

# **Comprehensive School Safety Plan Template**

**SCHOOL:** [Alamo Elementary School](#)

**County-District School (CDS) Code:** [48-70573-6051288](#)

**Principal:** [Derek Wickliff](#)

**Date of this revision:** February 27, 2013

**School Site Council Approval Date:** February 28, 2013

**Board Policies and Administrative Regulations referenced in this plan  
are available on the Vacaville Unified School District website:  
<http://www.vacavilleusd.org>**

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# Section 1 - Site Council

## Safety Committee Members

| Names of Members                    | Administrator | Certificate staff | Other School Staff | Parent or Community Member |
|-------------------------------------|---------------|-------------------|--------------------|----------------------------|
| Derek Wickliff                      | X             |                   |                    |                            |
| Carol Colombani                     |               | X                 |                    |                            |
| Melissa Woods                       |               | X                 |                    |                            |
| Karl Van Loo                        |               |                   | X                  |                            |
| Johnathan Burton                    |               |                   |                    | X                          |
| Clarice Towner                      |               |                   |                    | X                          |
| Julie Sabbagh                       |               |                   |                    | X                          |
| Khala Hastings                      |               |                   |                    | X                          |
| Numbers of members in each category | 1             | 2                 | 1                  | 4                          |

### Recommendations and Assurances

The school site council (SSC) recommends this school safety plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies..
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (**Check those that apply**):

State Compensatory Education Advisory Committee \_\_\_\_\_ Signature

English Learner Advisory Committee \_\_\_\_\_ Signature

Special Education Advisory Committee \_\_\_\_\_ Signature

Gifted and Talented Education Advisory Committee \_\_\_\_\_ Signature

District/School Liaison Team for schools in Program Improvement \_\_\_\_\_ Signature

Compensatory Education Advisory Committee \_\_\_\_\_ Signature

Departmental Advisory Committee (secondary) \_\_\_\_\_ Signature

X Other committees established by the school or district (**list**) \_\_\_\_\_Signature

4. This School Safety Plan is based on a thorough analysis of the school's physical environment and safety data. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to ensure safety within the school community.
5. This School Safety Plan was adopted by the SSC at a public meeting on: February 28, 2013.

Attested:

Derek Wickliff  
Typed name of School Principal

\_\_\_\_\_  
Signature of School Principal

February 28, 2013  
Date

Johnathan Burton  
Typed name of SSC Co-Chair

\_\_\_\_\_  
Signature of SSC Co-Chair

February 28, 2013  
Date

## **Alamo Site Council Meeting Minutes**

**2/25/13      3pm**

### **Attendance:**

Derek Wickliff-Principal  
Karl Van Loo-Custodian  
Melissa Woods-Teacher  
Jonathan Burton-Parent  
Kayla Hastings-Parent  
Clarice Towner-Parent

### **School Safety Plan Review for Approval**

This year's attendance above 96.74% as of February 15<sup>th</sup> but will go down. We had three Mondays in a row when we were below 92% due to the flu going around.

Test Scores: 20-point gain last year. It will be interesting to see how they will classify the next round of testing.

Alamo is 60 plus years old

Truancy: much lower than last year 18.5%. This number will climb, as kids get sick

Suspension: We are at about 5 for this year-3 are as a result of physical injury to another person. At Alamo, it is student by student and that makes it hard to get a tracking number on it.

Disaster Plan: A very broad plan that we need to look at it and customize it to the Alamo School layout. The plan was provided by the district and has not been updated in recent years

Character Development Plan: Need one in place for upper grade levels. Peace Builders is currently in place for lower grade levels. It would be great to have a plan that works with all grade levels.

Physical improvements to the school:

- Signs painted on sidewalks for visitors also signs painted on bathrooms doors (NO ADULTS) Can we also paint a stop sign at the back, and side gates for visitor sign in?
- Gates added to fence openings-TGIF Gate/Gate by the dumpster area in front
- Removal of Kindergarten sliding glass windows.

Create Protocols:

- Classroom door
- Student /Staff response outside classroom

Alamo Staff Training:

- Self defense/response to intruder in the classroom
- Administration self defense
- Create fictional situations to help educate/Student or staff major injury, fire ,intruder(Something that Alamo had done many years ago)
- Stranger Danger/so many students don't understand

Parent Education:

- Meetings to review safety plans/procedures
- Sign in support
- Newsletter/Utilize the marquee

Community Support:

- Parent volunteers to monitor hallways at certain times/ do they need to be finger printed and have a background check? TB test? What if there is an emergence and they need to be alone with kids? Who will pay for that? Parents may want to help but not pay for all of those things
- After actions plan with police department and district

Recourses needed:

- District financial support for safety changes?
- PTA funding for site changes will be analyzed once district has made determinations on improvements.
- School funding not applicable to Site Council as categorical funds do not pertain to safety measures.

Timeline: Immediate, beginning March 2013

## **Motion to Approve School Safety Plan**

**Approved**

**Safety Committee meeting dates to review and evaluate plan progress.**

May 20, 2013

September 16, 2013

December 9, 2013

## Section 2 - SARC

The entire SARC (School Accountability Report Card) can be viewed at <http://vusdweb.vacavilleusd.org/SARC/AlamoSARC.pdf>

## Section 3 - District Strategic Plan (See Appendix)

## Section 4 - Site Strategic Plan

Not Applicable

## Section 5 - School Profile /Mission Statement

### School Profile

Built in 1954, Alamo School is one of the oldest and most well cared for schools in the district. Beginning in the spring of 2002, Alamo School began a \$4 million renovation. The renovation was completed in the fall of 2003. Strolling through the campus, a visitor will enjoy lovely flowerbeds and mature trees planted by the students, staff, and parents of Alamo. Alamo's motto, CARING + SHARING + LEARNING, is the foundation upon which the school's positive learning environment is built. A close and friendly relationship exists among the students, staff, parents, and community. Alamo School is a positive place for students to learn and grow. Alamo is a school with a clear vision of the rich future ahead.

During the 2012-13 school year, Alamo is serving a student population of 631 kindergarten through sixth grade students in a varied community with families engaged in professional and semiprofessional occupations and families receiving assistance. Approximately 32% students participate in the district's free and reduced lunch program.

The current student population is:

|                               |       |
|-------------------------------|-------|
| African American/Non-Hispanic | 5.5%  |
| American Indian/Non-Hispanic  | 1.4%  |
| Asian/Non-Hispanic            | 3.0%  |
| Filipino/Hispanic             | 1.1%  |
| Filipino/Non-Hispanic         | 1.4%  |
| White/Hispanic                | 20.7% |
| White/Non-Hispanic            | 62.6% |

### Parent Involvement and Support:

Parent involvement is the core of the community at Alamo. The school is built around the volunteer philosophy. From working directly with a teacher in the classroom to involvement in PTA activities, parents at Alamo support the essentials and some wonderful extras. Parents are currently leading school physical improvement efforts as well as various school clubs.

### Instructional Leadership:

As a "learning community," Alamo requires a site leader that is focused on five primary areas of focus.

- making student and adult learning the priority
- setting high expectations for performance
- gearing content and instruction to standards
- using multiple sources of data to assess learning

- activating the community's support for school success.

#### Student Support Services:

In addition to the California Standards-based core curriculum, students at Alamo have access to a varied array of educational programs which include: Accelerated Reader, GATE (Gifted and Talented Education), ELD (English Language Development), and support in all grade levels in reading and writing. Alamo also offers the following support services and programs: Special Day Class, Resource Specialist, Speech Language Specialist, library technician, school psychologist, intervention teachers, health technician, counseling intern, and a school nurse. Teachers also focus on daily small group interventions in their classrooms and grade levels for reading and math.

Action and Student Study Teams, composed of regular education teachers, specialists, and administrators, meet several times per month to discuss students referred by classroom teachers who are experiencing learning, behavior or attendance difficulties and/or not working up to academic potential.

#### Attendance:

Alamo School attendance rate is at 96.74%. Alamo staff works hard to communicate to families and students the importance of attending school each day, on time. Daily attendance is important because students are more likely to succeed in academics when they attend school consistently.

Truancy and tardy letters are sent home at regular intervals throughout the year to notify families of their attendance status. Families with attendance concerns meet with the teacher and administration in an effort to understand the situation and assist these families in resolving their issue. Families that are “Chronic Truant” are referred to the School Attendance Review Board.

#### Class Size:

Class sizes in grades K-3 are staffed at a district-wide student to teacher ratio of 29:1. Grades 4-6 classes are staffed at a ratio of 29.5:1. Class sizes may vary.

#### Discipline and Climate for Learning:

District policies relating to student discipline are available to staff and incorporated into Alamo School Rules and Procedures. At Alamo School, we are dedicated to maintaining a well-disciplined school that promotes friendship and learning. The purpose of our discipline policy is to promote positive student behavior, to encourage an appreciation and respect of others, and to provide instructional time that is free from disruption. We define discipline as the process of promoting a positive and supportive learning environment throughout the school.

The Alamo School Rules and Procedures are reviewed in all the classrooms and at student assemblies throughout the school year. The Alamo School Rules and Procedures are posted in the classrooms. At the beginning of each year, the Alamo School Rules and Procedures are discussed at the Back to School Night for Parents and sent home for the parents to review the rules and procedures with their children. Parents and students are requested to sign a form stating that they have read and discussed together the Rules and Procedures, which are followed at Alamo School. The School Rules and Procedures are available on the school website as well.

Each spring, Alamo participates in the California Standards Test. Last year, Alamo posted a 20 point gain on the API (Academic Performance Index). Alamo’s API scores for the past 7 years have shown a 61 point rise.



With 71.2% of all students scoring at a proficient or advanced level on the English Language Arts test, Alamo failed to achieve the state benchmark of 78.4%. Students classified as “White” were the only significant subgroup to achieve the benchmark on this test at 79.8%. Hispanic or Latino students scored at 52.4% and socioeconomically disadvantaged students scored at 56.2%. However, due to substantial growth in the performance of the Hispanic/Latino and socioeconomically disadvantaged, these students were deemed to have met expectations as well in the “safe harbor” category.

Alamo did not achieve the 79% Math benchmark with a school wide score of 70.5% of students achieving proficient or advanced. The “White” subgroup did not achieve the benchmark with 76.5%, however did make state expectations due to “safe harbor” improvement. The “Hispanic or Latino” subgroup scored at 56.3% proficient/advanced and the “Socioeconomically Disadvantaged” subgroup scored at 56.2% proficient/advanced.

### School Facilities and Safety:

Though one of the oldest elementary schools in the Vacaville Unified School District, Alamo does not reflect its 60+ years. Alamo employs a full-time staff of 2 custodians and frequently uses the support of the district maintenance department. Facility concerns are prioritized and quickly resolved in support of student learning and safety. The Alamo community hosts a “Fix-it” day once a year to support the upkeep of their school. During this day, regular maintenance is supported with special projects.

Student and staff safety are a priority at Alamo. The school wide discipline plan and school rules are emphasized on a regular basis. Disaster drills are scheduled regularly, as are fire drills. A comprehensive disaster response plan has been developed and is refined as needed. Safety checks of play equipment and the school facility are made routinely.

## **MISSION STATEMENT**

Our mission is to prepare Alamo students to graduate from high school and be compassionate, thinking, creative, and responsible citizens of a global society in the 21<sup>st</sup> century. We support the district’s *Strategic Plan: Making a Difference for the students of Vacaville.*

## **Section 6 - Site Comprehensive Safety Plan Components**

### **Comprehensive School Safety Plan**

It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices. For purposes of this section, a "safety plan" means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus. (EC 32280)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations

## **Board Policy 0450 Comprehensive Safety Plan**

### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

### **Public Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282) However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

### **Tactical Response Plan**

When reviewing the tactical response plan portion, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

### **Needs assessment of current status of school safety on campus**

School safety is an ongoing priority at Alamo Elementary School. Reviewing Alamo's 2012-2013 year to date information provides an analysis of current status. Please note that this information is a summary of the first 119 days of this year, not the data for a full school year.

The committee reviewed the following information in conducting the current needs assessment:

1. SARC report
2. Single School Plan
3. Police Reports
4. Vandalism Repair Orders
5. Attendance and Discipline Data
6. California Healthy Kids Survey [CHKS]

The committee found:

#### **Truancy:**

|   |            |
|---|------------|
| February 2013 Enrollment:   | 631        |
| Number of students with an unexcused absence of more than 30 minutes on 3 or more days: | <u>117</u> |
| Truancy Rate (117/631):   | 18.5%      |

#### Truancy by Ethnicity:

|                                |     |
|--------------------------------|-----|
| African American /Not Hispanic | 9%  |
| African American/Hispanic      | 1%  |
| American Indian/Not Hispanic   | 1%  |
| American Indian/Hispanic       | 1%  |
| Chinese/Not Hispanic           | 1%  |
| Undeclared/Hispanic            | 2%  |
| White/Not Hispanic             | 59% |

|                       |     |
|-----------------------|-----|
| White/Hispanic        | 22% |
| Filipino/Not Hispanic | 3%  |
| Filipino/Hispanic     | 1%  |

**Suspensions:**

|   |          |
|---|----------|
| Related to physical injury to another person        | 2        |
| Disruption of school activities or willful defiance | <u>2</u> |
| Total Suspensions                                   | 4        |
| African American/Not Hispanic Suspension Rate       | 25%      |
| White/Not Hispanic Suspension Rate                  | 50%      |
| White/Hispanic Suspension Rate                      | 25%      |

**Average daily attendance** (for the 2012-2013 school year): 96.74%.

As part of the assessment requirements under the *No Child left Behind Act (NCLB)* for Title IV Safe and Drug Free Schools and Communities, Alamo Elementary School administered the California Healthy Kids Survey in the spring of 2010. The target sample included 86 fifth graders; the final sample included 65 fifth graders, 52% of which were female and 48% were male. The purpose of the confidential survey is to assess student health risks, assets and behaviors related to drug use, violence, crime and physical and mental health. The data provides teachers and staff information about youth issues for instructional purposes, as well as to develop better prevention and intervention programs for our students. A summary of the data is presented in the tables below:

| <b>Alcohol and Other Drug (AOD) use</b> | <b>Total %</b> |
|---|----------------|
| Alcohol, 1 or 2 sips                    | 14             |
| Alcohol, a full glass                   | 3              |
| Inhalants (to get high)                 | 3              |
| Marijuana                               | 0              |
| Perception (alcohol), very bad          | 58             |
| Perception (marijuana), very bad        | 74             |

| <b>Tobacco Use</b>           | <b>Total %</b> |
|------------------------------|----------------|
| Ever smoke a cigarette       | 6              |
| Ever chewed tobacco or snuff | 2              |
| Perception smoking is bad    | 94             |

| <b>Violence and Safety</b>                               | <b>Total %</b> |
|--|----------------|
| Feel safe at school – all of the time                    | 65             |
| Been hit or pushed – some of the time                    | 32             |
| Been hit or pushed – most of the time                    | 5              |
| Been hit or pushed – all of the time                     | 11             |
| Brought weapon to school                                 | 5              |
| Saw another kid with a weapon at school                  | 40             |
| Mean rumors spread about you (at least some of the time) | 58             |
| Cyber Bullying (at least some of the time)               | 12             |

| <b>Physical Health</b>                 | <b>Total %</b> |
|--|----------------|
| Eat breakfast this morning             | 85             |
| Exercise during the week – 5 days      | 20             |
| Exercise during the week – 6 or 7 days | 31             |
| Body image – about right               | 72             |
| Been teased about your body at school  | 46             |
| Students with Asthma                   | 23             |

**Vandalism Cases Reported in 2012-2013:** 2 (both during weekend/vacation periods)

**No arrests on campus.**

### **Shared school vision**

The philosophy supporting Alamo’s total educational program consists of seven principles:

- ♥ The image of Alamo School begins with us!
- ♥ A strong instructional program
- ♥ Positive, nurturing discipline
- ♥ Safe, clean, attractive environment
- ♥ Working together as a TEAM—students, parents, staff, community
- ♥ Caring + Sharing + Learning
- ♥ Be Safe! Be Respectful! Be Responsible!

### **Strategies to address data from the Needs Assessment**

The School Site Council/School Safety Committee has analyzed the **needs assessment of current status of school safety on campus and at school-related functions**. The following Safe School Plan has been developed to address the data from the site needs assessment.

### **Social Education and Support**

**Concern:** The promotion of positive behaviors and reduction of negative behaviors will often mean the difference in the success of lessons and students. Currently, Alamo uses the Peacebuilder program at the primary level, but does not use a Character Development program at the upper grades.

#### **Goals:**

A Character Development program will be adopted/created in the upper grades so that all students have a common vocabulary and will receive explicit instruction in positive behavior expectations.

The Peacebuilders program at the primary level will be restructured to optimize efficacy.

#### **Activities:**

1. Upper grade teacher Character Development committee created.
2. Adoption or creation of Character Development program for the upper grades.
3. Addition of primary grade teachers to Character Development committee.
4. Monthly or weekly timeline highlighting the Character Development lessons/procedures.

5. Lessons/procedures explicitly taught in all Alamo classrooms.
6. Assemblies and daily announcements highlight Character Development ideals.
7. Parent education component to educate families regarding Character Development at Alamo.

**Resources Needed:**

- Adopted or created Character Development program.
- Strategies printed and posted

**Person(s) Responsible:**

- Administration
- Character Development Committee
- Staff

**Timeline:**

- Annually
- Ongoing

**School Safety – Intruder Situations**

**Concern:** While intruder situations are admittedly rare, Alamo needs to be prepared for all possible situations to ensure the safety of all Alamo community members.

**Goal:** An appropriate, safe response to possible intruder situations.

**Activities:**

- Incorporate physical improvements identified at Safety Meeting
  - 1-way window film in classroom door windows, peepholes added to portables
  - Remove kindergarten sliding glass windows
  - Signs painted on sidewalks, posted in restrooms and on fences
  - Gates added to openings in fences
  - Alternative alarm system accessible from classrooms
- Train Alamo staff and students to respond to intruder situations
  - Staff self-defense/response to intruder classes
  - Administration, secretarial, custodial response/self-defense
  - Student “stranger-danger” and response trainings
- Create protocols and plans for differing situations
  - Classroom door protocols (daily and situational)
  - Proper student and staff responses outside the classroom
  - Update plans for Alamo specifications
    - Evacuation plan
    - Responses to different types of lockdown/intruder situations
- Parent Education
  - Annual meeting to review intruder safety plans/procedures
  - Text/email database for emergency situations (app?)
  - Monthly blurb in newsletter highlighting safety
  - Sign-in support
- Community Support
  - Parent volunteers to monitor hallways at identified times

- After-action plan with police department and district

**Resources Needed:**

- District support and financing for site changes
- PTA funding for site changes

**Person(s) Responsible:**

- Administration
- Staff
- 

**Timeline:**

- Immediate, beginning March 2013 with implementation of site changes
- Ongoing review

**School Safety – Other Situations**

**Concern:** The current Alamo plan for a disaster is limited to the plan provided by the district and has not been updated in recent years.

**Goal:** An Alamo-based disaster plan that takes into account current Alamo staff and is specific to Alamo.

**Activities:**

1. Create Disaster Committee comprised of staff and community members.
2. Review current disaster plan and identify improvements needed.
3. Rewrite disaster plan to Alamo specifications.
4. Determine and obtain Alamo needs to implement plan (first-aid kits, maps, safety equipment, etc)
5. Communicate procedures with staff and parents.
6. Develop lessons to teach student responses to disasters.

**Resources Needed:**

- Time – meetings, rewriting of plan
- Determined physical needs (see #4 above)

**Person(s) Responsible:**

- Administration
- Disaster Committee
- Teachers

**Timeline:**

- Committee and rewrite by May, 2013.
- New plan in place for beginning of 2013/2014 school year.
- Ongoing updates to reflect staff/site changes

## **Campus Security strategies**

As previously noted, improved campus security is an important focus for improvement at Alamo for the year to come. Currently, we maintain campus security with the following:

- Students go to the restrooms with a partner so that a student is never alone in the restroom.
- Signs are posted at entries directing visitors to sign in at the office.
- All visitors are required to sign in at the office and put on a badge/name tag with each visit to our campus. Staff has been trained to recognize and approach adults without badges.
- All gates are closed and locked once school has begun.
- In order to leave the campus, a student must be signed out by his or her parent or guardian.
- There are written procedures for student pick-up and drop-off.
- ID is required to pick up a student.
- Intruder drills are taught and practiced with regularity.

## **Assessment of the school's physical environment**

Approaching the 60<sup>th</sup> anniversary of Alamo being built, the site is well-maintained and improvements are continually being undertaken by the district, site, and parent volunteers. The Alamo playground and grass areas are open to the public after school hours and on weekends/holidays. The internal classrooms are gated and locked after school hours each day. Creating a welcoming physical environment is a priority of the staff and parents and improvement projects and environmental clubs are a common occurrence at Alamo.

Vandalism and criminal activities occur infrequently due to the school being open to the public after school hours. The school has a policy and procedure for dealing with vandalism and graffiti with prompt correction being an imperative.

## **Procedures for receiving verification from law enforcement**

If a serious crime were to take place on the Alamo campus then the school site would take the proper means of notifying parents as directed by the Vacaville Unified School District.

## **Prevention of peer violence/Conflict Resolution/Mediation**

Alamo Elementary School works diligently to create an environment that is safe to students, staff, and parents. A major component of ensuring student safety is ongoing conflict resolution. Schedules are created to limit the number of students and grade levels on the playground and cafeteria to best supervise all students. Classroom teachers communicate classroom expectations and procedures with students and parents at the beginning of the year and will revisit these expectations throughout the year.

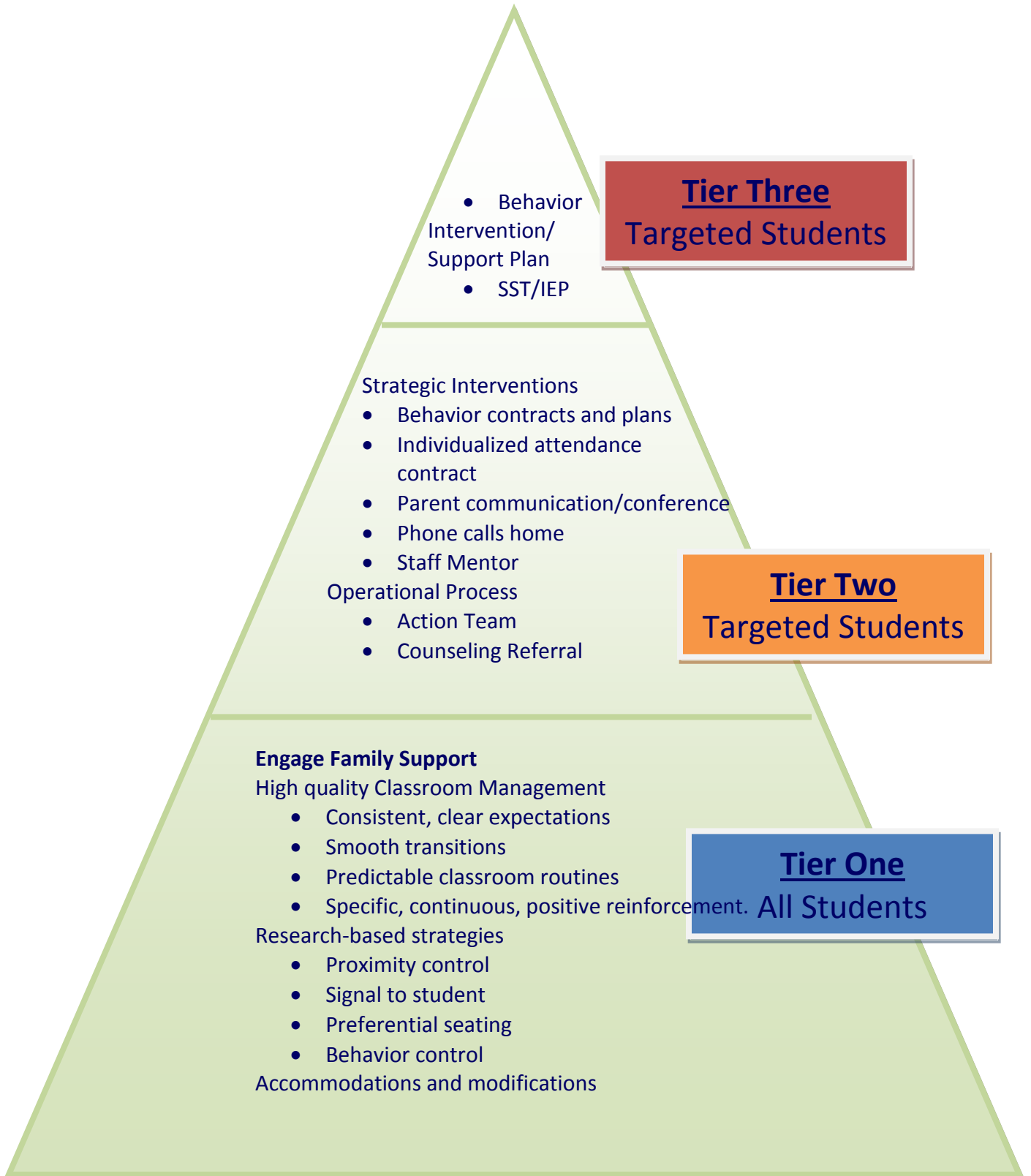
The Alamo administration meets regularly with site peace coaches (recess supervisors) to address school-wide concerns, receive training, and analyze current procedures and trends. When students and situations are identified by peace coaches or staff, students are then referred to the principal, counseling intern, or school psychologist. The school psychologist is mainly used for students with ongoing behavioral issues; however he is often used as support in difficult incidents. The counseling intern is the primary resource for student experiencing anger management and peer relations, and frequently runs conflict mediation classes with these students.

## ATODV Programs

Youth Taking on Tobacco presentation is done annually with all fifth grade students. This is a drug awareness and impulse control program. Character development assemblies are also programmed that bring in positive role models to discuss wise choices.

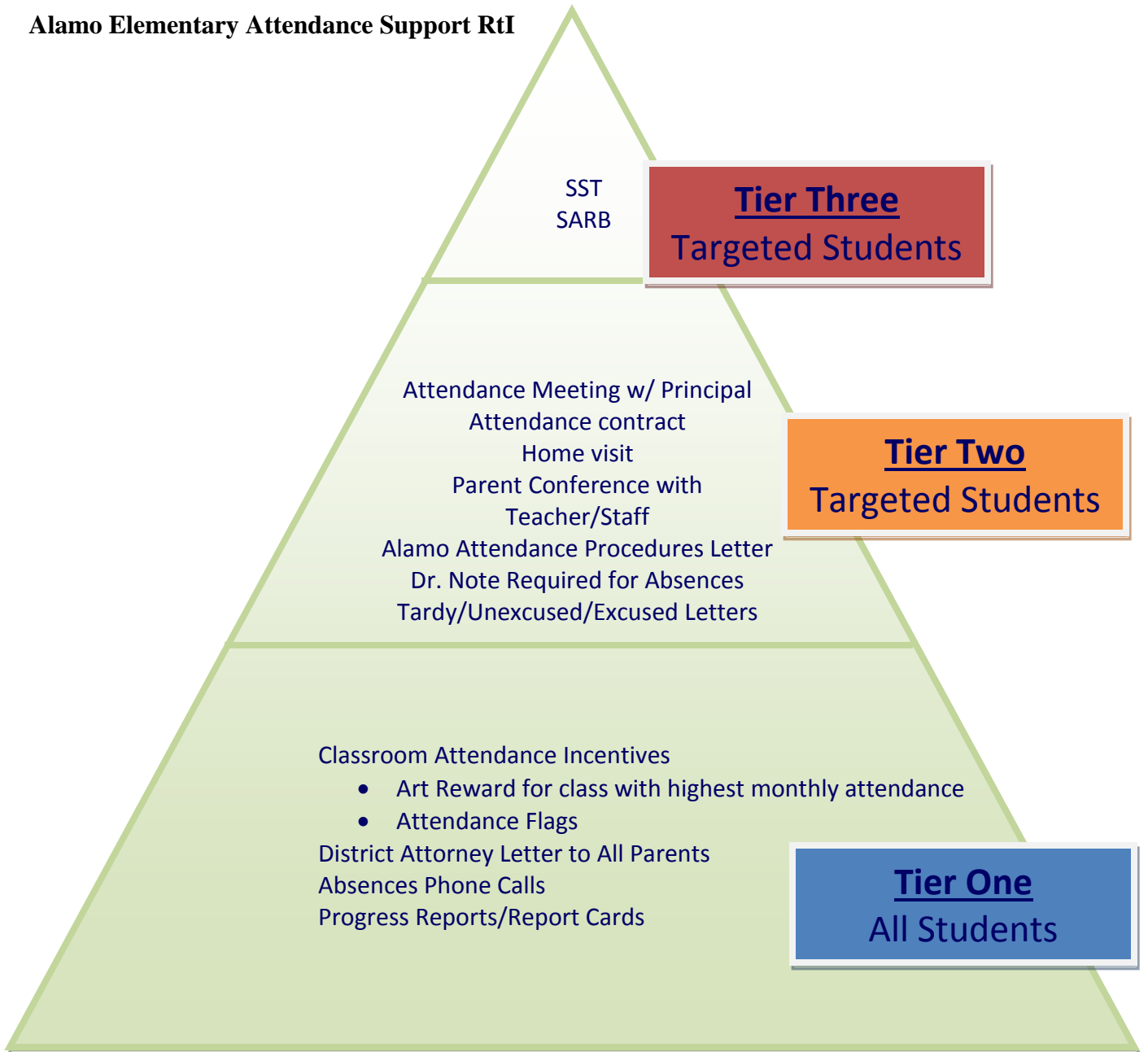
## RtI<sup>2</sup> pyramid interventions

### Alamo Elementary Behavioral Support RtI





## Alamo Elementary Attendance Support RtI



### Collaborative Relationships

Vacaville Police Department is working with the Vacaville Unified School District to review school safety protocols specifically in the area of an Active Shooter on campus. Vacaville Police Department walked the Alamo Elementary School site to assess our safety needs and campus security. They were also represented at our two parent meetings regarding safety.

### Professional Development

Alamo Elementary administration attended an Active Shooter's training. Staff has been trained in CPR/AED. There is also scheduled training for teachers in classroom safety, intruder training, and self-defense for teachers. Currently, the site discipline committee is evaluating character development programs for implementation in Fall 2013.

### **Child Abuse Prevention /Reporting**

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law. Employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

### **Discipline Policies and Practices**

Alamo Elementary School parents and teachers work together as partners in providing the discipline that guides our children toward becoming responsible, self-directing people and develops their character. When student behavior threatens safety or interferes with learning we must respond with appropriate discipline. It is our goal to respond to all incidents promptly and effectively. Minor incidents may be addressed by teachers and staff. Using our RtI model, recurring or violent incidents are reported to the principal immediately for consequences, parent notifications, or other means of discipline.

Failure to follow school/classroom rules will lead to the following consequences as appropriate;

- Loss of privileges
- Calls to parents
- Recess and/or lunch detention
- Campus clean up
- In-house Suspension
- Suspension from school
- Referral to the VUSD School Attendance and Review Board (SARB)

School rules are supplied to parents and students at the beginning of each school year in the Parent Handbook. In each classroom, discipline procedures are determined by the individual teacher and may vary from class to class. The child's teacher informs parents of student behavior expectations, rewards for good behavior, and consequences for misbehavior used in that particular classroom. It is our desire to consistently involve parents in the discipline of their children. The principal and teachers at Alamo will keep parents informed through written communication, phone calls and conferences. Parents are encouraged to review the rules and consequences and to contact the school with any questions.

## SCHOOL RULES AND GUIDELINES

| Area                        | Be Safe  | Be Respectful   | Be Responsible   |
|-----------------------------|--|---|--|
| All Common Areas            | <ul style="list-style-type: none"> <li>▪ Be a PeaceBuilder</li> <li>▪ Keep hands, feet and objects to self</li> <li>▪ Get adult help when necessary</li> <li>▪ Use all equipment and materials appropriately</li> </ul>                              | <ul style="list-style-type: none"> <li>▪ Be a PeaceBuilder</li> <li>▪ Use kind and appropriate words, no put downs</li> <li>▪ Wait for your turn</li> <li>▪ Clean up after self</li> <li>▪ Follow adult directions</li> </ul> | <ul style="list-style-type: none"> <li>▪ Be a PeaceBuilder</li> <li>▪ Follow "Ways to Solve a Problem"</li> <li>▪ Follow school rules</li> <li>▪ Be honest</li> </ul>                                  |
| Cafeteria                   | <ul style="list-style-type: none"> <li>▪ Always walk in the cafeteria</li> <li>▪ Sit properly at the table</li> <li>▪ Always walk to the cafeteria</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Allow anyone to sit next to you</li> <li>▪ Use quiet voices</li> <li>▪ Use good table manners</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Clean up your area</li> <li>▪ Raise hand and wait to be excused</li> <li>▪ Exit through the playground door</li> </ul>  |
| Playground/Recess           | <ul style="list-style-type: none"> <li>▪ Walk to and from the playground</li> <li>▪ Stay within the boundaries</li> <li>▪ No play fighting</li> <li>▪ Do not throw anything except balls</li> <li>▪ Use all playground equipment properly</li> </ul> | <ul style="list-style-type: none"> <li>▪ Play fairly</li> <li>▪ Be a good sport</li> <li>▪ Include everyone</li> <li>▪ Follow adult directions</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Follow the game rules</li> <li>▪ Use a pass to go to the office, library, and classroom</li> <li>▪ Eat, then play</li> <li>▪ Always use trash cans</li> </ul> |
| Hallways                    | <ul style="list-style-type: none"> <li>▪ Classrooms walk on the white line</li> <li>▪ Use peaceful hands and peaceful feet</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Hold the door open for the person behind you</li> <li>▪ Use quiet voices</li> <li>▪ Be considerate of other people's property</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Use a pass</li> </ul>   |
| Bathrooms                   | <ul style="list-style-type: none"> <li>▪ Keep feet on floor</li> <li>▪ Keep water in the sink</li> <li>▪ Wash hands</li> <li>▪ Put towels in the garbage can</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Knock on stall door</li> <li>▪ Give people privacy</li> <li>▪ Use quiet voices</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Flush toilet once after use</li> <li>▪ Return to classroom or playground promptly</li> </ul>  |
| Arrival and Dismissal Areas | <ul style="list-style-type: none"> <li>▪ Do not arrive before 8:10 am</li> <li>▪ Use sidewalks and crosswalks</li> <li>▪ Wait in designated areas</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Follow the directions of the Crossing Guard</li> <li>▪ Sit down while waiting for your ride after school</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Arrive on time for class</li> <li>▪ Line up on the playground</li> <li>▪ Leave promptly after school</li> </ul>   |
| Bike Area                   | <ul style="list-style-type: none"> <li>▪ Use a bike helmet</li> <li>▪ Lock your bike to the bike rack</li> <li>▪ Never ride in parking lots or hallways</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Use quiet voices</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Walk your bike on school grounds</li> <li>▪ Enter and exit through the primary playground</li> </ul>  |
| Assemblies                  | <ul style="list-style-type: none"> <li>▪ Wait quietly for the assembly to begin</li> <li>▪ Wait for the dismissal signal</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Use audience manners</li> <li>▪ Sit on bottom and face forward</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Follow directions</li> </ul>  |

### Discipline Interventions in Lieu of Suspension:

All adult members of our school community will make disciplinary decisions by following our school behavior standards. When a student does not make appropriate decisions and does not abide by the standards of Alamo Elementary School, the following disciplinary actions may be taken:

Teacher conference

Principal conference

Parent contact

Time out to refocus

Detention (lunch, recess)

Research assignment- student must complete written assignment based on assigned topic (i.e.: bullying)

School service work detail (community service)  
Behavior contract  
Counseling referral  
Loss of school privileges/activities for a period of time  
In house suspension  
Referral to SARB –behavioral

Discipline Handbook:

Available on the Alamo website or upon request in the front office.

### **Discrimination and Harassment Policies EC 212.6(b)**

- Harassment is not tolerated at Alamo Elementary School. We follow the District's policy which prohibits harassment due to sex, sexual orientation, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other basis protected by Federal, State, or local law, ordinance or regulation.
- If a child at Alamo is harassing another student, disciplinary actions will be taken that could include suspension or subsequent expulsion.
- BP 0410 - Nondiscrimination in District Programs and Activities and BP 5145.3 - Nondiscrimination/Harassment prohibits discrimination, harassment, intimidation, and bullying based on specified characteristics and requires school personnel who witness such acts to take immediate steps to intervene when safe to do so.
- In addition, the district's complaint process includes a timeline for investigating and resolving complaints and an appeals process; see BP/AR 1312.3 - Uniform Complaint Procedures.

Pursuant to Education Code 200-262.4

"A student can be suspended or put up for expulsion for: Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel".

**Students BP 5145.9 (a)**

### **HATE-MOTIVATED BEHAVIOR**

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

### **Site Procedure for Reporting Hate Crimes, Hazing, Bullying and/or Cyber Bullying:**

Students, parents, staff, or community write an incident report and turn in to administration. Incident reports are available in the office. The report may be given anonymously, but with as much detail as possible so an investigation may be done. As soon as administration receives an incident report the investigation begins immediately.

## **School-wide Dress Code**

Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Casual, loose clothing that allows children to move and play comfortably is recommended.
- Beach attire, such as halter tops, bare midriffs, strapless shirts or dresses, spaghetti strap shirts or dresses, see-through clothing, off-the-shoulder blouses and short skirts/shorts are not appropriate for school.
- In hot weather, students may wear shorts that are at least mid-thigh in length. Remember, however, that long pants protect knees better than shorts do! Pants and shorts must be worn at the waistline and must not expose undergarments.
- As outlined in District Policy 5470 (appendix F), students are not allowed to wear anything that advertises alcohol, tobacco, or drugs is inappropriate to an elementary school setting.
- Make-up, short shorts, halters, backless and tube tops are NOT allowed. Spaghetti straps or mesh shirts may be worn only with a T-shirt underneath.
- Pants may NOT be worn very low off the hips. "Sagging" is not allowed.
- Shirts must cover the waistline: no skin showing. Undergarments must not be visible. Closed-toed shoes with low heels must be worn at all times.
- Sandals and flip-flops are not safe for elementary school activities. Hats may be worn outside only or in the cafeteria at lunchtime.

Before your child walks out the door, please make sure he/she is wearing appropriate clothing for an elementary school. Students may be sent home to change clothing if their attire is inappropriate or disruptive to the educational setting.

## **Notification to Teachers (EC 49079)**

Individual teachers are informed of each student who has engaged in any of the acts described in EC 49070 (except tobacco/smoking) as outlined by Administrative Regulation 4112.9. This information is given to teachers in writing on a confidential basis. It is sent via email on a weekly basis and shows who has been suspended from school in the past three years.

## **Staff Safety**

Each year, the Alamo staff is trained by the nurse regarding how to deal with medical situations involving blood or other pathogens. The staff has also been trained by Northbay regarding safe work practices. The staff actively identifies safe school concerns and these are addressed by administration through site changes or training.

## **Disaster Procedures, Routine and Emergency**

See Vacaville Unified School District Standard Operating Procedures for Disasters (leaflet)

## **School Emergency Response Plan**

### **Emergency Response Team Assignments 2012-2013**

Student Supervision Coordinator      Shannon Cole

Kinder    Sondra Steck

|                 |                   |
|-----------------|-------------------|
| 1 <sup>st</sup> | Carol Colombani   |
| 2 <sup>nd</sup> | Joanne Monson     |
| 3 <sup>rd</sup> | Patty Anderson    |
| 4 <sup>th</sup> | Danielle Millward |
| 5 <sup>th</sup> | Diane Dahl        |
| 6 <sup>th</sup> | Carol Harless     |

|                                   |                |
|-----------------------------------|----------------|
| Missing Teachers                  | Debbie Mansell |
| Report to District Command Center | Jenn Kincaid   |

|                                |              |
|--------------------------------|--------------|
| Damage Assess./ Emer. Supplies | Karl Van Loo |
|--------------------------------|--------------|

|             |                |
|-------------|----------------|
| Search Team | Anne Silva     |
|             | Lynn Benevides |
|             | Stuart Russell |
|             | Melissa Woods  |
|             | Yana Sylvia    |
|             | Susan Lucas    |

|                     |                     |
|---------------------|---------------------|
| Parent Coordination | Stormy Wood-Burton  |
| Command Center      | Cathy Kerner        |
|                     | Annamarie Danielson |
|                     | Lynne Grow          |
|                     | Judy Schneider      |

|                              |              |
|------------------------------|--------------|
| First Aid                    | Julie O'Dell |
| Report to First Aide Station | Janet Hardt  |
|                              | Julie George |

All available noon supervisors report to Command Center for assignment.

Note: Command Center will be located by the gate on Edgewood Drive.

\*Alamo will use the VACAVILLE UNIFIED SCHOOL DISTRICT standard operating procedures for disasters as outlined in our “flip book” pamphlets. This may be found in each classroom and in the front office.

School and site activities are to be scheduled by the site administrator during the month indicated. School and site administrators should provide a schedule of emergency disaster preparation activities to the Vacaville Fire and Police Departments to observe activities and consult on procedures.

**After Traumatic Event Crisis Response Team** will assist the District support team after a traumatic event. The Alamo After Traumatic Event Crisis Response Team includes the principal, school psychologist, counseling intern, speech/language teacher, and the lead secretary.

In an effort to coordinate activities related to emergency and disaster preparedness, the Emergency Response Team has developed a schedule of activities for the 2012-2013 school year. The schedule includes the updating school safety plans, identification of site emergency response team members, district and site coordinated response drills.

There are two district-wide drills that will involve the activation of the Standardized Emergency Management System. The drills will involve the activation of Emergency Response Teams, Command Center, and Radio Alert Teams.

School and site activities are scheduled by the site administrator during each month. School and site administrators provide a schedule of emergency disaster preparation activities to the Vacaville Fire and Police Departments to observe activities and consult on procedures.

## **Section 7 Appendix**

# Parameters

- We will practice collaborative decision-making as appropriate, at all levels of the organization.
- Site-based decisions must always be consistent with the Strategic Plan of the District.
- We will operate safe school environments conducive to learning.
- We will not tolerate behavior that demeans the worth or dignity of any individual or group.
- Retention and adoption of programs and services must align with the Strategic Plan, provide for staff development and program evaluation and contain benefits justifying costs.
- All budget decisions will be made within the framework of fiscal solvency.

## Planning Team

|                  |                  |
|------------------|------------------|
| Allison Adcock   | Dawn Marsh       |
| Ami Blackstone   | Dave McCallum    |
| Jose Briseño     | Toni McCallum    |
| Cliff DeGraw     | Debby McGuire    |
| Lynda Donahue    | Moira McSweeney  |
| Tiffany Donahue  | Ed Murphy        |
| Jeff Erickson    | John Niederkorn  |
| Kim Forrest      | Greg Nordhues    |
| Denise Fracchia  | Nicola Parr      |
| Mark Frazier     | Jodie Phan       |
| George Glover    | Cheryl Ramos     |
| Brandon Granillo | David Robertson  |
| Randy Henry      | Sylvia Rodriguez |
| Dallas Jackson   | Graciela Vargas  |
| Laurie Jackson   | Derek Wickliff   |
| Shirley Lewis    |                  |



Vacaville Unified  
School District

## STRATEGIC PLAN

### Vacaville Unified School District Board of Education

David McCallum, President  
Larry Mazzuca, Vice President  
Sherie Mahlberg, Clerk  
Jerry Eaton  
Michael Kitzes  
Theresa Nutt  
Whit Whitman

John Niederkorn  
Superintendent and Board Secretary

Vacaville Unified School District  
401 Nut Tree Road  
Vacaville, CA 95687

### Facilitator

Shereene D. Wilkerson  
Associate Superintendent

Phone: (707) 453-6137  
Fax: (707) 453-7219  
Web Site: [www.vacavilleusd.org](http://www.vacavilleusd.org)

### MISSION

*The Mission of the Vacaville Unified School District is to graduate all students with academic excellence, commitment to community and confidence to achieve their fullest potential through a rigorous standards-based education program and a collaborative partnership of families, community and staff.*

Adopted and approved by the Board of Trustees on June 16, 2011



# Beliefs

## WE BELIEVE THAT . . .

- ◆ Every person is equally important.
- ◆ Individuals must take responsibility for their actions in order to enjoy the rights and privileges society provides.
- ◆ The family is the critical component in an individual's development.
- ◆ All students have unlimited potential.
- ◆ All students can learn.
- ◆ High expectations profoundly influence our performance and the performance of others.
- ◆ Every person is responsible for making the community a better place.
- ◆ Honesty and integrity are essential to building trusting relationships.
- ◆ Students learn best in a safe, healthy and respectful environment.
- ◆ Meaningful accomplishment enhances the motivation essential for continued success.

## Strategy 1

*We will provide a coherent, rigorous and relevant standards-based instructional program.*

- 1-1 **Ensure all students receive good first teaching, including the use of student engagement strategies and checking for understanding.**
- 1-2 **Ensure all certificated staff is engaged in meaningful collaborative time (Professional Learning Communities).**
- 1-3 **Ensure all sites know students by name and by need and provide targeted support for their high priority students.**
- 1-4 **Ensure all sites implement a Response to Instruction and Intervention system.**
- 1-5 **Ensure all sites operate a master schedule that reflects the needs of students.**

## Strategy 2

*We will build strong relationships based on mutual respect and trust.*

- 2-1 **Identify and reinforce relationships through common beliefs and expectations**
- 2-2 **Expect, validate and celebrate professional behaviors and accomplishments.**
- 2-3 **Encourage and improve trust and positive working relationships with staff, students, families and community.**
- 2-4 **Continue to improve and expand modes of communication.**

## Strategy 3

*We will continue to implement a wellness plan for students and staff, in partnership with families and community.*

- 3-1 **Provide safe and drug-free school sites.**
- 3-2 **Promote a youth-driven, holistic approach to optimal health for all students and staff.**
- 3-3 **Enhance Wellness Policy implementation by promoting and engaging families, staff and community partners.**

## Strategy 4

*We will secure and optimize all resources to ensure our Mission is achieved.*

- 4-1 **Align resources to accomplish priorities within a balanced budget while maintaining the priority that our students are our primary concern.**
- 4-2 **Pursue both revenue and non-revenue enhancement opportunities.**
- 4-3 **Develop and implement strategies to increase student enrollment.**
- 4-4 **Provide and adequately maintain the physical facilities, capital equipment, and other resources necessary to achieve our mission and objectives.**

# Objectives

- ⇒ All students will graduate.
- ⇒ *All students will attain or exceed grade level proficiency as assessed by the District and State Assessments, thereby closing the Achievement Gap.*
- ⇒ *All students will achieve individualized challenging learning goals that prepare them for successful transition to further learning and/or a meaningful career.*
- ⇒ All students will act responsibly in the school and community.

**Bold = Action Plan Activated**