# San Ramon Valley Unified School District

***2013-2014 SAFETY PLAN***

## Sycamore Elementary

2013-2014

**Amy Black, Principal**

**Mary Shelton, Superintendent**

**Chris Williams, Assistant Superintendent**

**Jessica Romeo, Assistant Superintendent, H.R.**

**Rob Stockberger, Director of Secondary Education**

**Kirby Hoy, Director of Secondary Education**

**Marie Morgan, Director of Curriculum/Staff Development**

**Toni Taylor, Director of Categorical Programs**

**Paul Foucart, Director of Instructional Technology**

***Plan developed by:***

|  |  |
| --- | --- |
| **Required Members** | **Additional Members** |
|  |  |
| Amy Black, Principal (designee) |  |
| Claire Assini, Certificated Teacher |  |
| Heidi Barker, Classified Staff |  |
| Amy Vassel, Parent |  |
| ????, Law Enforcement/SRO |  |
|  |  |

**Date Adopted by School Site Council:**

***Background***

The development of a comprehensive school safety plan is mandated by **California Education Code 32281**. This mandate, which was established by Senate Bill 187, states that each school’s Site Council, or a Safety Planning Committee authorized by the Site Council, shall develop a “safety plan” relevant to the needs and resources of the school. For schools built before 1998, the initial plans were to be adopted by September 1, 1998. For schools built after 1998, the plans are to be developed and adopted prior to the school’s opening.

According to the education code, the School Site Council may delegate this responsibility to a School Safety Planning Committee. However, the committee must include the following members and must consult with a representative from a law enforcement agency in the writing and development of the plan:

* Principal or designee
* Teacher
* Parent Whose Child Attends the School
* Classified Employee

You are strongly encouraged to consult with staff, parents, students (where appropriate), and the broader community, in the development of the plan.

The plan is to be updated annually and kept on file at both the school site AND the district office, and readily available for inspection by the public.

The plan shall consist of two parts:

**Part 1** – The “Comprehensive School Safety Plan” shall include all components required by Education Code 32281-32282 except for the emergency preparedness components. The Comprehensive School Safety Plan shall be on file, and available for inspection by the public, with the Educational Services Division of the district.

**Part 2** – The “Emergency Preparedness Plan” shall include disaster procedures (routine and emergency), including earthquakes and other manmade or natural disasters.

The Comprehensive School Safety Plan shall include an action plan that clearly identifies policies and procedures that will improve both the safety and climate on campus, and shall include an evaluation component.

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**Section I**

**An Assessment of the Current Status of School Crime, Safety and Climate**

* *Describe trends.*

Over the past three years we have identified a trend with girls in grades 3-5 forming clubs or cliques and engaging in gossiping and/or exclusive behavior. Outlying students are often teased or bullied as a result of non-participation in these groups. In addition, there has been a subtle rise in cyber bullying behavior, which has occurred off campus, but the affects of the behavior is brought on to the school campus. This behavior has begun to occur in grades 3-5 through the use of You Tube, Video messaging, Instagram, and Kik applications. These trends are reflected in and documented through discipline referrals to the office.

Below is a two-year comparison the Key Indicators from our CHKS. We seen a slight drop across most areas and in the 2013-14 school year our Site Council will begin to take a closer look at ways we can increase support for our students in these areas.

Key Indicators from CHKS:

Safe Schools and Violence

The percentage of students that feel very safe at school went down from 72% in 2011-12 to 68% in 2012-13

School Protective Factors

The percentage of students that report high levels of caring went down from 76% in 2011-12 to 72% in 2012-13

The percentage of students that report high levels of high expectations from a teacher or other adult at their school went up from 66% in 2011-12 to 72% in 2012-13

The percentage of students that report high levels of opportunity for meaningful participation at their school went down from 33% in 2011-12 to 25% in 2012-13

The percentage of students that report high levels of personal school connectedness went down from 84% in 2011-12 to 75% in 2012-13

**Section II.**

**Strategies and programs - Board Policies, Procedures and California Education Code that support student and staff safety, and positive school climate**

These policies, procedures and education codes are to be reviewed at the beginning of every school year with all staff. Sycamore Elementary commits to:

*Both the Comprehensive Safety Plan the Action Plan will be shared with all staff members at our first staff meeting in September, 2013. In addition, both plans will be shared with the 2013-14 Site Council at their first meeting in September, 2013. If the staff or Site Council see a need to modify/update either plan, site administration will update the plan outline.*

1. **Positive School Climate (BP 5137 – last updated Dec. 2010)**

The Governing Board desires to enhance student learning by providing an orderly, caring, nurturing, and nondiscriminatory educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students, among staff and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students and staff, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

1. **Nondiscrimination/Harassment/Anti-Bullying (BP 5145.3 – last updated Apr. 2013)**

District programs and activities shall be free from discrimination, including harassment, intimidation or bullying with respect to a sex, gender, gender identity or gender expression, ethnic group identification, race, ancestry, national origin, religion, color, physical or mental disability, marital or parental status, age or sexual orientation; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

The Governing Board desires to provide a safe school environment that allows all students equal opportunities in admission and access to the district’s academic and other educational support program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

The Board prohibits discrimination, harassment, intimidation or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. Prohibited discrimination, harassment, intimidation or bullying includes physical, verbal, nonverbal or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student’s ability to participate in or benefit from an education program or activity; creates and intimidating, threatening, hostile, or offensive education environment, has the effect of substantially or unreasonably interfering with a student’s academic performance; or otherwise adversely affects a student’s educational opportunities

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to the students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including but not limited to, the district’s nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

The Principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of the law, Board Policy, or Administrative Regulation shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent of Human Resources

San Ramon Valley Unified School District

699 Old Orchard Drive

Danville, CA 94526

(925) 552-2923

Any student who feels that he/she is being subjected to discrimination, harassment, intimidation bullying should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the incident to the Coordinator, principal or other school employee, whether or not the victim files a complaint.

Employees who become aware of an act of discrimination, harassment, intimidation or bullying shall immediately report the incident to the Coordinator for Nondiscrimination or the site designee. The designee for each site will be identified with the Annual Notice of this policy to each employee. In addition, the employee shall immediately intervene when safe to do so.

Upon receiving a complaint of discrimination or harassment, the Coordinator and/or site designee shall immediately investigate the complaint in accordance with site/level grievance procedures specified in AR 5145.7 – Sexual Harassment.

The Coordinator and/or designee shall also advise the victim of any other remedies that may be available. The Coordinator and/or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Within 30 days of receiving the district’s report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure that the student handbook clearly describes the district’s nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district’s policy shall also be posted on the district web site or any other location that is easily accessible to students.

The Coordinator and/or designee shall distribute this policy annually to all families and staff and provide training to all staff regarding Nondiscrimination/Harassment/Anti-Bullying.

1. **Child Abuse Reporting Procedures (BP 5141.4 – to be updated before Aug. 2013)**

In any case in which it appears from observation of a minor by a district employee (Penal Code 11165.7-11165.10) that the minor has a physical injury or injuries which appear to have been inflicted by other than accidental means, has been sexually molested, has been subjected to unjustifiable physical pain or mental suffering or has been subjected to negligent treatment or mistreatment, the district employee shall report such facts as soon as practically possible by telephone and send a written report within 36 hours to the Child Protective Services Division of the County Social Service Department. The report shall state, if known, the name of the minor, the minor's whereabouts, and the character and extent of the injuries, molestation, or mental suffering.

Any person who fails to report as required by law an instance of child abuse which he or she knows to exist or reasonably should know to exist may be subject to punishment under the law. (Penal Code 1172e).

Persons so reporting are exempt from civil and criminal liability as a result of making a required report.

1. **Policies Regarding Actions Leading to Suspension and/or Expulsion (BP 5144.1 – to be updated before Aug. 2013)**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

**Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

**Student Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

**On-Campus Suspension Program**

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

**Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

**Decision Not to Enforce Expulsion Order**

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

1. **Procedures to Notify Teachers of Students with Suspensions or Expulsions (EC 49079)**

Teachers will be notified of enrolled students who have one or more suspensions, except tobacco related suspensions as enumerated in Ed Code **49079**.  (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts.  The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

*Each September and March all teachers are provided with a list of enrolled students who have one or more suspensions of a serious or violent nature. This list includes student suspensions for the current year plus the previous three years. The following procedure is used in notifying teachers of the suspension history:*

*1. Teachers of individual students will be notified of suspensions that have occurred over the last three years.*

*2. Teachers are advised about the confidential nature of the data.*

*3. All suspension reports are filed in the school office.*

1. **Sexual Harassment Policy (BP 5145.7 – to be updated before Aug. 2013)**

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

*Verbal or written conduct:* making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

*Visual conduct:* leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

*Physical conduct:* inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be l)displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district.. In-service regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

**Complaint Procedure:**

**Step I - Informal Resolution:**

It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

**Step II: Verbal or Written Complaint:**

Students should follow complaint procedures designated in Administrative Regulation 5145.7, *Sexual Harassment, Students.* A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, *Complaints Against School Personnel.* Complaints alleging that a specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, *Complaints Concerning Discrimination in Employment.*

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.

1. **Dress Code**

*The dress code at Sycamore Valley Elementary School is stated in the school’s handbook. It is important the students dress appropriately for school activities as this helps set the tone of a work environment. Clothes are to be neat and clean. For safety, shoes must be worn at all times.*

*The school specifically restricts certain attire:*

*1. T-shirts displaying inappropriate logos may not be worn.*

*2. Only walking shorts may be worn. No short shorts.*

*3. Tank tops, dresses or blouses with "spaghetti" straps, and shirts or blouses that expose the waist may not be worn.*

*4. For safety reasons, high-heeled or platform shoes may not be worn. Sandals must have back straps. If you wear sandals, please bring a pair of tennis shoes for P.E. and recess play. Shoes with wheels may be worn to school, but they must not be in the roll position on campus.*

*Students that are dressed inappropriately will be sent home to change.*

1. **Rules and Procedures on School Discipline (BP 5144 – to be updated before Aug. 2013)**

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the causes of the students behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or sex.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. Continually disruptive students may be assigned to alternative programs or removed from school.

1. **Procedures for safe Ingress and Egress**

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student program accessibility.

A Safe and Efficient Drive Through Process

• Cars should be entering and exiting Holbrook Dr. at a slow and safe speed.

• We ask that you respect the instruction and directions of the teachers and staff crossing our students and families in the crosswalks both in front of Kids Country and our school.

• Please, pull your car as far forward along the curb as possible at both drop off and pick up times.

• Once cars in the first lane have pulled out into the exit lane, all cars should pull forward.

• Thank you for staying in your cars at all times. Under no circumstance should you park and leave your car in the carpool lane.

• If for any reason you need to leave your vehicle, we ask that you park your car. Remember we have a large parking lot available.

• Cell phones are not permitted during drop off or pick up. Drivers will be asked to end their call if observed using a cellular device.

Kindergarten

• Parents are welcome to walk to and from the kindergarten classrooms to pick up students.

• Please enter and exit through the kindergarten playground gate next to Kid’s Country.

• Thank you for remembering that instruction is taking place throughout the campus as you pick up or drop off during the school day.

Drop Off (1st-5th Grade)

• All students will be directed to the blacktop/playground area where staff members will be supervising students from 8:15-8:30. On rainy days, students will be directed to the MPR.

• A bell will ring at 8:30 to signal students to line up in their designated classroom line up spots.

• Teachers will promptly pick up their students and walk them to the classrooms.

• Please note there is no supervision prior to 8:15.

Pick Up (1st-5th Grade)

• Students will walk to the front of the school for pick up.

• Thank you for waiting patiently until teachers have walked their classes out.

• Parents who have parked their cars in the parking lot may wait in the front quad and exterior gate areas and wait for their child.

• Parents who have instructed their child to wait in the carpool area must stay in their car at all times and pull forward.

• Cars should exit into the flow of traffic by pulling all the way forward, not cutting through the lanes of traffic.

1. **Emergency Plan/Disaster Procedures**

Our Emergency Plan was last updated on 11/1/13. Hard copies of the plan are located in the following areas:

Copies of the Emergency Plan are located in the Principal’s Office, the Main Office, the Disaster Storage Container, as well on our school website.