

Wright Elementary School District
Robert L. Stevens School
J.X. Wilson School
Wright Charter School

School Safety Plan

Plan Reviewed By:

School Site Council

Board of Trustees

Site Teaching Staff

Reviewed by School Site Council:

March 14, 2017

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WRIGHT CHARTER SCHOOL SAFETY PLAN
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I. Introduction

What is a Safe School?

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical violence or psychological harm. They are characterized by sensitivity and respect for all individuals, an environment of nonviolence, clear behavioral expectations, and disciplinary policies that are consistently and fairly administered. There is a sense of community on the school campus with support and recognition for positive behavior. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness and a nice appearance of the campus and classrooms.”

Taken from *Safe Schools: A Planning Guide for Action*
California State Department of Education, a document used in the development of this plan

Wright Elementary School District Vision

The Wright Elementary School District shall create an environment that encourages every child to work to his or her potential, builds basic skills, kindles and nourishes curiosity, teaches problem-solving, encourages children to love learning, and inspires both teachers and children.

Wright Elementary School District shall provide opportunities for children to develop personal and civic responsibility, self-discipline, necessary skills for economic independence, and a positive code of ethics supported by the community at large.

Wright Elementary School District shall respect each individual, honor differences, and strengthen the community by educating its children and engaging families in the educational process.

Wright Elementary School District Mission

The mission of the Wright Elementary School District is to prepare children academically and socially to function responsibly in society and to envision their goals in life.

Rights

“All students and staff of primary, elementary, junior high, and high schools have an inalienable right to attend campuses which are safe, secure and peaceful” (*California Constitution, Article 1, Section 28©: Right to Safe Schools*).

Procedures for Approval and Annual Review

The Wright Elementary School District comprehensive school safety plan will be reviewed, evaluated and amended, as needed, each school year by the School Site Councils and the Board of Trustees, and presented for public hearing at an annual meeting of the Board of Trustees. An updated file containing all safety related plans and materials is available for public inspection at the District Office and at each school site.

II. An Assessment of the Current Status of School Crime

The schools in the Wright Elementary School District are generally safe. There are some minor student-to-student incidents of fighting that are handled per each site's student discipline procedures. There are incidents of vandalism and graffiti reported annually in addition to occasional incidents of theft. Staff, Site Council, Planning and Communication Team and the District Safety Committee review these issues and develop strategies to make the schools safer. Recent discussions and subsequent plans have included facilities upgrades, parking lot safety, sexual harassment policies, cafeteria procedures, earthquake and disaster preparedness, and first aid/CPR. Principals submit a form to the district office detailing any crimes that have been committed involving their campuses. The superintendent analyzes and compiles these reports and sends them to the State in the biannual Safe Schools Assessment Report. (Copies are available at the district office.) Minor student fights are not reportable to the State. Student suspensions are reported annually on the School Accountability Report Card. Incidents of theft and vandalism are reported to the State when they cost the district over a hundred dollars, and they are indicated in the table below. Incidents of graffiti are reported to the police department and the graffiti is removed or painted over as soon as possible.

Incidents of Crime 2015-2016

School	Robert L Stevens	J.X. Wilson	Wright Charter
Number and types of crimes reported	Graffiti 10/14	0	0
Cost of vandalism	\$555	0	0

Enrollment and Average Daily Attendance for 2015-2016

School	Robert L. Stevens	J.X. Wilson	Wright Charter
Enrollment	563	557	517
ADA	539.05	536.93	495.65
%	95.75%	96.40%	95.87%

Suspensions and Expulsions: 2015-2016

	School	District
	2015-16	2015-2016
Number of Suspensions	25	41
Rate of Suspensions	.05	.03
Number of Expulsions	0	0
Rate of Expulsions	0	0

Staff Survey Statement 2016:

Statement	% Agreement
Wright School is a safe place for students.	92%
Wright School is a safe place for staff.	96%

Parent Satisfaction Survey Statement 2015:

Our school is safe for students and staff.	91%
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III. Procedures for Complying with Existing Laws Related to School Safety

A. Child Abuse Reporting Procedures

All school staff actively monitors the safety and welfare of all students. Staff members understand their responsibility as childcare custodians and report all cases of known and suspected child abuse as per district policy.

When a case of child abuse is suspected, the employee having suspicion of the abuse and the school administrator discuss the matter. The suspected abuse is reported to Child Protective Services (CPS) within 24 hours and a written *Suspected Child Abuse Report* is completed and sent to the CPS within the required three days. Plans are developed to insure on-going monitoring of the student. School staff members work closely with police and CPS with follow-up actions as needed.

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. The principal maintains copies of all written reports.

B. Employee Training

Staff training and/or review of the following safety procedures is provided yearly:

Child Abuse Reporting

Blood Borne Pathogens

Disaster and Crisis Response

SB 198 Safety in the Workplace

First aid and CPR training are offered yearly

Resiliency and Bully information and strategies are discussed regularly

C. Disaster Procedures, Routine and Emergency

The district maintains a disaster plan and emergency procedures at each school site, which are updated annually. Monthly fire drills, semiannual earthquake preparedness drills and lockdown drills are conducted. Plans are developed in accordance with School Guard's Emergency Operations Plan for Schools, The Sonoma County School Crisis Response and Recovery Plan and the Wright School District Policies.

D. Policies Regarding Actions That Would Lead to Suspension and/or Expulsion

It is the intent of the governing board to maintain a safe learning environment for all students.

Disciplinary actions are conducted in a manner consistent with federal law, the Education Code of California, governing board policies, and district administrative rules and regulations. With regards to student discipline, school staff adheres to the procedures set forth in each school's Student Handbook and Parent Information Handbook.

When suspension is necessary, due process is followed. If the suspension involves a special education student, administrators adhere to IDEA guidelines and district policies regarding student discipline.

E. Procedures To Notify Teachers of Dangerous Pupils

As students enroll in the district, school Office Managers contact previous schools to request cumulative records. When the cumulative records arrive at the school the principal reviews the file and informs the receiving teacher in writing of any potentially dangerous student behaviors.

The previous teacher provides student placement cards. These cards contain information about student behavior, academic progress, and any other information relevant to student performance and behavioral issues.

Teachers are notified when one of their students is suspended.

F. Sexual Harassment Policy

Sexual harassment of any student or employee by another person is prohibited. The district updates annually and distributes to all employees and parents the policies prohibiting student-to-student sexual harassment and distributes to all employees policies prohibiting employee-to-employee sexual harassment.

Staff members are instructed about the definition of sexual harassment and reporting procedures. Students are directed to immediately report incidents of harassment, sexual or otherwise, to an adult (parent, teacher, instructional assistant, or administrator). All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

1. Conflict resolution and discussion among the parties involved, when appropriate.
2. Student counseling and education, when appropriate.
3. A report to the police or CPS, as appropriate by law.
4. Student disciplinary actions, which may include placement on a behavior contract, other appropriate means of corrections, suspension, or a recommendation for expulsion.
5. Employee disciplinary action is described in policy, State law, and Education Code.

District policy and State law related to sexual harassment of students or employees requires the following:

1. Posting the district's sexual harassment policy in a prominent location at each school.
2. Notifying the staff, students, and parents of the sexual harassment policy each school year or at the time of enrollment.
3. Including notification of the sexual harassment policy as part of any orientation materials or programs for new students or employees as they enroll or are hired.
4. Including the sexual harassment policy in school and district publications.
5. Taking appropriate administrative actions to reinforce the district policy by providing staff in-service and student instruction or counseling.
6. Directing that teacher-led discussions be conducted on this policy with students in **age-appropriate ways** and assuring students in that discussion that they need not endure any form of sexual harassment.

Students and/or their parents and employees can use the District's Uniform Complaint Procedures form to file a formal complaint of sexual harassment.

G. School-wide Dress Code

The governing board sanctions the expression of a student's uniqueness and individuality by means of the student's dress when dress is reasonable, appropriate, and consistent with behavioral expectations and safety procedures at the school. Restrictions on student dress will be imposed when a student's clothing presents a health or safety hazard or a distraction that would interfere with the educational process. The following guidelines govern student attire in our district:

Clothing, especially t-shirts and jewelry, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, gang related, or sexually suggestive. Clothing which advocates racial, ethnic or religious prejudice, or the use of drugs and alcohol is also prohibited.

Reasonable dress and grooming regulations may also be established for extracurricular or other special school activities.

The dress standards are shared with students and parents in each site's Family Handbook

H. Procedures for Safe Ingress and Egress of Pupils

The school site Parent Information Handbook defines procedures for safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision. Parents are informed of procedures for drop-off and pick-up. Also, safety procedures and expectations are described for those students who ride the bus, ride their bikes and walk to and from school. Principal's newsletters provide frequent reminders about traffic and campus safety.

At the beginning of each school year, school personnel take the time to discuss school rules and safety procedures including safe ingress and egress of pupils. Teachers provide yard supervision at the beginning of each school day. Adult supervision is also provided at the end of the day or until the buses leave.

Staff members are vigilant about visitors on campus, and all school guests are asked to sign in at the office and obtain a visitor's badge for purposes of identification. If a person's presence on campus is questioned, immediate investigation is undertaken and the police department may be contacted as necessary.

I. Safe and Orderly Environment Conducive to Learning at School and Rules and Procedures on School Discipline

Classroom teachers maintain classrooms conducive to learning. A variety of classroom management strategies, procedures, and routines are employed to promote a safe and secure learning environment. Student Handbooks address all aspects of student behavior at school. Students are made aware of expectations for their behavior in the classrooms and on the yard. The Student Handbook is sent home with each child and parents review this document with their children. Students and their parents sign a Code of Conduct, which is kept by the child's teacher for the duration of the school year. In addition, information about student discipline is repeated in the Parent Information Handbook. As new students enroll in the district, copies of these documents are given to their families.

J. Condition of the School's Facilities

School Facility Conditions -- Results of Inspection and Evaluation: Fall 2016

Data reported are the determination of good repair as documented in a completed Interim Evaluation Instrument, including the school site inspection date, the Interim Evaluation Instrument completion date, and the date of any remedial action taken or planned. Additional information about the condition of the school's facilities may be obtained by speaking with the school principal.

Interim Evaluation Instrument Part	Facility in Good Repair		Deficiency and Remedial Actions Taken or Planned
	Yes	No	
Gas Leaks	x		
Mechanical Systems	x		
Windows/Doors/Gates (interior and exterior)	x		
Interior Surfaces (walls, floors, and ceilings)	x		
Hazardous Materials (interior and exterior)	x		
Structural Damage	x		
Fire Safety	x		
Electrical (interior and exterior)	x		
Pest/Vermin Infestation		x	Pest Control Company contacted and vermin abated
Drinking Fountains (inside and outside)	x		
Restrooms	x		
Sewer	x		
Playground/School Grounds	x		
Other – Dry rot on entry platforms outside of select portable classrooms		x	Placed on list for summer repair

IV. Strategies and Programs That Provide and Maintain a Positive School Climate and Maintain a Safe, Clean Physical Environment

School safety is enhanced when a caring school environment is created and maintained. Students need to feel welcome and valued. The following components of our school's basic programs help to provide this caring environment.

The Learning Environment

- ❖ **Character Education, Citizenship and Merit Programs:** All three sites have a character education program. Monthly citizen or merit assemblies are conducted. Students who demonstrate characteristics of good citizenship are publicly recognized for their accomplishments with an award. These assemblies also provide a format for discussing behavior and safety issues. At Wright Charter School the assembly is held to recognize a Citizen of the Month from each class and is held once a month. Student's receiving an award also gain invitation to a Lunch Party hosted by the school principal or designee. Students eat lunch on the stage with the principal and are then provided with a fun dessert. Students who have earned a Cougar Paw for Safe, Responsible and/or Respectful behavior during the month participate in a lottery during the monthly assembly. If their name is drawn they are able to choose a prize from the school prize box in the principal's office.
- ❖ **BEST (Building Effective Schools Together):** BEST is a research-based school-wide positive behavior program designed to promote a healthy school climate. The success of the program depends on all staff explicitly teaching and reinforcing behavioral expectations in classrooms, office and all common areas. All behavioral expectations are arise out of three basic tenets: **Be Safe, Be Respectful, Be Responsible.** These expectations are re-taught and reviewed throughout the school year. School/Home communication is essential, ensuring that the message about behavioral expectations is consistent.
- ❖ **Violence Prevention and Bully-Prevention Curriculum:** Wright Charter School has purchased curriculum from the Sonoma County Medical Association Alliance. This curriculum is a research-based social skills curriculum that teaches and promotes positive problem solving strategies for use by pupils. The program is called Second Step and approaches the instruction of social skills through problem solving, anger management and empathy. Each teacher has a Second Step curriculum kit available to them for use with their students.
- ❖ **Tool Box Curriculum**
"Toolbox," the district-adopted social/emotional curriculum is taught in all grades K-8. During the 2013-14 school year, new teachers received professional development in the implementation of the program and experienced teachers received a refresher course. In addition, two teachers from each site participated in a county-wide consortium of Tool Box educators where they shared instructional strategies, implementation ideas, and exchanged grade-specific lesson plans. Classified staff participated in Tool Box training and the California Parenting Institute hosted a Parent Information Night for parents interested in learning more about Tool Box and how it can be used at home. The program is designed to develop resilience in students, guide them in successfully dealing with difficult inter-personal issues, and to engender empathy.

- ❖ **Discipline Procedures:** Each school in the district has developed and articulated plans for student behavior. These plans were developed with teacher and parent input and are amended as needed. Both the Parent Handbook and the Student Handbook spell out the expectations for student behavior, school rules, and procedures for student discipline.
- ❖ **Languages:** Effective schools recognize that students who are learning English need additional help such as tutors, buddies, and in some cases, bilingual materials. Their parents also need to feel part of the school and have input into programs. Currently the majority of second language learners at Wright Charter School speak Spanish as their first language. Whenever possible translation is provided to students and parents in the Spanish language to support student growth. Students are supported in the acquisition of English through our school wide Academic Language Development Program and through our English Language Learners Program.
- ❖ **Staff Development:** Training in school safety is provided annually to certificated and classified staff. Disaster plans are practiced regularly. Staff development on the topic of establishing and maintaining positive school-wide behavior is on-going and is complimented through strategies in the BEST program.
- ❖ **Buddy Systems:** At all three sites, students participate in a “buddy program” which teams younger and older students together. This helps to build a sense of community in the school, develops a sense of competence, and instills empathy in older students. It also gives younger students role models for caring and helping.
- ❖ **G.A.T.E (Gifted and Talented Education):** The Gifted and Talented Education Program provides additional academic challenges for students who qualify.
- ❖ **Music:** Opportunities for students to receive formal music instruction is provided for all students Kdg through 6th Grade. Students in the fifth through eighth grades may choose to join the band.
- ❖ **After School Program:** As Title 1 Schools, Wright School and R.L. Stevens School currently participate in the Cal Serves After School Program. Students in grades 1-8, who qualify, are provided with valuable recreational and academic activities that keep them actively engaged during after-school hours.
- ❖ **One:One Tutoring:** As Title 1 Schools, Wright School and R.L. Stevens School currently participate in the Cal Serves Tutoring Program. Students who qualify are provided with one to one tutoring assistance in reading. This program is designed to increase reading skill development.
- ❖ **ABC Club for Kindergarten:** Students who qualify are provided with after school intervention in phonemic awareness and phonics development to promote reading readiness.
- ❖ **Sports Teams:** Schools regularly promote participation in inter-district sports teams for both boys and girls in grades 4-6. Sports Teams for students in grade 7 and 8 are currently in development for our next school year.
- ❖ **Jump Start Intervention After-School:** The district holds trimester Jump Start Intervention programs to improve reading, writing, or math performance for those students identified as needing additional support. These intervention programs are held after school and offer students approximately 12 hours each of targeted instruction.

❖ **School-Wide Garden Program:**

Wright Charter School is home to a magnificent school garden that acts as an outdoor classroom where students learn basics of horticulture, botany, life cycles, plant propagation, the care and maintenance of both edible and ornamental plants, the impact of weather, seasons and climate on the plant world and the important and integral role plants play in the health of the planet and people play in the health of the plants. Our garden coordinator works with teachers, parents, and students to promote positive learning experiences while teaching students the basics of gardening and maintaining a healthy garden.

The Physical Environment

The second component of a safe school is the school's physical environment. The following attributes of the physical environment contribute to safety in the Wright School District:

- Classroom furnishings are attractive, comfortable and are in good condition.
- The Wright School campus is landscaped and spacious. Regular mowing, weeding, and other maintenance activities provide the orderly appearance.
- Recreational equipment is provided and safety of equipment is monitored.
- Students have adequate space and equipment with which to play at recess times, which keeps them productively occupied.

Action Planning

Action is planned and taken as the need arises. Annual review of this plan helps the School Site Governance Council and the Board of Trustees focus on school safety and suggests additional ways to make our schools safer. In addition, following each emergency and disaster drill, meetings are held with staff to determine ways to improve emergency procedures. Our principals lead on-going efforts to increase school safety at their school sites.