

Comprehensive School Safety Plan Template

SCHOOL: Edwin Markham Elementary

County-District School (CDS) Code: 48-705736-051296

Principal: Manolo Garcia

Date of this revision: March 20, 2013

School Site Council Approval Date: March 25, 2013

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

Table of Contents

Section 1 - Site Council

- Signed Assurance Page
- Site Council meeting minutes approving plan with funding sources
- Safety Committee meeting dates to review and evaluate plan progress

Section 2 - SARC

Section 3 - District Strategic Plan

Section 4 - Site Strategic Plan

Section 5 - School Profile /Mission Statement

Section 6 - Site Comprehensive Safety Plan Components

- **Needs assessment of current status of school safety on campus and at school-related functions**
- **Shared school vision**
- **Strategies to address data from the Needs Assessment.**
- **Campus security strategies**
- **Assessment of the school's physical environment**
- **Procedures for receiving verification from law enforcement**
- **Prevention of peer violence/ Conflict Resolution /Mediation**
- **ATODV programs**
- **RtI² pyramid interventions**
- **Collaborative relationships**
- **Professional Development**

- **Child Abuse Prevention /Reporting**
- **Discipline Policies and Practices**
 - School Discipline rules and procedures
 - Policies related to suspension, expulsion or mandatory expulsion and other school-designated serious acts which would lead to suspension or expulsion
 - Discrimination and harassment policies , bullying prevention, hate crime reporting
 - School-wide Dress Code/Gang related apparel intervention
- **Notification to teachers pursuant to EC 49079**
- **Disaster procedures, routine and emergency**

Section 7 - Appendix

Section 1 - Site Council

Safety Committee Members



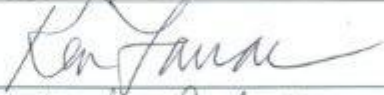


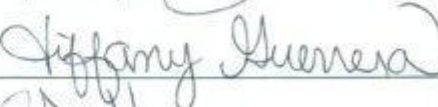

Names of Members	Administrator	Certificate staff	Other School Staff	Parent or Community Member / Other /	Secondary Student
Manolo Garcia	X				
Rayito Farris	X				
Norma Guerrero		X			
Dale Koenig		X			
Lori Hudock		X			
Scott DeHerrera				X	
Ken Farrar				X	
Tiffany Guerrero				X	
Adelina Perez				X	
Shirley Lario			X		
Numbers of members in each category	2	3	1	4	0

**SB 187 Comprehensive School Safety Plan
Assurance Page**

Edwin Markham Elementary School

Name of School

This certifies that the School Site Council/School Safety Planning Committee has developed/revised and approved the Comprehensive School Safety Plan.

Member (Print name)	Signature
Principal or Principal's Designee: * Manolo Garcia	
Certificated Teacher: * Lori Hudock	
Parent of Child Attending the School: * Ken Farrar	
Classified Employee: * Shirley Lario	
Law Enforcement Agency Rep:	
Student (grade appropriate)	
Other: Rayito Farris Assistant Principal	
Other: Tiffany Guerrero Parent	
Other: Scott De Herrera Parent	

***required members**

Date Annual Revisions Completed March 25, 2013 and approved by Site Council at a public meeting.

NOTE: The Comprehensive School Safety Plan revisions shall be submitted annually for approval by the School Board.

Agenda for the Markham School Site Council (SSC) /

Agenda para el Comité Consejero Escolar

March 25, 2013 at 3:00 PM in Room 16

25 de marzo, 2013, a las 3:00 PM en salón 16

I. Welcome / Bienvenida

Attendance: Parents: Scott DeHerrera, Ken Farrar, Adelina Perez

Administrator: Manolo Garcia, Rayito Farris

Certificated: Lori Hudock, Dale Koenig, Norma Guerrero

Classified: Shirley

Absent: Tiffany Guerrero

Meeting called to order by Ken Farrar at 3:10

II. Approve Minutes from March 7 SSC Meeting / Aprobar Minutos de las Juntas del Comité Consejero Escolar del 7 de marzo

Change wording “No longer operating 5th grade math class Learning 6th grade Math Curriculum due to logistical challenges.”

Motion to approve, March 7 SSC minutes: Dale Koenig

Second: Lori

Approved: All

Motion Passed

III. Review Markham School Safety Plan / Repasar el Plan de Seguridad Escolar de Markham

Rayito Farris went over plan as School Site Council members read along.

Norma Guerrero suggested that Noon Supes need clipboards so that they can write down problems students are having on playground during recesses instead reporting to the classroom teacher.

Security Square needs to be improved.

Dale asked why, on Page 8 #4 a., has to be broken down by race. Rayito responded that District wanted it reported that way.

Some “timelines” on the plan were changed to “on going”.

Norma Guerrero addressed that an anti bullying program should be addressed as it was mentioned in a previous SSC meeting – not just talking about it but needs to be implemented.

Looking into a detention room.....trying to have set teachers to stay with these students and be compensated for it. Looking for something comprehensive, preventative.

IV. Approve Markham School Safety Plan / Aprobar el Plan de Seguridad Escolar de Markham

Motion to approve Markham School Safety Plan: Dale Koenig

Second: Lori Hudock

Approved: All

Motion Passed

Manolo Garcia discussed our District-wide lock down drill. Feedback from Dale Koenig and Lori Hudock was that drill went well.

Next Meeting April 18th at 3:00PM / Próxima Junta el 18 de abril a las 3:00PM

Motion to adjourn meeting: Ken Farrar

Second: Manolo Garcia
Approved: All
Motion Passed
Meeting adjourned at 4:05

Safety Committee meeting dates to review and evaluate plan progress.

February 6, 2013
February 25, 2013
February 27, 2013
March 25, 2013

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
- Other committees established by the school or district (**list**) _____ Signature
- School Safety Committee

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: March 25, 2013.

Attested:

Manolo Garcia
Typed name of School Principal

Signature of School Principal

March 25, 2013
Date

Ken Farrar
Typed name of SSC Chairperson

Signature of SSC Chairperson

March 25, 2013
Date

Site Council meeting minutes approving plan.

Safety Committee meeting dates to review and evaluate plan progress.

February 6, 2013

February 25, 2013

February 27, 2013

March 25, 2013

Section 2 - SARC

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

Section 3 - District Strategic Plan (See Appendix)

Section 4 - Site Strategic Plan

Not Applicable

Section 5 - School Profile /Mission Statement

Introduction

School Profile

Markham School is one of eight elementary schools in the Vacaville Unified School District with traditions dating back to 1962. Markham Elementary school is a K-6 elementary school located in central Vacaville. It is a school-wide Title 1 program whose enrollment is 772 students. The student body is ethnically diverse: 75.8% of the students are Hispanic, 14 % are Caucasian, 5.6% are African American, 3% all others (Asian/Pacific Islander, Filipino, Alaskan, Native American), 54.5% are English Language Learners, 8% are students with disabilities, and 80.3% are socio-economically disadvantaged. In the past 10 years we have had a continuing demographic shift and according to our 2011-12 data, approximately 80% of our student body are eligible for free or reduced lunch and the English learner student population is continuing to grow.

Students and parents at Markham have two different program options. These include Spanish/English Dual Immersion Program (SPICE) and a Traditional Education Program (REACCCH – Raising Educational Achievement of Career and College-bound Children) that includes enrichment, leadership and life skills that uniquely prepare them to not only to graduate from high school prepared to enter college, but also to enter a global workforce. These two programs provide a context for cross-cultural education and foster appreciation for the diversity of our students, parents, staff members and community at large.

Markham School is rich in linguistic and cultural diversity which also brings its unique challenge in maintaining a safe, orderly, school environment conducive to learning for all students. This Comprehensive School Safety Plan will describe programs and strategies at our school and annual reviews from our School Site Council and Safety Plan Committee for improvements. Approximately 63% of students are learning English as a second language is four times the percentage of English Learners across the district and therefore, we are working hard on best practices that incorporate a cycle of inquiry during grade level collaboration to ensure that all students become proficient in English Language Arts and Mathematics on the California Standards Test (CST) as well as the California English Language Development State Test (CELDT).

Edwin Markham Elementary School Mission Statement

Our mission at Edwin Markham Elementary School, (hereinafter Markham School or Markham Family) in partnership with the community, is to build an academic and social foundation while educating, guiding and inspiring all students to be creative, innovative, and responsible citizens who have a life-long passion for learning, embrace cultural diversity, realize their full potential, value themselves and others, and find joy in life.

To accomplish this mission, we will develop a plan to work collaboratively, with parents, students, teachers, administrators, and community agencies, including law enforcement (hereinafter Markham Family), to provide a safe and orderly school and neighborhood.

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 and at school-related functions

Assessment of Current Status of School Crime and Safety

The Edwin Markham Elementary School Site Council and the Safe School Committee updated the Safe School Plan for 2012-2013 based on data primarily from Edwin Markham Elementary 2011-2012 school year.

The committee adopted the safe school vision for Markham Elementary School, which guided the development of this plan. To develop the plan, the members followed SB 187 Comprehensive School Safety Plan Matrix. Input for the plan was solicited from parents, students, and staff.

A. 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. Williams Act Information

B. The committee found:

1. API Score of 742 , with an increase of 23 points and growth target was met.
 - a. Subgroup API scores:

i. Black or African-American	691
ii. Hispanic/Latino	716
iii. White	879
iv. 2 or more races	818
v. Socioeconomically disadvantaged	707
vi. English Learners	699
vii. Students with disabilities	610

2. Average daily attendance is consistently 96% or better.
3. Truancy rate: 16.45% (127 students with unexcused absences of more than 30 minutes on 3 or more days.
4. No expulsion cases last year.
 - Suspension rate:
 - a. Total of 74 suspensions
 - i. 16.2% were from White student group
 - ii. 51.35% were from Hispanic/ Latino
 - iii. 14.86% were from Black/ African American
 - iv. 16.2% were American Indian
5. Four cases of vandalism were reported in 2011-12
6. No arrests on campus.

C. In addition to the above, the Safety Committee:

- Conducted a review of Markham's physical environment.
- Reviewed VUSD policies related to school safety and, where appropriate, the policies are included in this plan.
- examined Markham's current discipline, character education and conflict management programs
- Revised the school's parent handbook, dress code policy, playground policies, visitor policies and procedures, and home-school communication avenues.

Shared school vision

Markham Safe School Vision

- Markham School will provide students and staff a safe, orderly, and secure environment conducive to learning.
- Markham School will be a purposeful, orderly school where students and staff feel free to teach and learn without the threat of physical or psychological harm.
- Administration, teachers, parents, students and community members will work collaboratively to identify, establish and use strategies and programs to comply with school safety laws.

- Markham School will create a school in which pupils will attend regularly and establish procedures and strategies regarding attendance, health, behavior and academics to ensure student success at school.
- Markham family will develop an academic program that will focus on high expectations for student performance and behavior in all aspects of the school experience.

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.

Goals for 2012- 2013

1. Objective: Maximize safety and continue to explore options for designing an effective and sustainable policy for students' arrival and dismissal times.
Strategies: Continue to redesign parking lot with designated parking spots with student safety at arrival and dismissal times as highest priority; Maintain a strong relationship with city of Vacaville Police to enforce safe entry and exit from parking lot; Consider Parking is strictly for staff. Consider enclosing parking lot to limit families and students walking through cars. Consider improvements to student walkway adjacent to parking lot and third grade circle.
Responsibility: Administration, staff and parents
Timeline: Ongoing
Goal Partially Met: Site continues to examine parking lot needs and safety issues. The signs were added this year to identify parking for staff only. Participation in SR2S for 2013-14 will provide continued education on bicycle and pedestrian safety. Consideration is still being given to parking lot enclosure.
2. Objective: Reduce the incidence of threatening, hurtful or bullying behaviors on and off campus.
Strategies: Monitor student bathrooms, playground and park. Investigate models to improve school climate. Meet bi-weekly with noon supervisors to provide information and teach them how to look out for these behaviors and help resolve the issues.
Responsibility: Administration and staff
Timeline: Ongoing
3. Objective : To fully implement school-wide positive support and provide recognition to those students who demonstrate safe, respectful, and responsible behavior, and also to those students that demonstrate academic excellence or improvement the STAR test.
Strategies: Meet with teachers and administration to fine tune our student recognition and behavior expectations. School-wide classroom rules will be written and taught to staff

and students in order to systemically enhance our school-wide positive behavior. Announce students during AM announcements and provide certificates to students.
Responsibility: Administration, Leadership Team
Timeline: Ongoing

4. Objective: To provide additional supervision before school, during lunch, and afterschool in order to provide opportunities for safe, responsible, respectful, and positive student interactions.
Strategies: Seek out or hire additional help. Secure funding from grants, PTC, SR2R, Wellness.
Responsibility: Administration / Other School personnel
Timeline: Ongoing

5. Objective: Identify the number of students within the 74 (suspended group) who also scored FBB or FB on their CST/ CMA. Further sort this group by attendance patterns and identify interventions for top 10%.
Strategies: Run query in AERIES, determine loss of ADA and identify repeat offenders.
Responsibility: Administration/ Attendance Clerk/ Intervention Specialists
Timeline: June 2013

6. Objective: Analyze the 127 students identified as truant. Disaggregate into the following categories: number of suspensions, illnesses, chronic absenteeism (multiple truancy letters sent), Ind. Study requests, other. Ensure good first teaching. Know by name and need.
Strategies: Run query in AERIES. Contact teachers and work on strategies to increase attendance, rewards, parent contact, parent-teacher conference.
Responsibility: Administration, Classroom teachers, Attendance Clerk, Discipline Committee
Timeline: June 2013

7. Objective: Increase student recognition through our PRIDE slips, Student of the Month, phone calls, attendance, Accelerated Reader and assemblies.

Strategies: Train teachers on Student of the Month Procedures and forms, remind teachers and staff to use PRIDE slips and make positive phone calls home. Daily drawings for students that received PRIDE slips, provide certificates to those students have been nominated for Student of the Month by their teacher.

Responsibility: Administration, Classroom teachers, Attendance Clerk, Discipline Committee

Timeline: Continuous

Campus Security strategies

We commend the students, staff, parents and community for positively affecting the physical environment of Markham School. Through the course of several meetings with parents and staff, the school site council evaluated the ideas brainstormed at these meetings and will continue to investigate the implementation of these items.

See appendix for a complete list of security ideas generated at the meetings.

Assessment of the school's physical environment

Markham School is an open campus located in the City of Vacaville, area of Solano County that has a high crime rate and high poverty level. The immediate area around the school includes single family dwelling, apartments, churches and commercial businesses, Boys and Girls Center at Trower Center and City Parks. Present safety hazards include heavy traffic on Brown Street. Although the school is in the highest crime area of the city, the school incurs little vandalism which may be due to the feeling of residents that it is a hub of the community.

The grounds are often noted by parents, students and community members for their cleanliness, i.e. freedom from trash, graffiti, etc. This is due to an exceptional custodial crew as well as the feeling that the school is home to all of the students and staff and we all work together to keep it clean. Our lead custodian keeps a log on vandalism incidents; however, there have been only a few incidents of graffiti on campus. It is Markham's practice to make every effort to remove all graffiti before students arrive at school.

Markham school is an open campus however two clusters of classrooms (the primary circles are kept locked during after school hours. The playground is grass, concrete and asphalt and includes a basketball court and a play structure. Other ancillary structures include the main office, cafeteria, 6 restrooms, library, assistant principal and psychologist's offices, as well a storage and custodian closets.

The school's physical facility is well maintained. The grounds are clean and exterior walls have been painted within the last four years and all renovations from Measure V were completed in 2005. The Vacaville Unified School District's Facilities Master Plan incorporates plans for the "deportablization" of the school and the construction of a two-story school building on the south end of campus which would house all the current buildings; main office, library, cafeteria, classrooms, etc. Additionally, Vacaville maintenance personnel, on a work order basis, maintain the building and grounds. Periodic safety inspections are conducted by custodians, North Bay Insurance as well as the Solano County Office of Education as part of their annual William's Act facilities inspection.

Procedures for receiving verification from law enforcement

If a serious crime were to take place on campus then the school site would take the proper means of notifying parents as directed by the Vacaville Police Department and Vacaville Unified School District Superintendent's office.

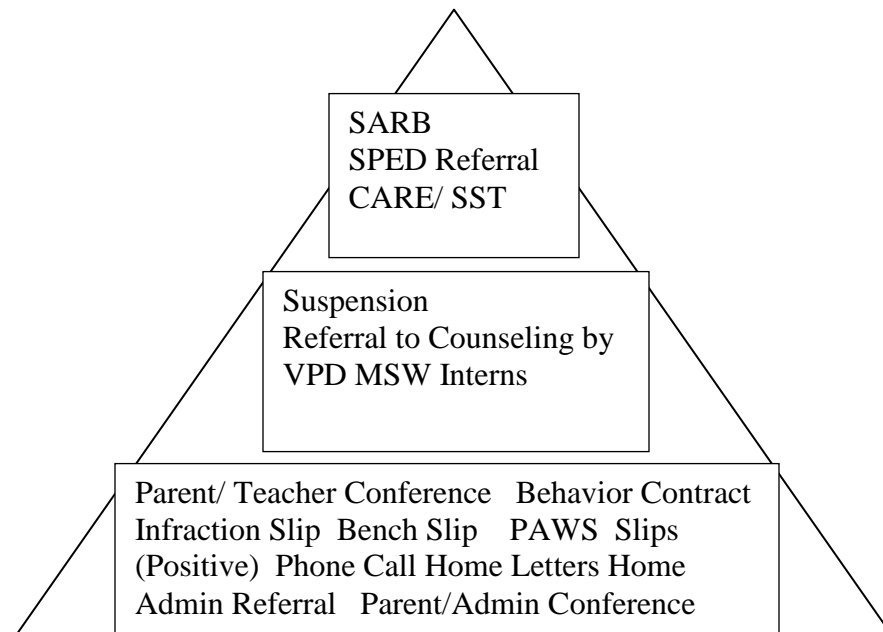
Prevention of peer violence/Conflict Resolution/Mediation

- Classroom teachers communicate classroom expectations and procedures with students and parents.
- Recess and lunch schedules are designed to minimize the numbers of students on the playground at any given time and maintain a safe ratio of support staff to students.
- Supervisors meet with administration regularly to address school-wide concerns and receive training and support.
- The school has a comprehensive Wellness plan supporting both physical and emotional well-being of staff and students.
- The school discipline committee reviews school rules and discipline policies as well as behavioral trends and makes suggestions for preventive actions. The discipline procedures are reviewed annually
- Markham has a school psychologist 3 days per week. Primary duties are assessment and support of special education students.
- Counseling services are available for general education students on a limited basis through intern services provided through the Vacaville Police Department.
- Markham has a comprehensive campus security plan which includes part-time noon supervisors. This plan is supported by the diligence and awareness of all staff members. Families and/or staff members are kept apprised of incidents and concerns as deemed appropriate by site and district administration through Global Connect, email or intercom
- Administration implements conflict resolution techniques to resolve all peer to peer conflicts.

ATODV Programs

- Youth Taking on Tobacco presentation is done annually with all fifth grade students. This is a drug awareness and impulse control program.

RtI² pyramid interventions



Collaborative relationships

- The Father's House
- Vacaville Police Department
- Solano Public Health Department
- Solano Transportation Authority
- ALZA Corporation
- CMF
- Travis Air Force Base Squadron

Professional Development

Weekly meetings with Noon Supervisors
CPR/ AED Training
Disaster/Hostile Act Drills

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

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 Markham Elementary School, the following disciplinary actions may be taken:

- Teacher/parent conference
- Principal/Assistant Principal conference
- Student Study Team (SST) referral
- Time out to refocus
- Detention (lunch, recess)
- School service work detail (community service)
- Behavior contract
- Counseling referral
- Loss of school privileges/activities for a period of time
- In house suspension
- Behavioral referral to SARB

Our discipline plan includes:

- Students are not to bring weapons to school. This includes pocket knives, nail clips with small knives attached, guns, razor blades, homemade weapons, toys that resemble weapons, etc.
- Possession of a weapon on school grounds will result in a referral to the principal and/or a referral for expulsion.
- Fighting is not allowed at Markham. The student will be counseled and consequences may include—detention and/or in house or home suspension.
- Students who engage in cyber-bullying are subject to disciplinary action in accordance with Assembly Bill 87.
- 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".

Discipline Handbook:

A copy of the Discipline Handbook is available in the front office at Markham Elementary School. This is sent home with students the first week of school.

Reference BP/AR 5144.1 and BP/AR 5144.2

Discrimination and Harassment Policies EC 212.6(b)

- Harassment is not tolerated at Markham 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 Markham School 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 write an incident report 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

- To insure their safety, students are expected to dress appropriately for all school activities. The school dress code is contained in the parent handbook. It is reviewed with students at the beginning of the year, during spring and other times as needed.
- Dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel".

Notification to Teachers, pursuant to EC 49079

Teachers are notified of students who have been suspended or expelled according to the Education Code 49079 and District Policy 5480. The principal or designee speaks directly to the classroom teacher(s).

Disaster Procedures, Routine and Emergency

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

School Emergency Response Plan (reference site copy,)

Team Assignments for Disasters

Note: All staff members please wear orange vests so you can be easily identified.

Command Center/Student Checkout

Function:

- ❖ Secure and account for all people on campus
- ❖ Facilitate orderly checkout of students
- ❖ As directed by superintendent, release staff from duty
- ❖ Monitor and record whereabouts of all people i.e., checkout injury, fatality, transportation
- ❖ Coordinate all functions pertinent to the disaster
- ❖ Facilitate a sign-out of student to authorized individuals as stated on the students' emergency card.

Materials:

- ❖ Walkie talkie
- ❖ Emergency cards
- ❖ Student sign out forms
- ❖ Emergency radio

Command Team

MANOLO GARCIA/ RAYITO FARRIS and/ or teacher in charge - Secure School Emergency Response Plan, bullhorn and pick up emergency radio. (need W/T)

BOBBIE/ ROBIN will ensure emergency cards are taken to command center. (need W/T)

Nurse, Health Clerk and/ or Shirley: Pick up first aid supplies from nurse's office and take to first aid center.

SHIRLEY LARIO: Pick up walkie talkies and supervise distribution to emergency teams. Turn on walkie talkies and set to channel 1(In order for this to happen you will need a box for them to be in...). Each team leader will have a walkie talkie. (need W/T)

LINDA GONZALES/ MIKE BAILEY: Pick up Earthquake emergency kit in circle and deliver to Command Center. Convene *Building security Strike Team* (need W/T)

BECKY ENSLEY/ MARIA ELENA: Help office staff as needed.

Command Center: (*Principal/Vice Principal or designee will determine*)

Office and immediate exterior, Picnic Tables adjacent to 2nd grade Building, or Other TBD.

Building Security Strike/Search and Rescue Team

Function:

- Turn off gas, electricity and water. (as needed per emergency)
- Check entire facility for injured, lost or hysterical students within 15 minutes.
- Put out any small fires.
- Check for and report safety hazards.
- Open blocked doors to release trapped students.

- Secure buildings in the following manner:
one diagonal strip of blue masking tape on outside of door means room has been checked; an X formed by two diagonal strips means fatalities inside.

Materials

- ❖ Search rescue kit
- ❖ Walkie talkies (one per team)
- Master keys (collect from office staff at command center)
- Crow bars
- Wrenches (to turn off gas and electricity)
- Fire extinguishers
- Hard hats
- Gloves
- Surgical masks
- Goggles

Team members:

Team 1: *Location – Kinder/1st Grade Circles/Rest Rooms, Third Grade Circles/Rest Rooms, First Five and MPR, Kitchen, Main Office*

KAREN GUY (need W/T)
MARIA ROSA SERRANO
ROSIE O'BRIEN

Team 2: *Location – Upper Grade Corridor Rooms 28-34 and Rooms 39 – 44*

ROXANN BURNS (need W/T)
KAREN SELLERS
LORI HUDOCK

Team 3: *Location – 2nd Grade Building: Rooms 20,21,22,23, Rooms 17 – 19, and 5/6th Grade Restrooms*

DESIREE MATTNER (need W/T)
CINDY SERRANO
DANESA ESPINOZA

Team 4: *Location – Headstart, Rooms 24-27 and 35-38*

DOROTHY MILLER (need W/T)
REBECCA SCHLAFER-MILLER
TOOTIE THOMPSON

First Aid Team

Function: Triage and provide first aid to victims.

Materials:

- First aid supplies
- Walkie talkie
- Blankets

Members: (need W/T)

Nurse (Team lead)

Health Clerk (Second in command)

KATHY VOUGH
 BOBBIE STRANGE
 ANA ALCO CER
 SANDY HALVERSON
 FRANCIS HERNANDEZ

/counseling

(Note: In absence of nurse, health clerk becomes first aid team lead.)

Security Square Coordination Team

Function: Communication hub for the security square. Teachers will report lost students to security square coordinators who will report to command center, search and rescue teams etc. about lost or injured children.

Material:

- Walkie talkie

Team members:

RAMIRO BARRON (need W/T)
 DARIAN SCHWIEGER

Perimeter Control

Function:

- ❖ Direct parents/others to check-in safe area.
- ❖ Discourage/prevent unauthorized and unaccounted departure of students.
- ❖ Direct Emergency Crew

Team Members:

JODY KNIGHT- Markham gate (need W/T)
 TERESA BARRON/ANNE STARR- Markham parking lot entrance (need 2 W/T)
 MICHAEL VANHOY - Brown St entrance (need W/T)
 ANA JAIME - Area in front of office (need W/T)

Student Supervision

Supervising Teacher	Class to Supervise
Vincenty	Burns
Blood	Schlafer
Godinez	Jaime
L. Vanhoy	M. Vanhoy
Hernandez	R. Barron
Carlson	Miller
Horsley	Mattner
Marin	Hudock
Felix	M. Serrano
Guerrero	Koenig

Baker	C. Serrano
Hedderson	Guy
Jones	Starr
Harrison	Guy
Millan	O'Brien
Russo	Espinoza

At large assignments:

Function: Report to Command center for assignment after securing own area and delivering students to security square. If you do not have students with you, sweep the area for lost or straggling students before reporting to Command Center.

Team members:

JUDI DANBACHER- Secure kitchen as safe and report to command center

MARIE PATE- Secure kitchen as safe and report to command center.

BETTY HENDRIX: Secure kitchen as safe and report to command center.

- For drills supervise students playing out scenarios in portable alleyway after delivering students to security square.

For drills, supervise students playing out scenarios in front of portables facing the playground:

KATHY VOUGH

FRANCIS HERNANDEZ

ANA ALCOCER

SANDY HALVERSON

JODY KNIGHT

LETICIA MARENTES

JJ FERRERIA

DONNA CARLON

Revised: 9//12

*Markham 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.

Adaptations for students with disabilities in ADA:

There are no unique building design factors at Markham Elementary School which need to be adapted for students with disabilities in case of an evacuation.

After Traumatic Event Crisis Response Team to assist the District support team after a traumatic event. (This team can be an existing team of staff from your leadership, MSAP or SST teams to provide crisis intervention to staff and students.)

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. These drills will be conducted on October 18, 2012 and March 21, 2013.

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.

Section 7 Appendix

Ideas to Increase Campus Security	Cost	Practicality	Effectiveness	Total Rating
Lock perimeter gates	1	1	1	3
Make sure visitors check in	1	1	1	3
Announce procedures during AM	1	1	1	3
Staff needs to be more vocal w/visitors checking in as visitors	1	1	1	3
Office requires visitor to show ID & call classroom that a visitor is on their way to classroom	1	1	1	3
Close sliding gate	1	1	1	3
Noon Supervisors more approachable	1	1	1	3
Buddy system for students w/o supervision	1	1	1	3
Educate students on policies/procedures (i.e. use sidewalks & crosswalks)	1	1	1	3
Make sure safety policies/procedures are shared w/subs	2	1	1	4
Flyers w/rules for visitors	2	1	1	4
Parents wait for students out front	1	1	2	4
Background check on non-parent volunteers	2	1	1	4
Educate parents on procedures for visiting campus	2	1	2	5
Post signs that visitors must check in	2	2	1	5
Visitors leave ID and return to p/u when leaving / Take sticker when visitor leaves	2	2	1	5
Supervision b/w MPR & Office	3	1	1	5
More gatherings w/parents &/ or staff to get to know each other	1	2	2	5
Fence next to office/ Front of School	4	1	1	6
Metal shutters on windows	4	1	1	6
Fence parking lot (control) / Force people toward office	4	1	1	6
Repair fences	4	1	1	6
Full time campus supervisor	4	1	1	6
Peep holes in classroom doors	4	2	1	7
Adult should answer classroom doors	1	4	3	8
Camera system (as a deterrent)	4	4	1	9
Move office	4	4	1	9
Staff member w/ walkie talkie at all entrances/exits at all times	4	4	1	9
Barbed wire on fences	4	4	4	12

1= No Cost 1=High 1=High
 2=<\$500 2=Moderate 2=Moderate
 3=\$500<\$1500 3=Low 3=Low
 4=\$1500< 4=Very Low 4=Very Low

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

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

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

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