

Havens Elementary School  
Comprehensive School Safety Plan  
2010-2011

As specified in Senate Bill 187, a Comprehensive School Safety Plan and Emergency Preparedness Binder are maintained in the school office and are available for public review. The binder is updated annually and more often if necessary.

**Assessment of Current Status of School Crime:** Piedmont Unified School District has a low incidence of crime on its school campuses. Havens Elementary School has not reported any crimes so far this school year and did not report any last year.

**Child Abuse Reporting Procedures:** Copies of reporting procedures are included in the binder and are distributed to all faculty and reviewed at a staff meeting at the beginning of each school year.

**Disaster Procedures, routine and emergency:** Emergency Preparedness is addressed through well communicated plans and regularly scheduled drills: monthly fire drills, earthquake drills, review of intruder alerts at faculty meetings, periodic district wide evacuation drills, and a shelter-in-place drill should there be a need to stay inside. The school has 7 radios for use on site and across the district. A megaphone is kept with the emergency supplies and is used to give directions on the playfield. Our PE teacher also has a megaphone in the multipurpose room. Our Parent Club actively assists the school with comprehensive procedures, equipment and practice. Our new intercom system would be accessed for communication in the event of a shelter-in-place situation. A copy of the Havens Incident Command System is attached as well as our Emergency Student Release Procedures.

**Policies related to suspension, expulsion or mandatory expulsion and other school designated serious acts which would lead to suspension or expulsion:** Board policies are reviewed annually. It is extremely rare that a student is suspended at the elementary school level. There are no suspensions at Havens School this year and there have been none for the last few years.

**Notification to Teachers pursuant to EC 49079:** This section outlines policies regarding notification to teachers about students who have engaged in dangerous behaviors. This is not a typical need at the elementary level in our District.

**Sexual Harassment Policy:** Our District's policy is distributed to all staff at the beginning of each school year and reviewed at a faculty meeting annually. Teachers consistently reinforce the broad concepts associated with the policy during LifeSkill discussions. Teachers and Yard Supervisors receive training in supporting a school culture that is based on respect.

**School Wide Dress Code:** Havens Elementary School does not have a school dress code although appropriate clothing for school is required.

**Safe Ingress and Egress of Pupils, Parents and School Employees to and from School:** Maps illustrating exits for an evacuation from all classrooms are included in the binder and posted in each classroom. Regularly scheduled drills help school personnel, students and parent volunteers become familiar with these predetermined routes.

Adult crossing guards help children use the crosswalks at Highland and Oakland Avenues, Oakland and Bonita Avenues, and Highland and Craig Avenues. Fifth grade students on the

Safety Patrol assist in the safe arrival and departure of students. Children who walk to school generally walk with a buddy. Handicap parking and access is provided on Oakland Avenue. Our classrooms are handicap accessible. Handrails and safe surfaces are maintained for the safety of all.

**Safe and Orderly School Environment:** Existing resources are compiled and kept in the principal's office in a binder labeled Comprehensive Safety Plan and Emergency Preparedness Binder. Additional communications about a safe and orderly school environment are shared with the school community through the Havens Highlights' columns and announcements. Each classroom, each space with a program run by a teacher specialist, and the office are equipped with an emergency backpack that contains emergency and first aid supplies. Copies of emergency cards for each class are kept in the backpack. Food, water and additional supplies are stored on campus in case of emergency.

All classrooms and offices will have telephones. Each classroom is accessible by the office through our PA system for both emergency and routine needs. All visitors are required to sign in at the office before entering the campus.

School classrooms are attractive, clean and inviting. We returned this year to our new school, built during the 2009-2010 school year. Exterior appearance is exceptional. Any graffiti that is discovered is removed immediately. Two full time custodians maintain the campus and the District Maintenance Team takes care of larger projects and long-term maintenance. Teachers maintain an environment conducive to learning and all classrooms are decorated to reflect the curriculum. Classroom disruptions are minimized and instructional time is protected through the joint efforts of faculty and staff. A school counselor is available to help children with conflict resolution, social skills and other areas of concern.

The principal, faculty and staff provide campus security. Teachers supervise the playgrounds at each recess. Yard supervisors watch the students during lunch time. Each playground is staffed by at least two and usually three adults. Additional supervision is provided by 1:1 paraeducators.

**Rules and Procedures pursuant to EC 35291 and EC 35291.5:** In order to create a school environment that is a safe, kind, respectful place for learning, our entire school community embraces the Lifelong Guidelines and Lifeskills developed by Susan Kovalik and Associates. The Lifelong Guidelines are Trustworthiness, Truthfulness, No Put Downs, Active Listening and Personal Best. The Lifeskills are: Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility and Sense of Humor. Each classroom has rules that are consistent with the Guidelines and Lifeskills. Havens School is supporting these efforts through school-wide assemblies and classroom activities.

Consequences for not following school and/or classroom rules may include the following: "talking it out" with an adult, writing a note of apology, contact with a parent, missing a recess or spending some of the playtime on the bench, eating lunch in the office and/or talking with the principal. District guidelines for suspension or expulsion are available should the need arise.

Although we have a large student body, our playgrounds run smoothly and safely. We have some activities designated by grade level, but most of the playground is open to all. Guidelines and procedures have been developed and shared with each classroom for the playgrounds. Our playground rules are attached to this report.

All yard supervisors have been coached in helping children resolve conflicts using their words. Our Lifeskills program, high visibility of adults on campus including parent volunteers, and a consistent reinforcement of the guidelines for acceptable behavior create a safe environment for all students. We have a school counselor to work with individuals and small groups of students to enhance social skills and problem solving strategies. Additionally she meets with parents to help address a family's needs as they relate to their child's education.

PEP (Parent Educator Program) training in third, fourth, and fifth grades help children develop positive decision making skills. A health education program for our fifth graders that focuses on puberty also reinforces making positive decisions.

**Hold a Public Meeting:** The School Site Council meetings serve as the public meetings for the review of the School Safety Plan. At its meeting on December 7, 2010 the School Site Committee will review the Plan and determine that:

The safety plan addresses the needs of the school and the students within the school by providing a comprehensive plan that addresses emergency preparedness through well communicated plans, regularly scheduled drills and guidelines for student behavior that are consistently monitored and reinforced.

In reviewing the plan, the School Site Council will consider the following: the plan assures each student a safe physical environment by providing a well-maintained building, safe campus and safe ingress and egress to and from school.

We continually strive to ensure that Havens School is an emotionally nurturing environment that is a safe, kind, and respectful place for learning. Evidence of this environment includes our emphasis on the Lifelong Guidelines and Lifeskills and their visibility throughout the school. Examples of these behaviors being put into practice by our students and the adults within our school community are everywhere. Each month a school-wide LifeSkills assembly is held to recognize students from every classroom that have consistently displayed the LifeSkills studied that month. Students know that the adults at Havens are here to help them if the need arises and they willingly seek out their teachers, the school counselor, and/or the office staff. Fifth grade students have positions of leadership and responsibility on the School Traffic Patrol and in Leadership groups. Cross grade level activities take place weekly as part of our Buddies program.

Students are provided resiliency skills through the explicit teaching of conflict resolution and positive decision making taught through PEP, and the fifth grade Health Education program. Teachers and the school counselor lead discussions that help develop resiliency skills on an ongoing basis as they relate to daily events at school.

The School Site Council recommends the School Safety Plan to the PUSD Board of Education for approval.

**STAFF**

**SIGNATURE**

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