

# **Comprehensive School Safety Plan**

**SCHOOL:** Eugene Padan Elementary

**County-District School (CDS) Code:** 48-70573-6051320

**Principal:** Sylvia Rodriguez

**Date of this revision:** March 28, 2013

**School Site Council Approval Date:** March 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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**Safety Committee Members (add columns as needed)**


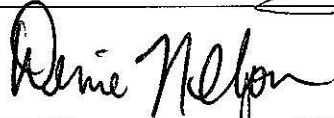

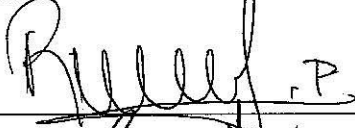

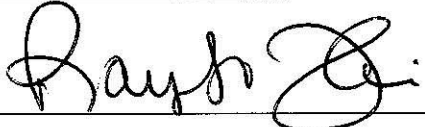
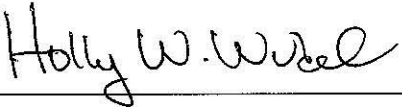
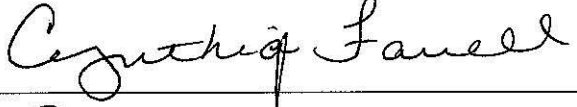
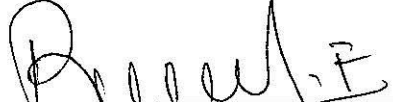
| Names of Members                    | Administrator | Certificate staff | Other School Staff | Parent or Community Member / Other / | Secondary Student |
|-------------------------------------|---------------|-------------------|--------------------|--------------------------------------|-------------------|
| Sylvia Rodriguez                    | X             |                   |                    |                                      |                   |
| Rayito Farris                       | X             |                   |                    |                                      |                   |
| Denise Nelson                       |               | X                 |                    |                                      |                   |
| Cynthia Farrell                     |               | X                 |                    |                                      |                   |
| Holly Wudel                         |               | X                 |                    |                                      |                   |
| Lourdes Cardenas                    |               |                   |                    | X                                    |                   |
| Sabrina Valdivia                    |               |                   |                    | X                                    |                   |
| Wendy LaFramboise                   |               |                   |                    | X                                    |                   |
| Sharon Solis                        |               |                   |                    | X                                    |                   |
| Rita Francis                        |               |                   | X                  |                                      |                   |
|                                     |               |                   |                    |                                      |                   |
|                                     |               |                   |                    |                                      |                   |
| Numbers of members in each category | 2             | 3                 | 1                  | 4                                    | 0                 |

## SB 187 Comprehensive School Safety Plan Assurance Page

### Padan Elementary

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:*  |     |
| Certificated Teacher: *  |     |
| Parent of Child Attending the School: *<br> |    |
| Classified Employee: *   |  |
| Law Enforcement Agency Rep:<br>Assistant Principal   |   |
| Student (grade appropriate)  |   |
| Other:<br>Holly Wudel  |  |
| Other:<br>Cynthia Farrell  |   |
| Other:<br><del>Denise Nelson</del><br>LOURDES CARDENAS   |   |

**\*required members**

Date Annual Revisions Completed March 20<sup>th</sup>, 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.



Home of the Padan Panthers  
SITE COUNCIL AGENDA/Minutes  
March 28, 2013

### OUR FOCUS THIS YEAR: (Our 3 big Initiatives)

**Focus on Learning:** (1<sup>st</sup> Good Teaching, Learning for All, Targets, EDI: LO, CFU, TAPPLE)

**Collaborative Culture:** (PLC Process and School Culture)

**Focus on Results:** (Formatives, Data-Driven Decision Making)

*Attending: Sylvia Rodriguez, Rayito Farris, Rita Francis, Holly Wudel, Denise Nelson, Cynthia Farrell, and Lourdes Cardenas*



- *Welcome*
- *Approval of Agenda*
- *Padan School Safety Plan – Review & Approval*

*Meeting was called to order by Rita Francis @ 3:05 and Signing of Assurance Page. The Purpose for today's meeting is to review plan and approve the School Safety Plan presented by Rayito Farris.*

*Plan consisted of following:*

*Demographics were reviewed: very slight change in demographics – not significant.*

*Over time we have increased in Hispanic and White students decreased.*

*Holly asked if the plan was always a year behind, Rayito answered yes. We are always writing for the current year. Rayito suggested that we start reviewing the plan in the beginning of the year and perhaps readjust goals at that time.*

*Under Needs Assessment: Would like to see attendance increase and discipline decrease. There was no expulsions last year and we had a total of 63 events of suspensions 2011-2012. We are suspecting that suspension has decreased this year. We have had 4 cases of vandalism reported (no arrests on campus).*

*Safe school vision is already in place.*

*Noon supervisors loading students in the afternoon and helping unloading students in morning do help. Parents are feeling safer with this and teacher commented that pick-up and drop off has been much better this year than in the past. However, we are still faced with the problem of the cars being backed up. This has been an ongoing problem and principal reported that this is also problematic for our other elementary schools. Mrs. Farris commented that we will be redesigning the parking structure and looking forward to working with City and District for other options.*

*Noon supervisors: ongoing training is necessary and monthly meetings. Training needs to continue and help supervisors position themselves in making themselves more aware and covering more ground.*

*Recognition of Students: Students are being awesome at assemblies we are still developing events and activities for recognition. Pride slips are working but needs to be more aligned. Hoping that School Climate committee revisits and we can use Leader in Me Process.*

*Rayito commented that we need to identify students with 63 suspension events – why are they getting into trouble and how are they scoring on CST's/CMA's/Benchmarks, etc. There is new board policy that indicates we need to have interventions in place for students with behavior that leads to suspensions. Discussion of behaviors that warrant a suspension.*

*Can families be SARBed for leaving early. Can we emphasis to parents about not picking up their students early and that it is disruptive for teachers.*

*Reviewed businesses and community members that have partnered with Padan. New Editions are 1<sup>st</sup> Baptist Church and added Shepard of the Hills.*

*We reviewed Padan's RTI Target.*

*Reviewed Discipline Policies.*

*Review Cyber bullying-Requires Admin. to investigage*

*We cannot research a student's cell phone we cannot search pockets/back pack*

*Planned approved and adjourned at 4:00.*

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

*February 6, 2013*

*February 8, 2013*

February 25, 2013  
March 28, 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:

Sylvia Rodriguez  
Typed name of School Principal

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

March 28, 2013  
Date

Sabrina Valdivia  
Typed name of SSC Chairperson

\_\_\_\_\_  
Signature of SSC Chairperson

March 28, 2013  
Date



## **Site Council meeting minutes approving plan.**

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

February 6, 2013  
February 8, 2013  
February 25, 2013  
March 28, 2013

### **Section 2 - SARC**

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

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

### **Section 4 - Site Strategic Plan**

Not Applicable

### **Section 5 - School Profile /Mission Statement**

#### **School Overview**

Eugene Padan Elementary School is a school wide Title 1 school located in Vacaville, a fast growing bedroom community situated between San Francisco and Sacramento. It was dedicated in 1968. Padan is committed to maintain a safe environment and provide a strong academic and social program. Padan also shares the facility with the District's County's Special Education Pre-school and Speech and Language Classroom serving 80 students. Additionally, we also house our District's Nursing Department. As one of the largest traditional elementary schools in the Vacaville Unified School District, it has an average enrollment of 666 students. Fifty-eight percent of our students are on the free/reduced lunch program. The school enrollment is made up of the following ethnic groups: 1.3% American Indian or Alaska Native, 0.8% Asian, 1.4% Pacific Islander, 2.7% Filipino, 10.4% African American, 48.8% Hispanic, 29.9% White, 4.5% of two or more races, 70.8 % Socioeconomically Disadvantaged, 31.1% English Learners, and 11.7% Students with Disabilities. Padan is proud to be a school of diversity and one that mirrors ethnicity in the state of California.

#### **SCHOOL MISSION STATEMENT**

The mission of Eugene Padan Elementary School in partnership with families and the community is to prepare all students to make good choices, be responsible citizens, have a passion for life-long learning, and reach their full academic potential. Our mission is accomplished by providing a rigorous academic program within an atmosphere of mutual respect.

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

## **Introduction**

### **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**

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

The committee adopted the safe school vision for Padan 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 759 , with an increase of 8.
2. Subgroup API scores:
 

|                                    |     |
|------------------------------------|-----|
| i. Black or African-American       | 736 |
| ii. Hispanic/Latino                | 726 |
| iii. White                         | 796 |
| iv. 2 or more races                | 814 |
| v. Socioeconomically disadvantaged | 725 |
| vi. English Learners               | 689 |
| vii. Students with disabilities    | 520 |

C. Average daily attendance is consistently 95% or better.

D. Truancy rate: 22.22% (148 students with unexcused absences of more than 30 minutes on 3 or more days.

E. No expulsion cases last year.

Suspension rate was 9.46%:

- a. Total of 63 suspensions
  - i. 4.8% were from White student group
  - ii. 2.25% were from Hispanic/ Latino
  - iii. 1.95% were from Black/ African American
2. Four cases of vandalism were reported in 2011-12
3. No arrests on campus.

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

- Conducted a review of Padan’s physical environment.
- Reviewed VUSD policies related to school safety and, where appropriate, the policies are included in this plan.
- Examined Padan’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**

**SAFE SCHOOL VISION STATEMENT**

We believe all students have the right to a rigorous educational program within a safe, healthy learning environment. To make this vision a reality all Padan family members have a commitment to three expectations:

- **Be safe**
- **Be responsible**
- **Be respectful**

Our *Site Strategic Plan* and our school wide discipline policy are closely aligned with the District's *Strategic Plan: Making a Difference for the Students of Vacaville* (See Appendix B)

### **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.

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 closing parking lot for structured times at the beginning and end of school.  
Responsibility: Administration, staff and parents  
Timeline: Spring 2013  
Goal Partially Met: Site continues to examine parking lot needs and safety issues. The signs were changed this year. Participation in SR2S for 2012-13 has provided additional information. Consideration is still being given to parking lot closure to parents and creating a staff only parking lot. Discussions have been had with the city, SR2S, and the district maintenance department.
2. Objective: Provide staff development to noon supervisors on how to reduce behavioral infractions and resolve conflicts and address student concerns on the playground.  
Strategies: Meet with noon supervisors bi-weekly.  
Responsibility: Administration
3. 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
4. Objective : To fully implement school-wide positive support and provide recognition to those students who demonstrate safe, respectful, and responsible behavior.

Strategies: Meet with the Positive School Climate Committee 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.

Responsibility: Administration, Leadership Team, Positive School Climate Committee.

Timeline: Developing

5. 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 school or hire additional help. Secure funding from grants, PTC, SR2R, Wellness.  
Responsibility: Administration / Other School personnel  
Timeline: Ongoing
  
6. Objective: Identify the number of students within the 63 (suspended group) who also scored FBB or BB 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
  
7. Objective: Analyze the 148 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
  
8. Objective: Increase recognition through our pride slips, Bionic Student, phone calls.  
Strategies: Distribute Bionic forms to teachers monthly, remind teachers and staff to use PRIDE slips and make positive phone calls home. Monthly drawings for students that received PRIDE slips, provide certificates to those students have been nominated for BIONIC by their teacher.  
Responsibility: Administration, Classroom teachers, Attendance Clerk, Discipline Committee  
Timeline: Developing

### **Campus Security strategies**

We commend the students, staff, parents and community for positively affecting the physical environment of Padan 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.

Campus is easily accessible – one main entrance/exit

Teacher/staff responses – parents not familiar

Locked vs. unlocked doors

Need of law enforcement presence

Stranger Danger trainings for Students

Safety begins internally – with students first.

Educate students and parents about rules/expectations on safety

Parent volunteers are not Campus supervisors

Fence entire school

Police presence at irregular times

Camera system

Signs (Door=No Badge, No Entry, Sidewalk=All Visitors Must Report to the Main Office, Restrooms=No Adults Allowed in Restrooms)

Badges for staff, frequent volunteers

Detailed response guide for staff

Enforce visitor pass rule

Park Supervision before and after School

Parents dropping kids off before 7:45 – no supervision

Administrators sweep the campus more often

Students need to check into ASES after school Program immediately

Utilize noon supervisors more effectively throughout the day

Students should not walk in front of the school or front office

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

As a result of renovation, Padan enjoys new and updated furniture and equipment in classrooms as well as heating and air conditioning. A covered outdoor eating area is now in place. Previous fundraisers provided money to purchase and install new equipment on Padan's three playground areas. A weather station has been added, and through a grant award to Padan School from PG&E, solar panels have been installed and hooked up. Security and safety conditions have been improved through the installation of a new school wide communication system. Comcast has contributed to landscaping the garden and quad areas. We recognize that plans for campus beautification must accompany our modernization efforts to ensure a safe school environment for learning. Policies, procedures, and programs are in place to ensure organizational safety.

### **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 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.
- Padan has a school psychologist 2.5 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.
- Padan 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**

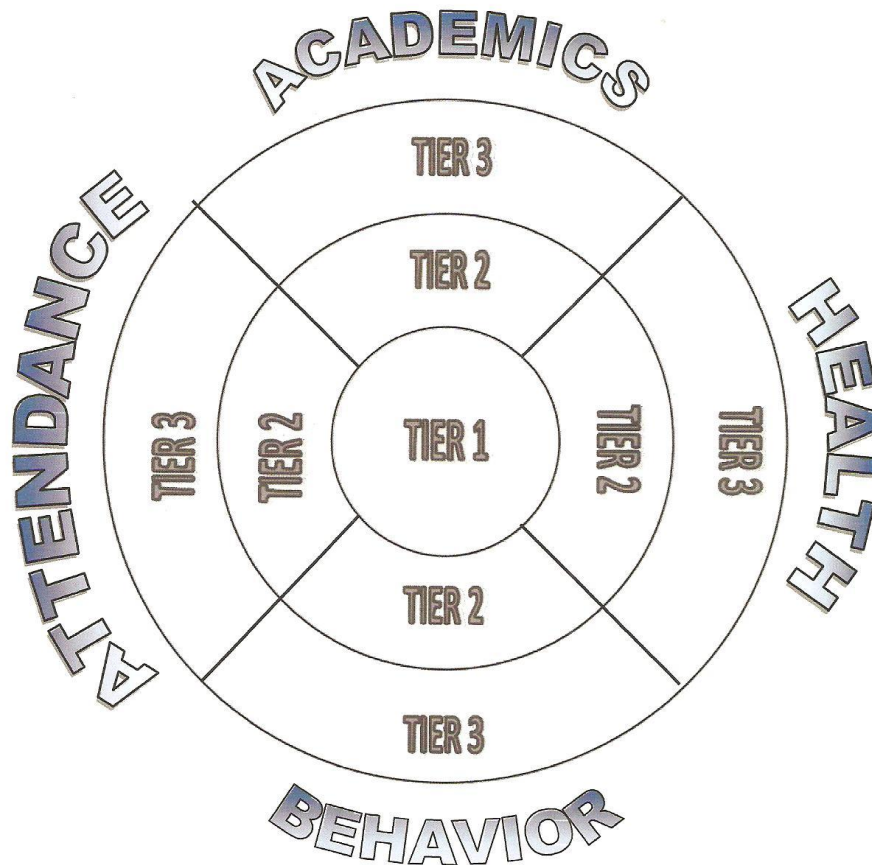
- Youth Taking on Tobacco presentation is done annually with all fifth grade students. This is a drug awareness and impulse control program.

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

# Padan Elementary's RTI Target

Response to Instruction & Intervention

All students will learn given adequate time and support



| TIER 1   | TIER 2   | TIER 3  |
|--|--|---|
| <b>INSTRUCTION FOR ALL STUDENTS</b>  | <b>SUPPLEMENTAL INSTRUCTION FOR SOME IDENTIFIED STUDENTS</b>                               | <b>INTENSIVE INTERVENTION FOR A FEW INDIVIDUAL STUDENTS</b>   |
| Classroom Systems<br>School-wide Systems<br>First Good Teaching<br><b>80% are Successful</b><br>Core Instruction | Extra Support or Extension More Time, Small Groups, or Both<br>Includes "At Risk" Students | Even More Time, Even Smaller Groups or Individual, or Both<br>Includes Intensive and/or Chronic Need Students |
| <b>SPECIAL ED (SPED)</b><br>RSP & SDC  |  |   |

Revised ja 7/28/12

**Collaborative relationships**



- Crossroads Church
- Vacaville Police Department
- Solano Transportation Authority
- North Bay Insurance
- CMF
- Genentech
- The Father's House
- 1<sup>ST</sup> Baptist Church
- Will C. Wood High School
- Shepard of the Hills Church

### **Professional Development**

Monthly 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**

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 Padan 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
- ACTION Referral

### **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 Padan. 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 Padan Elementary School. This is sent home with students the first week of school.

#### Reference BP/AR 5144.1 and BP/AR 5144.2

- Harassment is not tolerated at Padan 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 Padan 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".

#### **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 Bulling:**

- 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

**DISASTER TEAMS  
PADAN ELEMENTARY SCHOOL  
2011 – 2012**

**COMMAND CENTER**

**Emergency Operations**

Rodriguez – Mike Ensely  
Rayito Farris - Keck

**Communications/PR**

SylviaRodriguez  
Rita Frances

**Student Release**

Angie Powell  
Joy Smith/Cindy Henry  
Jane Klotz

**Search and Rescue**

**Team 1** – Patty W./Kathy P  
Rooms 56-68

**Safety/Security/Fire**

Librarian  
Harper

**First Aid/Medical**

Toni McCallum  
Laurie Jackson  
Cindy Corell  
Ledy Canales

**Team 2** – Holly Wudel/Cheryl Davis

Rooms 13-16 and 50-55

**Team 3** – Joy Alden /ShellyCapps/ Phil McCalpin

Rooms 9-12 and 23 & 23B

Staff Room

Library

Main Office

MP Room/Annex

**Shelter/Food Operation**

Cafeteria Personnel

(Sharon/Kara) Noon supervisors

**Team 4** – Gary Eisenberg/Annmarie Woehler

Rooms 1-8 and K1 and K2

**Damage Assessment**

Jim Hendrickson

Maint. Personnel

**Crowd Control/Direct Parents**

Diane Santamaria/Megan Morris

Denise Mattson

Tanya Welch

Kelly Marsh

Parking lot near office & K playground

Bark Box/Table area

Gate area near room 56

Gate area near room 65

**Roving Comfort**

Jennifer Mullen/Psy.

Lisa Frazier

VPD Interns

\*Instructional Assistants/ will stay with class assigned

Student Teachers

\*Jeannie Lavea, Lourdes Cardenas will remain in the U to help

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.)

**Adaptations for students with disabilities in ADA:**

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

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**

# 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**