

COMPREHENSIVE SCHOOL SAFETY PLAN

Lemon Avenue Elementary School

Natalie Martinez, Principal

October, 2014

School Safety: Everyone's Responsibility

We believe that the responsibility for school safety lies with the students, staff, parents, and the community. Working together, we have created an environment for children that is safe and conducive to learning. The Lemon Avenue Elementary School Comprehensive School Safety Plan provides a blueprint for ensuring that everyone at our school remains safe and free from threats and harm.

Natalie Martinez, Principal

Current Strategies & Activities

- PeaceBuilders schoolwide program
- Peace Circle with student recognition
- Health & safety curriculum units
- Parent education
- Extended School Services (before- & after-school care)
- Peace Keepers (playground conflict resolution)
- Safety Patrol
- Staff development
- Disaster drills, fire drills, lockdown drills
- Safety information posted in school
- Blood-borne pathogens and first aid training
- Red Ribbon Week
- Student Success Team
- School Attendance Review Team/Board
- Monthly student recognition awards for academics and positive behavior
- Fingerprinting for Volunteering and After School Clubs
- Character Education – lessons and recognition
- Food Allergy Training
- Additional supervision on the playground
- Too Good For Drugs Curriculum (4th)
- California Healthy Kids Survey (5th)
- School—Business Partnership
- Leopard DADS

Relevant Board Policy, Regulations and School Rules

Child Abuse Reporting - All staff members are notified upon employment of their responsibilities as a mandated reporter. Staff meeting time has been devoted to ensuring that staff is familiar with District policy on Child Abuse and Neglect [BP 5143] and reporting procedures.

Disaster Procedures – Lemon Avenue Elementary School has a Crisis Response Plan in the event of a campus emergency, including natural and man-made disasters and situations that threaten the health and safety of students and staff [BR 1250]. The plan outlines the roles and responsibilities of specific staff members during an occurrence. Each year, a teacher is designated as the school's Health/Safety Representative. This teacher ensures that disaster kits are stocked; collaborates with the principal to determine dates for monthly crisis drills; plans and oversees the school Crisis Response Plan; establishes, maintains, and supervises various disaster committees that carry out specific duties of the plan; provides inservice for staff on their responsibilities as members of the various disaster committees; and coordinates with the local fire department and law enforcement for disaster drill enactments to test the effectiveness of the school plan.

Suspension and Expulsions – Lemon Avenue Elementary School's policy is to notify all students of rules and regulations related to student conduct and discipline. Expectations about appropriate and inappropriate conduct, as well as consequences of negative behaviors [BP 5131.6], are discussed in all classrooms. Students found in violation of acts enumerated in Ed Code 48900 may be suspended. Students who commit acts involving weapons are immediately referred to the District's Administrative Review Panel (ARP). Parents are informed of conduct expectations, discipline, and suspension criteria through the Schoolwide Discipline Plan handout and annual mailing of the District Parent Handbook.

Dangerous Pupil Notification - Lemon Avenue Elementary School provides a written, confidential list of students who have been suspended in the past three years to teachers and other credentialed staff who work with those students. Per Education Code 49079 and Penal Code 827, teachers are notified of a child's suspension, as well as the reason for the suspension, prior to the child returning to the teacher's classroom. Teachers are also notified if a student has been involved in a crime within the last three years, including the crime committed. Additionally, **Lemon Avenue** is notified when the District receives notification of Superior Court Action regarding a minor enrolled in our school, per WIC 5827 (b)(2) and Education Code 48267.

Visitor Policy – Lemon Avenue Elementary School uses Recommended Volunteer Guidelines outlined by the La Mesa-Spring Valley School District as a guide to working with non-school district personnel. Recommended Volunteer Guidelines define a "visitor," "guest," and "volunteer." **Lemon Avenue Elementary School** bases identification and processing of all non-school district personnel on LMSVSD suggested guidelines.

Sexual Harassment Policy – Lemon Avenue Elementary School follows District policy and regulations regarding incidents of alleged harassment of/by students and employees [BP 4039]. Students are notified of their rights to an environment free of harassment, as well as complaint and investigation procedures. Consequences are reviewed through classroom lessons and the principal's review of discipline rules/student expectations for behavior at the beginning of the school year (and more frequently as needed). The principal investigates all

alleged violations. Parents are notified of this policy in the District Parent Handbook and are contacted directly about specific violations.

Bullying Policy – Lemon Avenue Elementary School follows District policy and regulations regarding bullying of students (BP5131.2). Students are notified of their rights to an environment free from discrimination, intimidation, and bullying. School-wide character education programs are used to combat bullying behavior. Principal reviews all discipline rules/student expectations for behavior at the beginning of the school year (and more frequently as needed). All staff intervene to stop bullying when safe to do so. Principal investigates all reports of alleged bullying. Parents are notified of this policy in the District Parent Handbook and are contacted regarding specific violations.

Campus Access Plan – Lemon Avenue Elementary School is secured by perimeter fencing. Gates are locked and unlocked by designated staff at appropriate times to allow safe ingress and egress for students before and after school. The campus is secured throughout the school day so that visitors are steered toward the administration offices.

Dress Codes – Lemon Avenue Elementary School intends that all students shall be free from threats or harmful influences of any group or gang which advocates drug use, violence, or disruptive behavior. Students are also expected to dress appropriately and be well-groomed. Therefore, the school prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute is recognized as emulating or denoting membership or affiliation with any gang [BP 5131.8]. The following guidelines are used at the school to discourage the influence of gangs.

- Clothing that suggests affiliation or participation with gangs is not permitted.
- The dress code is reviewed with students at the principal's assembly discussing behavior and school rules at the beginning of each school year.
- Students violating this policy are referred to the principal or counselor. Parents may be asked to bring a change of clothing to school for the student.
- The dress code is included in the PeaceBuilders handout for parents and posted in fourth and fifth grade classrooms.

Alcohol, Tobacco and Other Drugs – Lemon Avenue Elementary School recognizes that the use of alcohol, tobacco, nicotine products, and other drugs adversely affects a student's ability to learn. All students receive prevention instruction and are made aware of the consequences of alcohol, tobacco, nicotine products, or other drug use, possession, or sale [BP 5131.3]. **Lemon Avenue Elementary School** employs the following prevention/intervention strategies:

Instructional:

Health instruction, class lessons from the school counselor, school assemblies, character traits program, Peace Builders program, classroom science lessons, Too Good for Drugs taught in 4th grade.

Intervention:

Individual and/or group counseling, parent education, and referral to community agencies are provided.

Students found in violation of alcohol, tobacco, nicotine products, and other drug policies may experience the following consequences: 1) suspension, 2) parent notification, 3) law enforcement involvement, 4) referral to

SST, 5) referral to District Administrative Review Panel, 6) transfer to another school or educational program, and/or 7) expulsion.

Safety To and From School –Lemon Avenue Elementary School recognizes that all children, staff, and parents have the right to be safe on their way to and from school. **Lemon Avenue Elementary School** has taken many steps to ensure an appropriate level of safety for all. Instruction is provided on walking safely to and from school and/or bus safety. Additionally, students may receive Project Safe instruction, before/after school care (ESS), and before/after school supervision. The school follows posted procedures for checking in visitors [BP 1250]. Parent information tips on seat belts, car seats, helmets, and skateboarding are also provided in school bulletins and/or newsletters.

Staff Development Relating to Safety – Staff at **Lemon Avenue Elementary School** has regular opportunities to receive safety training provided through the district, including ProACT Training, ProACT with BTSA Training, De-Escalation Training, and training on the law as it pertains to public education. The district also provides a forum for dialogue and planning on staff safety via the District Behavior Action Committee (DBAC). Additionally, selected staff may access training at the SDCOE titled “Responding to the Violent Child.”

Safe and Orderly Environment – **Lemon Avenue Elementary School** establishes and publicizes school rules & regulations in conformance with District policy. Rules are enforced fairly and consistently. Rules of conduct are covered in each classroom. **Lemon Avenue Elementary School** believes that all students have a responsibility to learn and that all teachers have a responsibility to teach. Therefore, all students and staff adhere to the PeaceBuilders Pledge:

I am a PeaceBuilder. I pledge to praise people, to give up put-downs, to seek wise people, to notice and speak up about hurts I have caused, to right wrongs, to help others. I will build peace at home, at Lemon Avenue, and in my community each day.

All staff members have been trained in positive behavior management techniques and some in ProACT. Teachers establish an atmosphere of proper behavior, review school and classroom rules with students, and report continuing behavior problems to the principal, counselor, and/or Student Success Team (SST). Parents are encouraged to be active partners in their children's academic and social development by maintaining open communication with the school. **Lemon Avenue Elementary School** facilitates parent participation through:

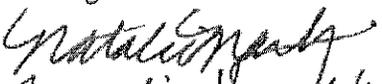
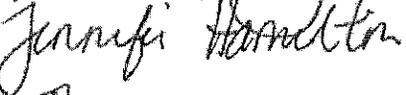
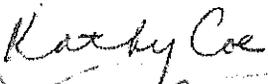
- A School Site Council is in existence, with equal representation from school staff and parents, to plan and oversee school curriculum, policies, and events (currently in the process of forming).
- School bulletins, Leo Letter and Leopards Print, inform parents of events, important information, and announcements.
- The school marquee in the front of the school keeps parents informed of weekly events.
- Summer and spring Open House events are held each year.
- Parent/teacher conferences are held each year.

School Site Safety Plan – **Lemon Avenue Elementary School** reviews the Comprehensive School Safety Plan annually for necessary modifications to the plan. Plans are reviewed and approved annually by the School Site Council or Safety Committee.

Current Recommendations for School Safety	
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| 1. | Meet regularly with playground attendants to review playground expectations and concerns. |
| 2. | Leopard dads on campus. |
| 3. | Provide behavior expectation assemblies in August and then as needed. |
| 4. | Regular emergency drills. |
| 5. | Secure perimeter gates during instructional day. |

Members of our Comprehensive School Safety Committee:

Name	Title	Signature
Natalie Martinez	Principal	
Jennifer Hamilton	Principal Designee	
Tracy McFarland	Chair	
Lori Bunshaft	Student Supervision Team Leader (Primary Playground)	
Kacie Diamond	Student Supervision Team Leader (Intermediate.)	
Kathy Coe	Family Reunion Team Leader	
Valerie Stephenson	Search & Rescue Team Leader	
Cindy Cook	First Aid Team Leader	
Bob Lynn	Security/Utilities Team Leader	
Julie Bankes	Teacher	

Plan presented for community input on: (11/18/14)

- Plan will be reviewed annually by PTA Board and School Site Council.
- Information about the School Safety Plan will be presented to parents in the Leopard's Print newsletter or a special bulletin.

Plan will presented to and approved by staff on: November 6, 2014 Staff Meeting

Key sources used to complete this document included:

- School Community Violence Prevention Manual, San Diego County Office of Education
- Getting Results, California Department of Education
- Safe Schools Planning Guide, California Department of Education

CURRENT INDICATORS
2013-2014 School Year

- 2 Vandalism and/or property loss reports were filed.
- 17 Students were suspended.
- 0 Student was referred to the District Administration Review Panel.
- 0 Students were referred to the Board for expulsion.
- 141 Letters were sent to parents notifying them that their child was excessively absent/truant.