



BUCKEYE UNION SCHOOL DISTRICT
SAFE SCHOOL PLAN

MARCH 2010-MARCH 2011

School Site:

Oak Meadow Elementary
7701 Silva Valley Parkway
El Dorado Hills, CA 95762

Administrators:

Barbara Narez, Principal
Paul Stewart, Assistant Principal

School Site Council Approval Date: February 1, 2010

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SCHOOL SYNOPSIS

Oak Meadow School opened in July 2003 as the newest school in the Buckeye Union School District with 350 students in seventeen classrooms. By July 2009 the enrollment had grown to 770 students in thirty-two classrooms. Our community is comprised of economically diverse families and a mainly Caucasian student population. Oak Meadow enjoys an active parent population that supports our students' growth and learning by volunteering hundreds of hours in our classrooms every year.

Oak Meadow's first School Site Council was formed in September 2003. The group is responsible for the Single Plan for Student Achievement, which includes goals for school safety. Together with the staff and Community, the Site Council will review and monitor these goals so that we can work together to provide a safe and secure environment for our entire school community.

Our school vision is reviewed and updated by the School Site Council and currently reads: In partnership with students, staff, families and the community, Oak Meadow Elementary School will provide a quality, standards-based curriculum that ensures every child will meet or exceed proficiency. At Oak Meadow we are committed to promoting student success honoring individual differences and meeting the needs of each individual with compassion, respect for dignity and the highest degree of professionalism.

Results of the past four year's "Healthy Kids" and parent surveys have been used to update our Single Plan for Student Achievement and this School Safety Plan. One concern that continues to come up on parent surveys is traffic flow in and out of the parking lot during pick up and drop off time. New procedures have been implemented and monitored over the past three years, including the use of student parking lot supervisors. (P.L.S.), California Highway Patrol, Serrano Community Board and Department of Transportation. While the traffic flow is not perfect, it is much-improved and we continue to work to make changes and support the plan in place. Oak Meadow developed a Safety Committee made up of staff member and parents with the goals communication, staying vigilant and keeping Oak Meadow a safe and welcoming place for all.

Oak Meadow continues to be a leader in our educational community and is committed to providing our students with a safe and nurturing environment to promote life-long learning.

PART ONE: SAFETY PLAN

PLANNING COMMITTEE/in conjunction with Oak Meadow's Site Council

NAME	TITLE
Barbara Narez	Administrator
Paul Stewart	Assistant Principal
Sandy Crippen	Teacher
Matt Kimura	Teacher
Michelle Downing	Classified
Mike Meyer	Classified
Heather LaMont, Tonya Hurst, Brian Nygaard	Parent(s)

The School Site Council forms the core of the planning committee. The process is facilitated by Assistant Principal Paul Stewart and Principal Barbara Narez. The committee consists of classified and certificated staff members, parents, and community members.

In developing the Safe School Plan, we incorporated:

- Input from the California Safe Schools Assessment
- Parent and community input through Site Council and PTA meetings
- El Dorado County Sherriff's Department
- El Dorado Hills Fire Department
- Staff input through staff meeting focus group discussions
- Parent input through the results of the 07-08 School Site Council Parent Survey
- Law enforcement and community input through California Highway Patrol and Department of Transportation for support involving student safety and school traffic issues.

PART ONE: SAFETY PLAN

SCHOOL VISION

Vision: “In partnership with students, staff, families, and the community, Oak Meadow Elementary School will provide a quality, standards-based curriculum that ensures every child will meet or exceed proficiency. At Oak Meadow, we are committed to promoting student success, honoring individual differences, and meeting the needs of each individual with compassion, respect for dignity, and the highest degree of professionalism.

Our vision, written by staff and the Oak Meadow School Site Council is based on surveys, comments, and concerns of students, parents, community, staff, and law enforcement collected through the school year.

We believe our vision addresses our goal of safety because it incorporates our respect and acknowledgement of differences and the need to treat everyone with compassion and respect.

PART ONE: SAFETY PLAN

SCHOOL SAFETY ASSESSMENT

Statistical Data

- California Safe Schools Assessment School Crime Reporting Summary – Buckeye Union School District
- Discipline Records: Fights and Bullying
- Suspension and Expulsion Records

School Suspension/Expulsion Log

As of August, 2009 there have been 44 suspensions since 2003 and 7 for this school year, as of December 31, 2009.

As of January 31, 2010 there have been no expulsions at Oak Meadow.

Surveys:

- 2008-09 School Site Council Parent Survey
- Healthy Kids Survey
- School Site Council Traffic Survey

Results from the Parent Survey initiated action for solutions to mitigate the traffic problems. The Traffic Survey was in response to this need and the results from that survey have driven the actions of the traffic sub-committee.

PART ONE: SAFETY PLAN

AREAS OF PRIDE/DESIRED CHANGE

Pride: For the fifth year our school counselor and a team of teachers have trained a team of 3rd-5th graders in Conflict Resolution. This group of students is called "T.E.A.M. Raptor". With the support of the adults' conflict manager team, these students work on the playground and in the classroom to help reduce and solve student conflicts. These students also serve as friendship buddies and new student welcome committee members.

5th grade teacher/students have begun a new, "Life Skills," program that they implemented this year. They meet each week in the "5th Grade Quad," to discuss the Life Skill word of the month.

Goal #4 of Oak Meadow's SMART Goals for 2009-10 year is to continue to create, provide and strengthen activities for personal growth, self-esteem, responsible behavior, youth development and citizenship. All students will show respect for each other and the school's learning environment by demonstrating a "4" on a 4 point rubric when walking to and from pullout activities. (PE, Music, Library, i.e.).

For five years we have had seniors from Oakridge High School who assist students at lunchtime. The seniors serve as positive role models for our students while providing additional activities for students during recess.

We continue to implement the "Positive Action" program this year. "Positive Action" is an elementary and middle school self-concept curriculum that teaches students how to feel good about themselves, take responsibility for their own behavior, and get along with others. It is also a school climate program that is designed to create a school-wide positive atmosphere.

We are proud of our priority to keep our facility clean inside and out. With a wonderful head custodian who models respect and pride in the school, our teachers, support staff, and students all step up to do their share in keeping the facility looking "new".

We are also proud of our state of the art bell system that helps ensure that fire drill, *all calls*, and *duck and cover*, and other needs for emergency notification are clear and audible for all.

An intermediate teacher works with our school librarian to coordinate the "Green Team". Together with our custodians, a team of intermediate students manage a recycling program for the school. We also have a group of students who help our head custodian by assisting with the cleanup of the multipurpose room and shade structure tables at lunchtime.

Our student leadership team promotes “connectedness” by leading our assemblies and spirit days. These activities encourage students to become involved in school. Our T.E.A.M. Raptor provides friends for new students and students having trouble “connecting”. We connect at-risk students with a staff member (not their own teacher) to provide additional opportunities for that student to achieve success. Our behavior system encourages staff members to deal with behavior issues (positive and negative) systematically and consistently. (Citations, Blue Cards and Royal Raptors) The “Positive Action” program follows the premise of having a universal philosophy and common language for actions designed to unify our school through and across the grade levels.

We are proud that we encourage parent volunteers. Teachers review expectations and procedures for parents who work in the classroom. Volunteers who work directly with students must be fingerprinted, as well any person on campus for contractual purposes. When parents volunteer we require they wear a badge that indicates they have been fingerprinted. Teachers review expectations and procedures for parents who work in the classroom. Teachers and all staff members wear identification badges, as well.

We have a parent volunteer who coordinates our “Adopt-A-Class” program. Parents and community members are given an opportunity to adopt a classroom by making a donation which is used to purchase supplies and support field trips.

Desired Change: Oak Meadow School continues to use a pro-active preventative model for school safety issues, and this has been very effective in keeping our incidents of suspensions and expulsions at zero. Two areas we will continue to monitor and act on are:

- Vehicle and student traffic safety in the drop off/parking lots areas around the school.
- Disaster preparedness and emergency readiness.

PART ONE: SAFETY PLAN

GOALS AND OBJECTIVES

COMPONENT ONE: PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF

GOAL #1	<i>Develop well-balanced students intellectually, physically, socially and emotionally.</i>
OBJECTIVE #1	During the 2009-010 school year, the Conflict Managers/Friendship Finders program will continue to be implemented and revised by our school counselor using 3 rd -5 th grade students with our counselor and classroom teachers as supervisors.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • Monthly meeting with counselor and teacher coordinator. • Facilitate assemblies and help organize safety day. • Work in teams at recess to assist yard supervisors and fellow students.
RESOURCES NEEDED	<ul style="list-style-type: none"> • Counselor time • Conflict Manager Training Instructional Materials • Non-instructional materials for Conflict Manager Training (clip boards, T-shirts, incentives)
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Administrators • Counselor • Classroom Teacher Leaders
EVALUATION	<ul style="list-style-type: none"> • <i>Implementation of T.E.A.M. Raptors</i>
TIMELINE	August 2009- June 2010
BUDGET	<ul style="list-style-type: none"> • Cost of instructional materials and resources \$800 • Cost of training for teachers on new programs \$200

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

GOAL #1-- OBJECTIVE #2	During the 2009-2010 school year, teachers will continue to implement the "Positive Action" program in their classrooms and SMART Goal #4. All other staff members will continue to use positive reinforcement in dealing with student behavior.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • Promote Positive Action word of the week on marquee, parent bulletins and web page. • Positive Reinforcement and incentive certificates from local businesses. • Counselor will speak at PTA meetings and Staff Meetings to promote Positive Action. • Monthly Playground Supervisor meetings to update and check in on Positive Action.
RESOURCES NEEDED	<ul style="list-style-type: none"> • Continued training for staff • Counselor resources (in place)
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Counselor • Administrators • Classroom Teachers • Playground Supervisors
EVALUATION	Log of staff development and training
TIMELINE	August 2009-June 2010
BUDGET	<ul style="list-style-type: none"> • \$500 for materials and supplies

PART ONE: SAFETY PLAN

GOALS AND OBJECTIVES

COMPONENT TWO: SCHOOL'S PHYSICAL ENVIRONMENT

GOAL #1	Continue to enhance and implement a positive and safe learning environment throughout the school.
OBJECTIVE #1	During the 2009-10 school year, students and staff will work together to ensure a safe and clean environment.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • D-2 kindergarten students will use the kindergarten restrooms in the C building. • School wide Safety Day • Regular Safety Drills • Student led Green Team • Lunch Time Student Clean Up Crew • Team Raptors/PLS • Ensure public gate on Silva Valley Parkway is locked during school hours
RESOURCES NEEDED	<ul style="list-style-type: none"> • Continued training for staff
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Principal/Assistant Principal • Kindergarten staff • Head Custodian • Fire Department • Staff Safety Committee • Parent Safety Committee • Playground Supervisors
EVALUATION	<ul style="list-style-type: none"> • Log of emergency drills held throughout the year. • Staff, student and parent survey results. • Data Director discipline files, reports and logs.
TIMELINE	<ul style="list-style-type: none"> • August 2000-June 2010
BUDGET	<ul style="list-style-type: none"> • \$500 Training • \$100 Material and supplies

COMPONENT TWO: SCHOOL’S PHYSICAL ENVIRONMENT (continued)

GOAL #2	Continue to implement safe traffic drop off and pick procedures for parents and students. Staff and community will comply with school wide safety procedures.
OBJECTIVE #1	During the 2009-2010 school year, 4 th and 5 th grade students will be trained as parking lot supervisors to help expedite the pick-up/drop off procedure.
OBJECTIVE #2	Procedures for staff and parent volunteer recognition will be put in place
RELATED ACTIVITIES	<ul style="list-style-type: none"> • Continued PLS Training for new students • Traffic Committee • School Safety Committees • Continue relationship and communications with the Department of Transportation and Serrano Community Advisors • Staff and parent volunteer multi-colored badges • Substitute yard supervisors and custodians wear appropriate lanyards with identification. • Safety Day
RESOURCES NEEDED	<ul style="list-style-type: none"> • Funds for signage and striping • Brochures for every parent • Training P.L.S.
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Assistant Principal • Members of Safety Committee • Facilities Manager • PLS Advisors
EVALUATION	<ul style="list-style-type: none"> • Effectiveness of P.L.S. • Signage and striping • Parent/Student Survey
TIMELINE	August 2009-June 2010
BUDGET	<ul style="list-style-type: none"> • \$1,000 supplies and materials • \$500 training of staff members

PART ONE: SAFETY PLAN

GOALS AND OBJECTIVES

COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT

GOAL #1	Teach the importance of interconnectedness among social ecologies.
OBJECTIVE #1	During the 2009-10 school year, we will continue the T.E.A.M. Raptor program, which includes the "friend finders". Royal Raptors will continue to be given for positive behaviors and discipline will be handled in a quick and appropriate manner and applied consistently. Students working together will be supported through our Positive Action Program.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • Community wide certificate incentive program. • Student Leadership Team • Positive recognition of students • Team Raptors, Green Team and PLS • Staff collaboration on PLC early release days
RESOURCES NEEDED	<ul style="list-style-type: none"> • Positive Action training materials
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Counselor • Principal • Assistant Principal • Team Raptor Advisor • PLC Team
EVALUATION	<ul style="list-style-type: none"> • Log of activities • Student and Parent Survey
TIMELINE	August 2009-June 2010
BUDGET	<ul style="list-style-type: none"> • \$1,000 for training • \$500 for supplies and materials

COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT-CONTINUED

GOAL #2	Promote the development of each student as a "whole student," and reinforce SMART Goal #4 with staff/students
OBJECTIVE #1	During the 2009-2010 school year, parents and students will be made aware of the school rules and discipline policies.
RELATED ACTIVITIES	
RESOURCES NEEDED	<ul style="list-style-type: none"> • Parent-Student Handbook • Parent bulletins • Classroom newsletters/web pages • Web page • School Wide Safety Day • Team Raptor, PLS and Green Team • Staff collaboration PLC Days
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Administrators • Secretary • Teachers • TEAM Raptor Advisor • Counselor • PLC Team
EVALUATION	<ul style="list-style-type: none"> • Number of parent signatures for receipt of parent handbook. • Number of newsletters • Number of parents signed up for the E-Bulletin • Student and Parent survey results • PLC Team evaluation
TIMELINE	August 2009-June 2010
BUDGET	<ul style="list-style-type: none"> • \$500 Training • \$500 Materials and supplies

COMPONENT FOUR: SCHOOL'S CULTURAL ENVIRONMENT

PART ONE: SAFETY PLAN, GOALS AND OBJECTIVES

GOAL #1	Increase parent involvement in their children's education.
OBJECTIVE #1	During the 2009-10 school year, we will encourage teachers to hold parent-training sessions to encourage volunteers and support our volunteers through informational meetings.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • PTA Teacher/Administration Panel Night • Parent volunteer training evenings • Best practices trainings • Grade level articulation time • Safety Day
RESOURCES NEEDED	<ul style="list-style-type: none"> • Scheduling of time
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Principal • Assistant Principal • Teachers • Safety Committee • PLC Team
EVALUATION	<ul style="list-style-type: none"> • Log of parent/teacher volunteer trainings. • Student Parent Survey results
TIMELINE	August 2009-June 2010
BUDGET	<ul style="list-style-type: none"> • \$500 for articulation of parent involvement in education • \$500 for Safety Day

**COMPONENT FOUR: SCHOOL'S CULTURAL
ENVIRONMENT (continued)**

GOAL #2	Increase involvement with community members in education at Oak Meadow.
OBJECTIVE #1	In the 2009-10 school year, we will implement programs involving parents and the community.
RELATED ACTIVITIES	<ul style="list-style-type: none"> • Adopt-A-Class • Meet the Masters • Science Fair • PTA • Odyssey of the Mind • Safety Day • Math Night
RESOURCES NEEDED	<ul style="list-style-type: none"> • Parent coordinator time • Certificates of appreciation • Safety Committee meetings
PERSONS RESPONSIBLE	<ul style="list-style-type: none"> • Parent volunteers • Administration • Teachers • Coordinators • Safety Committee • PLC Team
EVALUATION	<ul style="list-style-type: none"> • Log of number of parents/community members participating.
TIMELINE	August 2009-June 2010
BUDGET	None

PART ONE: SAFETY PLAN

EVALUATION

Our School Site Council reviews our Safety Plan annually. The staff meets as a whole to review this plan as well. In addition, our Single Plan for Student Achievement will support the goals of our Safety Plan.

COMPONENT	OBJECTIVE	EVALUATION	PERSONS RESPONSIBLE
1	1	Implementation of T.E.A.M. Raptors	<ul style="list-style-type: none"> • Counselor • Administrators • Classroom teacher leaders
1	2	Staff development/training	<ul style="list-style-type: none"> • Counselor • Administrators • Classroom teachers • Playground Supervisors • PLC Team
2	1	Number of classes participating in emergency drills	<ul style="list-style-type: none"> • Administrators • Head custodian • Fire department
2	1	Effectiveness of P.L.S. through student and parent surveys.	<ul style="list-style-type: none"> • Administrators • Safety Committee • Facilities manager
3	1	Effectiveness of T.E.A.M. Raptors through discipline log	<ul style="list-style-type: none"> • Counselor • Administrators
3	2	Number of parent signatures for receipt of parent handbook & number of newsletters	<ul style="list-style-type: none"> • Administrators • Secretary • Teachers
4	1	Number of parent/teacher volunteer trainings held	<ul style="list-style-type: none"> • Administrators • Teachers
4	2	Number of parents/community members participating in Adopt-a-Class, Meet the Masters and Odyssey of the Mind, etc...	<ul style="list-style-type: none"> • Administrators • Teachers • Parent volunteers

PART ONE: SAFETY PLAN

BUDGET

SLBG (School Library Block Grant): Positive Action, Green Team and Conflict Manager Programs

Title IV and TUPE Safety and Anti Tobacco Programs:

Safe School: Positive Action and Conflict Manager Programs

BUDGET SUMMARY:

Positive Action Materials	\$500
Materials/supplies/training for TEAM Raptor/staff	\$2,500
School's physical environment materials (badges, supplies)	\$1,100
School's physical environment trainings	\$1,000
Emergency supplies	\$1,000

COMPONENT	ITEM	SOURCE	AMOUNT
1, Goal 1 & 2	<i>Instructional material/training</i>	School Library Block Grant/General Donation	\$1,500
2, Goal 1	<i>Instructional material/training</i>	School Library Block Grant/General Donation	\$600
2, Goal 2	<i>Instructional material/training</i>	School Library Block Grant/General Donation	\$1,500
3, Goal 1 & 2	<i>Instructional material/training</i>	School Library Block Grant/General Donation	\$2,500
4, Goal 1	Grade level meetings	School Library Block Grant/General Donation	\$1,000
TOTAL			\$7,100

