a weapon on school property and 29% reported being afraid of being beaten up on campus. The committee will be awaiting the results of this year's CHKS to see if the negative behaviors have diminished.

Finally, the Safety Committee saw fit to create surveys to administer to staff, parents and 6- grade students that pertained to school safety. The results were used to determine where we are as a campus in 2007-2008 and establish goals for the two components. The Safety Committee noted that results for parents and students differ greatly. For example, whereas parents feel the rules are clear and posted and carried out effectively, students did not feel the same and a surprising number reported not feeling that people care for each other at our site. Students also reported, at all three grade levels, in significant numbers, that they were called names or felt rejected in the past month. These data were extremely useful in crafting our objectives for the Safe School Plan. Meanwhile staff surveys indicated concerns about whether or not local police know enough about our campus to assist during emergencies, about the security of windows and doors to classrooms and storage of school files and records.

Areas of Pride and Strength

After reviewing our data, the committee recognizes that there are areas of pride and strength for HELUS in both components.

Component 1—People and Programs

- Positive Rewards Program—recognition of students “caught” doing something good who receive pencils, recognition and the chance for a prize drawn at the end of each month
- Attendance Incentive awards—recognition at the classroom and school level of perfect attendance, made possible by partnerships with local businesses and the PTA

- Implementation of All Stars in the middle school this year, to address CHKS results
- Implementation of merit system in middle school
- Staff development in the area of differentiation to support all learners
- Counseling from school psychologist for individuals and groups

Component 2—The Physical Environment

- Yellow vests for all duty aides
- Monthly fire/earthquake drills
- Well-maintained campus and facilities
- Proactive custodial/maintenance staff

Areas for Improvement

Analysis of the data made it quite clear to the Safety Committee that while there were many strengths, there were also clearly areas that needed improvement. Based on the results of the data, the review matrix and our resources, the major areas of desired change are:

1. Decrease bullying behaviors and give students strategies for coping with unkind students and improve student connectedness to the school and each other.
2. Improve adult consistency in addressing discipline issues.
3. Practice a variety of drills and have clear crisis management plans in place that parents are aware of and understand.
4. Make sure all staff, parents and students understand how visitors to campus are addressed.

Our overall goals for the 2008-2009 school year are:

Component 1

By June 30, 2009, a school-wide program will be in place to address bullying behaviors and foster a positive school climate for students.

Component 2

By June 30, 2009, a complete plan for emergency procedures will be in place for a crisis or disaster and all stakeholders will understand their roles and responsibilities.

Goal 1: By June 30, 2009, a school-wide program will be in place to address bullying behaviors and foster a positive school climate for students

Objective 1.1: By the beginning of the 2008-2009 school year, the school will have purchased and begin implementing a school-wide program to create a caring, cooperative environment.

Related Activities: The Leadership Team and SSC will collaborate on a review of research-based materials and then select one to implement.

Resources Needed: School Safety and Violence Prevention Act Funds; approximately \$3200.00. Training and planning time will also be allocated.

Person(s) Responsible: Mrs. Lyon, Mrs. Lewis

Timeline for implementation: By October 1, 2008

Objective 1.2: By the end of the 2008-2009 school year, 70 percent of all , and grade students surveyed will report that “All students are respected at this school” and 70 percent of all students will report that they have not been “called names or put down” or “rejected” by other students.

Related Activities: The school-wide program chosen by SSC and Leadership Team will be implemented

Resources Needed: Staff development time; materials listed above; Survey after implementation

Person(s) Responsible: Classroom teachers, Mrs. Lyon, Mrs. Maple

Timeline for implementation: By June 15, 2009

Objective 1.3: Teachers and staff will be trained in program and consistent discipline procedures.

Related Activities: Staff development on new program; training for duty aides

Resources Needed: School Safety and Violence Prevention Funding to pay duty aides to attend training, approximately \$200.00

Person(s) Responsible: Classroom teachers, Mrs. Lyon, Mrs. Maple

Timeline for implementation: By October 31, 2008

Goal 2: By June 30, 2009, a complete plan for emergency procedures will be in place for a crisis or disaster and all stakeholders will understand their roles and responsibilities.

Objective 2.1: At the first staff meeting of the 08-09 school year, roles and responsibilities for disasters will be established and a drill will be conducted before the end of the school year that addresses the SEMS criteria

Related Activities: Development of roles and responsibilities; assigning of roles and responsibilities; coordination with local agencies

Resources Needed: School Safety and Violence Prevention Funding to purchase any emergency materials needed; collaboration with Community Safety Committee/Red Cross

Person(s) Responsible: Safety Committee and Mrs. Karabinus, community representative

Timeline for implementation: By June 2009

Objective 2.2: By the end of September, all parents, staff and students will be apprised of the appropriate procedures for addressing unknown visitors to campus

Related Activities: Staff meetings; Back-to-School Night; handbook development; student assemblies

Resources Needed: Safety and Violence Prevention Act Funds for duplicating, parent information night

Person(s) Responsible: Mrs. Lyon, Mrs. Maple

Timeline for implementation: September 30, 2008

Objective 2-3: Speakers will be installed/repared so students/staff outside of classrooms can hear all-call announcements

Related Activities: Purchase/repair of speakers

Resources Needed: Deferred maintenance fund, unknown pending bid

Person(s) Responsible: Doug Larsen, Ruby Thompson

Timeline for implementation: By December 31, 2008

The Safety Committee will meet throughout the 2008-2009 school year to measure progress toward these goals and will report their findings back to the SSC, staff and community. Goals and Objectives will subsequently be adjusted each year as necessary.