

**BUCKEYE UNION SCHOOL DISTRICT  
SAFE SCHOOL PLAN**

**MARCH 2010- MARCH 2011**

**School Site: Blue Oak**

**Administrators: Sally Traub and Paul Stewart**



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## SCHOOL SYNOPSIS

Blue Oak School is a kindergarten through fifth grade elementary school located in Cameron Park, twenty miles east of Sacramento in the Sierra foothills. The beautiful ten-acre campus also houses a kindergarten through third grade Charter Montessori School. The campus atmosphere creates a positive learning environment for children with its buildings situated among open green spaces and many stately Blue Oak trees. Built in 1988 Blue Oak has consistently taken a leadership role within the Buckeye Union School District and the El Dorado County education community.

The Blue Oak student population has grown tremendously since it opened in 1988 with 250 students to a current enrollment of 740 students; 626 registered at Blue Oak Elementary and 114 registered at Blue Oak Charter Montessori. Our diversity is growing as well with a student population that is 82.7% White, 8.8% Hispanic/Latino, 1.6% Native American, 2.2% Asian, and 1% African American. The economic diversity of our Blue Oak families has changed significantly over the years. In addition to the free or reduced lunch program for those students in need, we also maintain a supply of extra clothing in our nurse's office and provide field trip scholarships whenever necessary. Inclusion of all students is a high priority for us. Special Education students are mainstreamed to receive a balanced curriculum in the least restrictive environment. Both staff and parents pay close attention to subtle changes in our students that may indicate a need for additional support and assistance. Our community is generous and caring in an atmosphere where cooperation and respect is highly valued.

We have taken specific action to implement state standards through the development of a comprehensive report card that holds students accountable for specific academic achievements. In order to improve student performance in reading, our School Site Council supported the creation of a Push-In Reading Program. This in-school program serves first through third grade students that need additional specific reading instruction. Literacy is also encouraged through our Blue Oak Library/Media center that has one of the finest literature collections in El Dorado County. Teachers collaborate on a weekly basis evaluating student performance on formative assessments to drive their instruction. Our balanced language arts and literacy teams have provided valuable leadership and direction for the implementation of a strong language arts program for all classrooms. For additional assistance 4<sup>th</sup> and 5<sup>th</sup> grade math, identified students attend a targeted after school intervention program.

Our vision for Blue Oak is to create a center for a community of lifelong learners where cooperation, compassion and celebration of diversity are encouraged. The Blue Oak community, which includes students, staff, families, and community members, truly believes that "Together We Will Build Our Future." We work together in a collaborative manner to provide an education that will nurture and build the academic strengths of each child. Our dedicated and innovative teaching staff shares in leadership responsibilities, knowing that solid research based planning is the key to a quality academic program. We take a positive approach with student behavior through our school wide Core Values Program. The positive tone and safe learning environment distinguish Blue Oak School as a wonderful place to grow and achieve academic success for a lifetime.

## PART ONE: SAFETY PLAN PLANNING COMMITTEE

| NAME                    | TITLE                 |
|-------------------------|-----------------------|
| <b>Sally Traub</b>      | <b>Administrator</b>  |
| <b>Paul Stewart</b>     | <b>Vice-Principal</b> |
| <b>Lois Deatherage</b>  | <b>Classified</b>     |
| <b>Kay Brawley</b>      | <b>Certificated</b>   |
| <b>Jinny Klein</b>      | <b>Certificated</b>   |
| <b>Madeline Green</b>   | <b>Certificated</b>   |
| <b>Linda Nelson</b>     | <b>Classified</b>     |
| <b>Karen Rounsley</b>   | <b>Parent</b>         |
| <b>Susan Countryman</b> | <b>Parent</b>         |
| <b>Laura Schwartz</b>   | <b>Parent</b>         |
| <b>Shawn Rogan</b>      | <b>Parent</b>         |
| <b>Lisa Cook</b>        | <b>Parent</b>         |
| <b>Kimberly Stewart</b> | <b>Parent</b>         |

The School Site Council forms the core of the planning committee. The Assistant Principal and the Principal facilitate the process. The committee includes both classified and certificated staff members, parent and community members.

The committee analyzed the data available and developed the Safe School Plan with the goal in mind of assuring each student a safe physical environment; assuring each student a safe, respectful, accepting and emotionally nurturing environment; and providing each student resiliency skills.

To support student safety and school traffic issues, Law Enforcement and community input through California Highway Patrol and Department of Transportation has been solicited this school year. Other data utilized to write the School Safety Plan included the Healthy Kids Survey, and the 2008-2009 Parent/Student Survey.

## **PART ONE: SAFETY PLAN SCHOOL VISION**

Blue Oak will become a center for a community of lifelong learners, where cooperation, compassion, and celebration of diversity are encouraged in a safe and secure environment. As full participants in our global community, students will choose to be responsible and respectful for self, one another and the environment.

We believe our vision, which was written by the Blue Oak School Site Council, addresses the goal of school safety because it incorporates elements of community, cooperation, responsibility, and respect.

Our vision was reviewed by our Discipline Committee, revisited with the staff, and revised for the 2009 – 2010 school year. As a result of this collaboration between the discipline committee and staff, Blue Oak adopted Five Core Values that correspond to our Positive Action Program. Each month students focus on one of the Core Values: Respect, Responsibility, Kindness & Caring, Trust, and Citizenship. A positive approach to student behavior has been adopted by the Blue Oak Community.

## **PART ONE: SAFETY PLAN SCHOOL SAFETY ASSESSMENT**

### Surveys:

- Student input through the student section of the School Site Council annual parent survey
- Parent and community input through Site Council and PTA meetings
- Staff input through staff meeting discussions.
- El Dorado County Sheriff's Department and Cameron Park Fire Department
- Community and parent input through the results of the 2008-2009 School Site Council Parent Survey

### Statistics:

- California Safe Schools Assessment School Crime Reporting Summary - BUSD
- Discipline Records: Bullying, fighting, suspension, expulsion records

### Conclusions:

- The current data suggests that there is a high level of satisfaction that parents and children feel safe and secure at and around school. With that said, we continue our efforts to educate and enforce traffic safety around school.

## **PART ONE: SAFETY PLAN AREAS OF PRIDE/DESIRED CHANGE**

### Areas of pride and strength:

- In general we are very proud of our students' behavior. They often receive compliments after field trips and group activities.
- Annual school wide Safety Day is held and includes community support from The El Dorado County Sheriff's and Fire Department and local anti-bullying advocates.
- We are proud of our school facility. Our campus is clean, orderly and well kept. Emergency procedures are in place; fire drills are held monthly and lock-down drills/earthquake drills are held each trimester.
- We are proud of the manner in which students follow our Core Values and discipline policies.
- We are pleased with parent involvement and volunteerism at Blue Oak School.

### Areas of desired change:

- We would like to improve our students' abilities to appropriately resolve problems and conflicts at school themselves without the intervention of adults.
- We would like to continue to review our emergency procedures and improve traffic conditions on campus at arrival and dismissal times.
- We would like to continue to raise school and community awareness of our Core Values program.
- We would like to increase parent/community involvement, increase the number of adults on campus, and improve student success on campus.

**PART ONE: SAFETY PLAN  
GOALS AND OBJECTIVES  
COMPONENT ONE: PERSONAL CHARACTERISTICS OF  
STUDENTS AND STAFF**

|                     |  |
|---------------------|--|
| GOAL #1             | To foster a safe, positive learning environment by improving student well being in the school community and neighborhood.  |
| OBJECTIVE #1        | Peace Patrol and Grand Greeters will be implemented and revised by the school counselor using 4 <sup>th</sup> and 5 <sup>th</sup> grade students with counselor and classroom teachers supervising.  |
| RELATED ACTIVITIES  | <ul style="list-style-type: none"> <li>• School counselor to address classes of students on issues related to self-esteem and conflict resolution.</li> <li>• Continue to implement Peace Patrol and Grand Greeters.</li> <li>• At least one assembly to be scheduled regarding self-esteem.</li> <li>• Annual Safety Day</li> </ul> |
| RESOURCES NEEDED    | <ul style="list-style-type: none"> <li>• Scheduling of counselor's time</li> <li>• Conflict Mgr. (Peace Patrol) training instructional materials (SDFSC)</li> <li>• Non-instructional materials for conflict manager training (clip boards, vests, T-shirts, incentives) (SDFSC)</li> </ul>  |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> <li>• Assistant principal</li> <li>• Counselor</li> </ul>   |
| EVALUATION          | <ul style="list-style-type: none"> <li>• Log of counselor classroom sessions.</li> <li>• Staff feedback on assemblies</li> </ul>   |
| TIMELINE            | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>  |
| BUDGET              | <ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Conflict Managers Materials</li> <li>• Sources: PTA \$500,</li> </ul>   |

**COMPONENT ONE: PERSONAL CHARACTERISTICS OF STUDENTS AND  
STAFF—CONTINUED**

|                             |  |
|-----------------------------|--|
| <b>GOAL #1—OBJECTIVE #2</b> | By March 2011, 90% of the staff including recess and lunch supervisors will be observed modeling conflict resolution and Core Values.  |
| <b>RELATED ACTIVITIES</b>   | <ul style="list-style-type: none"> <li>• Yard Duty to ongoing training in Core Values and conflict resolution strategies (bullying training).</li> <li>• Strategies of conflict resolution to be reviewed at regular staff meetings.</li> <li>• Students will receive training in conflict resolution.</li> <li>• Conflict managers (Peace Patrol) to be on duty during recess and lunch.</li> </ul> |
| <b>RESOURCES NEEDED</b>     | <ul style="list-style-type: none"> <li>• Counselor in place.</li> </ul>  |
| <b>PERSONS RESPONSIBLE</b>  | <ul style="list-style-type: none"> <li>• Assistant principal</li> <li>• Counselor</li> </ul>   |
| <b>EVALUATION</b>           | <ul style="list-style-type: none"> <li>• Log of counselor classroom sessions</li> <li>• Notes from yard duty meetings</li> <li>• Number of behavioral referrals</li> </ul>   |
| <b>TIMELINE</b>             | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>  |
| <b>BUDGET</b>               | <ul style="list-style-type: none"> <li>• Staff and student training materials—<br/>Source: As available</li> </ul>   |

**PART ONE: SAFETY PLAN  
GOALS AND OBJECTIVES  
COMPONENT TWO: SCHOOL'S PHYSICAL  
ENVIRONMENT**

|                     |   |
|---------------------|---|
| GOAL #1             | To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood  |
| OBJECTIVE #1        | Emergency procedures will continue to be reviewed, refined, and practiced. All classes will participate in practicing the emergency procedures.   |
| RELATED ACTIVITIES  | <ul style="list-style-type: none"> <li>• Implement procedures as per Education Code 32282</li> <li>• Staff, students and community will be advised about disaster preparedness and emergency readiness.</li> <li>• Regular emergency drills will be held</li> <li>• Annual Safety Day in conjunction with the El Dorado County Sheriff and Fire Department</li> </ul> |
| RESOURCES NEEDED    | <ul style="list-style-type: none"> <li>• SEMS manuals</li> <li>• Emergency Flipcharts for all staff</li> <li>• Updated emergency folders in all rooms</li> </ul>  |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principal</li> <li>• Head Custodian</li> </ul>  |
| EVALUATION          | <ul style="list-style-type: none"> <li>• Staff/Administration/El Dorado County Sheriff and Fire Department to review disaster preparedness and emergency readiness</li> <li>• Log of emergency drills held</li> </ul>   |
| TIMELINE            | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>   |
| BUDGET              | <ul style="list-style-type: none"> <li>• Emergency preparedness-SDFSC</li> </ul>  |

**COMPONENT TWO: SCHOOL'S PHYSICAL ENVIRONMENT  
CONTINUED**

|                             |  |
|-----------------------------|--|
| <b>GOAL #1—OBJECTIVE #2</b> | Arrival and dismissal traffic procedures will continue to be reviewed by the principal and assistant principal.  |
| <b>RELATED ACTIVITIES</b>   | <ul style="list-style-type: none"> <li>• Traffic procedures, rules and expectations will be communicated to parents and students.</li> <li>• Involvement of the Department of Transportation and California Highway Patrol to observe and advise on traffic/safety during pick up and drop off times</li> <li>• Additional supervision will be added during arrival and dismissal times.</li> <li>• Grand Greeters will be out on duty each morning to greet students and give morning message.</li> </ul> |
| <b>RESOURCES NEEDED</b>     | <ul style="list-style-type: none"> <li>• Community and school resources are in place.</li> </ul>   |
| <b>PERSONS RESPONSIBLE</b>  | <ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant principal</li> </ul>   |
| <b>EVALUATION</b>           | <ul style="list-style-type: none"> <li>• Data on number of parent complaints and concerns to be gathered through School Site Council Parent Survey and analyzed for content.</li> </ul>  |
| <b>TIMELINE</b>             | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>  |
| <b>BUDGET</b>               | <ul style="list-style-type: none"> <li>• Communications—Source: School Funds</li> <li>• Emergency preparedness—Source: as available</li> </ul>   |

**PART ONE: SAFETY PLAN  
GOALS AND OBJECTIVES  
COMPONENT THREE: SCHOOL'S SOCIAL  
ENVIRONMENT**

|                            |   |
|----------------------------|---|
| <b>GOAL #1</b>             | To foster a safe, positive learning environment by improving student well being in the school community and neighborhood.   |
| <b>OBJECTIVE #1</b>        | By March 2011, parents and students will have improved awareness of school rules, Core Values and the discipline system resulting in a 10% decline in behavioral referrals.   |
| <b>RELATED ACTIVITIES</b>  | <ul style="list-style-type: none"> <li>• New behavior system implemented emphasizing the five Core Values; Respect, Responsibility, Trust, Kindness &amp; Caring, Citizenship.</li> <li>• Core Value assembly and ongoing positive reinforcements</li> <li>• Core Value lunches with administrators</li> <li>• Educate students and parents through the Parent/Student Handbook and monthly parent and PTA bulletins regarding school rules, Core Values and school-wide student discipline system.</li> <li>• Classroom teachers will review school rules and Core Values at the beginning of the school year.</li> <li>• School Counselor will address classes of students on life skills using Positive Action</li> <li>• Posting of Core Values and Parent/Student Handbook on our webpage</li> </ul> |
| <b>RESOURCES NEEDED</b>    | <ul style="list-style-type: none"> <li>• Annual printing of Parent/Student handbook</li> <li>• Class time allocated for reviewing school rules</li> <li>• Scheduling of counselor's time</li> <li>• Positive Actions materials for teacher use</li> </ul>   |
| <b>PERSONS RESPONSIBLE</b> | <ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principal</li> <li>• Classroom teachers K-5</li> <li>• Counselor</li> </ul>   |
| <b>EVALUATION</b>          | <ul style="list-style-type: none"> <li>• Number of discipline entries monitored throughout the school year</li> <li>• Monitoring of behavior interventions</li> <li>• Log of counselor classroom visits</li> </ul>  |
| <b>TIMELINE</b>            | <ul style="list-style-type: none"> <li>• March 2010-2011</li> </ul>   |
| <b>BUDGET</b>              | <ul style="list-style-type: none"> <li>• Student/parent handbook word processing/publication—Source: SIP</li> <li>• rewards, motivational materials for Core Values—Source: PTA</li> <li>• Positive Action program materials—Source: As available</li> </ul>  |

**COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT  
CONTINUED**

|                             |   |
|-----------------------------|---|
| <b>GOAL #1—OBJECTIVE #2</b> | By March 2011, all students will have been exposed to instruction in social skills, positive self-concept, Core Values and problem solving skills.  |
| <b>RELATED ACTIVITIES</b>   | <ul style="list-style-type: none"> <li>• Counselor to instruct individual classes in social skills, positive self-concept, and problem solving.</li> <li>• Positive Action and Core Values programs to be implemented by all classroom teachers.</li> <li>• Staff review/training of various life skills and ideas of how to teach these skills utilizing Positive Action program</li> <li>• Continue cross age tutoring program between middle school students and Blue Oak Students.</li> <li>• Positive Action Word of the Week posted on marquee, stated on weekly announcements, posted in classroom.</li> <li>• Core Value Word of the Month to be taught, reviewed, and modeled by staff.</li> </ul> |
| <b>RESOURCES NEEDED</b>     | <ul style="list-style-type: none"> <li>• Instructional materials and incentives</li> <li>• Positive Action program kits for each classroom teacher at all grade levels</li> <li>• Scheduling of counselor's time</li> </ul>   |
| <b>PERSONS RESPONSIBLE</b>  | <ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principal</li> <li>• Counselor</li> </ul>   |
| <b>EVALUATION</b>           | <ul style="list-style-type: none"> <li>• Positive Action lessons to be documented by classroom teachers in lesson plan books</li> <li>• Number of Positive Action Trainings</li> <li>• Teacher feedback regarding Positive Action Program</li> <li>• Parent Survey</li> </ul>   |
| <b>TIMELINE</b>             | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>   |
| <b>BUDGET</b>               | <ul style="list-style-type: none"> <li>• Instructional materials, rewards, motivational materials, instructional materials for cross age tutoring—PTA</li> <li>• Positive Action program materials—as available</li> </ul>  |

**PART ONE: SAFETY PLAN  
GOALS AND OBJECTIVES  
COMPONENT FOUR: SCHOOL'S CULTURAL  
ENVIRONMENT**

|                     |   |
|---------------------|---|
| GOAL #1             | To foster a safe, positive learning environment by improving student well being in the school community and neighborhood.   |
| OBJECTIVE #1        | Continued procedures to have all students checked in and out of school through the office only.   |
| RELATED ACTIVITIES  | <ul style="list-style-type: none"> <li>• Yard duty personnel will use walkie-talkies to communicate with the office.</li> <li>• Yard duty monthly meetings</li> <li>• Students checked out during lunch or recess will be sent to the office to be checked out in the presence of school personnel.</li> <li>• During the student check out procedure identification will be checked if office staff doesn't recognize parent.</li> </ul> |
| RESOURCES NEEDED    | <ul style="list-style-type: none"> <li>• Parents and students will be regularly reminded of procedures</li> <li>• Emergency cards updated annually</li> </ul>   |
| PERSONS RESPONSIBLE | <ul style="list-style-type: none"> <li>• Assistant principal</li> <li>• Principal</li> <li>• Office staff</li> <li>• Yard duty personnel</li> </ul>   |
| EVALUATION          | <ul style="list-style-type: none"> <li>• Monitoring of check-in/out procedures</li> </ul>   |
| TIMELINE            | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>   |
| BUDGET              | <ul style="list-style-type: none"> <li>• ID Badges: site funds</li> <li>• Yard duty to attend trainings: Site funds as available</li> </ul>   |

COMPONENT FOUR: SCHOOL'S CULTURAL ENVIRONMENT-CONTINUED

|                      |   |
|----------------------|---|
| GOAL #1—OBJECTIVE #2 | All parent volunteers will be fingerprinted.  |
| RELATED ACTIVITIES   | <ul style="list-style-type: none"> <li>• All new parent volunteers to be fingerprinted each year</li> <li>• All fingerprinted volunteers will have permanent identification badges.</li> <li>• School secretaries to make picture identification badges for fingerprinted parent volunteers</li> <li>• Volunteer sign-in process to be monitored for accountability.</li> </ul> |
| RESOURCES NEEDED     | <ul style="list-style-type: none"> <li>• Financial resources from PTA to assist with cost of fingerprinting</li> <li>• Secretaries to assist with making volunteer identification badges</li> </ul>   |
| PERSONS RESPONSIBLE  | <ul style="list-style-type: none"> <li>• Assistant Principal</li> <li>• Principal</li> <li>• School Secretaries</li> </ul>  |
| EVALUATION           | <ul style="list-style-type: none"> <li>• Monitor the number of fingerprinted volunteers.</li> </ul>   |
| TIMELINE             | <ul style="list-style-type: none"> <li>• March 2010-March 2011</li> </ul>   |
| BUDGET               | <ul style="list-style-type: none"> <li>• Fingerprinting: Parent and school scholarships for fingerprinting costs \$300</li> </ul>   |

## **PART ONE: SAFETY PLAN ALIGNMENT OF GOALS AND VISION**

Our goals and objectives are intended to lead students toward the Blue Oak School Vision and the Blue Oak Mission. Compassion for others, cooperation, celebration of diversity and a safe and secure environment are keys to our Vision. Our Blue Oak School Mission includes our community working together to provide a school setting that is safe and secure where students are comfortable taking academic risks.

## PART ONE: SAFETY PLAN EVALUATION

| Component | Objective | Evaluation   | Persons Responsible   |
|-----------|-----------|--|---|
| 1         | 1         | Number of times administration/counselor is in classrooms to discuss self-esteem/conflict resolution                                 | <ul style="list-style-type: none"> <li>• Counselor</li> <li>• Administration</li> </ul>                   |
| 1         | 1         | Number of assemblies scheduled relating to self-esteem/conflict resolution   | <ul style="list-style-type: none"> <li>• AP</li> <li>• PTA Chair</li> </ul>                               |
| 1         | 2         | Number of noon & recess personnel trained  | <ul style="list-style-type: none"> <li>• AP</li> <li>• Counselor</li> </ul>                               |
| 1         | 2         | Decrease in number of office referrals/suspensions   | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> </ul>                               |
| 2         | 1         | Site Council to review the revised emergency procedures  | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> </ul>                               |
| 2         | 1         | Log of emergency drills  | <ul style="list-style-type: none"> <li>• Administration</li> <li>• Head Custodian</li> </ul>              |
| 2         | 2         | Annual data on number/type of parent complaints or confrontations  | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> </ul>                               |
| 3         | 1         | Office referrals to be monitored throughout the school year and at the end of the school year to determine if entries have decreased | <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Principal</li> <li>• AP</li> </ul>           |
| 3         | 1         | Number of behavior interventions   | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> </ul>                               |
| 4         | 2         | Number of parent volunteers fingerprinted  | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> <li>• School Secretaries</li> </ul> |
| 4         | 2         | Number of identification badges issued   | <ul style="list-style-type: none"> <li>• Principal</li> <li>• AP</li> <li>• School Secretaries</li> </ul> |

## PART ONE: SAFETY PLAN BUDGET

| <b>COMPONENT</b> | <b>ITEM</b>  | <b>SOURCE</b>         | <b>AMOUNT</b> |
|------------------|--|-----------------------|---------------|
| 1                | Assemblies   | PTA                   | \$500         |
| 1                | Materials for Conflict Managers                                  | SLBG and Intel        | \$500         |
| 2                | Updated emergency folders, flipcharts                            | SLBG and Intel        | \$100         |
| 3                | Materials/incentives for Core Values and Positive Action Program | PTA and SLBG          | \$500         |
| 3                | Parent/Student Handbook  | Site Funds            | \$100         |
| 4                | Walkie-talkies for yard duty                                     | SLBG                  | \$300         |
| 4                | Fingerprinting   | Parents, PTA and SLBG | \$400         |
| 4                | ID badges  | PTA and SLBG          | \$100         |