

Wildwood Elementary School
Comprehensive School Safety Plan
2010-2011

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

Assessment of Current Status of School Crime: To date, Wildwood West Elementary has reported two thefts this school 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, district-wide evacuation drills every other year, and review of intruder alerts/shelter-in-place drills at faculty meetings; should there be a need to stay inside. The school has 6 radios for communication on site and across the district. A Nextel phone is also used for communication between the site and the District office. A megaphone is kept in the office that can be used to give directions to students on the playground. Our email system can be accessed for communication in the event of a shelter-in-place situation. Our Site Plan for Emergency Preparedness is attached.

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. Wildwood Elementary rarely suspends students.

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 faculty meetings annually. Teachers review the large concepts associated with the policy for students in Grades 3, 4 and 5. Teachers and Yard Duty Personnel receive training in supporting a school culture that is based on respect.

School Wide Dress Code: Wildwood Elementary does not have a school dress code, although students are asked to not wear items that can be distracting in the educational setting.

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

Two adults meet the school buses to ensure students go directly from the buses to the supervised playground. At the end of the day, two adults monitor student bus lines until all students are safely on the buses. The school is accessible in accordance with state and ADA requirements. Handrails and safe surfaces are maintained for the safety of all.

Safe and Orderly School Environment: Existing resources are compiled and kept in the school office in a binder labeled Comprehensive School Safety Plan and Emergency Preparedness Binder. Additional communications about a safe and orderly school environment are shared with the school community through the Wildwood website, *Whatnot* columns and announcements. Attached to this report are copies of Evacuation Plans, School Maps, and Behavior Guidelines that are specific to Wildwood. Each classroom and each space with a program run by a teacher specialist is 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 and water are stored on site in case of an emergency.

All classrooms and offices have telephones. Radios/cellphones are carried by a yard duty supervisor at each recess. All visitors, including parents and guardians, may only enter through the main entrance and they are required to sign in.

Classrooms are attractive and clean. Teachers maintain an environment conducive to learning and all classrooms are extensively decorated to reflect the curriculum. Classroom disruptions are minimized and instructional time is protected through the joint efforts of faculty and staff. Exterior appearance is good. Vandalism and graffiti are minimal. Any graffiti that is discovered is removed immediately. A fulltime custodian and fulltime Campus Supervisor/Maintenance Technician maintain the campus and consult with the District's Maintenance Team if assistance is needed. Grounds are maintained by a District Gardener.

Campus security is provided by two campus supervisors, the principal, faculty and staff. A credentialed teacher and a teacher's assistant supervise each recess. Additional supervision is provided by 1:1 aides. The lunch patio is

supervised by two adults and the playground is supervised by a minimum of two noon yard supervisors during each lunch recess. Additionally, parent volunteers provide opportunities for children to be involved in organized activities inside during some recesses. The school principal has been in contact with the Emeryville police department and additional patrols have been offered for nighttime activities at the school.

Rules and Procedures pursuant to EC 35291 and EC 35291.5: In order to create an environment that is respectful of all and conducive to learning, all are asked to act in a safe manner and to follow guidelines for promoting respectful behavior. Each classroom teacher posts rules that are consistent with the Guidelines.

Behavioral expectations: We expect Respect, Responsibility, and Resourcefulness, which include cooperation, helpfulness, friendly words, inclusion, fairness, patience, sportsmanship, calm transitions, acceptance of differences, and remembering and honoring the rules. Unacceptable behaviors include exclusion, physical aggression, unsafe behavior, swearing, put-downs and disrespect of others or to property.

Consequences for not following school and/ or classroom guidelines or rules may include the following: talking or counseling with an adult, writing a behavior plan and/ or note of apology, contact with parent, missed recess or recess in an alternative location and or community service. District guidelines for suspension/expulsion are available should the need arise.

Our school has an open game policy. Recess games and activities are open for all children to join. Children are discouraged from bringing games, collections or toys from home which cannot be shared easily by all who wish to participate. Guidelines and Expectations have been shared with each classroom for the lunch patio and playground. Additional Playground Rules include: no tackle games; no fighting, real or pretend; and if an activity appears unsafe or can hurt anyone or damage school property, it is not allowed. Weapons and any replicas of weapons are not allowed on the school campus.

Yard Duty Personnel have participated in Staff Development designed to help adults recognize bullying type behaviors on our playground. The high visibility of adults on campus including parent volunteers, and a constant, consistent reinforcement of guidelines for acceptable behavior create a safe environment for students. We have a school counselor on site 2 days a week to work with individuals and small groups of children on areas of concern related to their overall well-being and to provide unit lessons on making and keeping friends, and problem-solving strategies.

Additionally the counselor provides some parent education and is available to meet with parents to help address a family's needs as they relate to their child's

education. Currently our counselor supports all classes with problem solving skills and teaches a formal “*Let’s Be Friends*” program (Ophelia Project).

PEP (Parent Educator Program) Training in fourth and fifth grades helps children formally develop positive decision-making strategies. A health education program for our fifth graders that focuses on puberty also reinforces positive decision making strategies.

Hold a Public Meeting: The School Site Council Meetings serve as the public meetings for review of the School Safety Plan. At its meeting on November 15, 2010, the School Site Council determined 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 and expectations for student behavior that are consistently monitored and reinforced.
- In reviewing the plan, the School Site Council considered 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.
- Each student is assured a safe, respectful, accepting and emotionally nurturing environment. Evidence of this environment includes multiple postings of school expectations, observations of respectful student behavior, the work of the school counselor that is jointly funded by the district and the Wildwood Parents Club, and the presence of many caring adults on campus including parent volunteers. As a school community we work together to underscore the importance Wildwood School places on having our school be a safe, nurturing environment where children are encouraged to take on responsibility and leadership roles for the betterment of our community.
- Students are provided resiliency skills through the explicit teaching of conflict resolution. Positive decision-making strategies are taught through PEP and Health Education programs offered to fourth and fifth graders. Teachers and the school counselor leads discussions that help develop resiliency skills on an ongoing basis as they relate to daily events at school.

