**Roseville City School District**

**Diamond Creek School**

**2015 - 2016**

*COMPREHENSIVE SCHOOL SAFETY PLAN*

Plan developed for : **School Site Council**

**Administrative Representative: Martin C. Brown**

**Teacher Representative: SSC teachers Terri Darby, Wendy Aiello**

**Parent Representatives: Andria Black, Jamie Errecart, Brian Davis, Susan Guzzo**

**Classified Employee Representative: Terri Hill**

**Other Representatives:**

**Date adopted by School Site Council: February 10, 2015.**

**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 and psychological harm. Such schools have Yes, mostly a strong sense of community. A visitor to the campus will see signs of student affiliation and bonding to the school and sensitivity and respect for all persons, including those of other cultural and ethnic backgrounds. Safe schools provide an environment of nonviolence, set clear behavioral expectations, institute disciplinary policies that are consistent and fairly administered, and accord recognition for positive behavior. Safe schools have established policies for proactive security procedures, emergency response plans, and the timely maintenance, cleanliness, and attractive appearance of the campus and classrooms.”

“Safe Schools: A Planning Guide for Action”

California State Department of Education

Diamond Creek Elementary

Mission Statement

Mission

The Mission of the Diamond Creek Professional Learning Community is to ensure that all students learn to their fullest potential.

The Vision

The Vision of the Diamond Creek Professional Learning Community is based on collaborative teachers, at and across grade-levels. We are working together to produce optimum learning situations derived from data driven decisions.

**DIAMOND CREEK SCHOOL**

**COMPREHENSIVE SCHOOL SAFETY PLAN**

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| A. Diamond Creek School Comprehensive Safety Plan – Overview | Page # |
|  |  |
| I. Safe School Plan Overview | 7 |
| School Description and Profile | 7 |
| Mission, Vision, Collective Commitments | 7,8 |
| Safety Surveys Description | 8 |
| Academic School Goals | 8 |
| Teacher Assignment | 9 |
| Discipline and Climate for Learning | 9 |
| Enrollment and Attendance | 9 |
| School Crime Reporting Summary | 9, 10 |
| School Safety Committee Survey | 10 |
| Staff Survey & Results | 10, 11 |
| Parent Survey & Results | 12, 13 |
| Student Survey & Results | 13 |
| Assessment Review Summary | 13 |
| Support Services | 14 |
|  |  |
| II. School Safety Plan- Committee Establishment | 14 |
| Committee Composition | 14 |
| Notification of Stakeholders | 15 |
|  |  |
| B. Diamond Creek School Comprehensive Safety Plan – Action Plan | 17 |
|  |  |
| I. Component 1 – People and Programs | 18 |
| II. Component 2 – Places | 19 |
| III. Component 3 – Safety and Incident Management Plan | 19 |
|  |  |
| C. Diamond Creek School Comprehensive Safety Plan – Board Policies & Administrative  Regulations |  |
|  |  |
| I. Comprehensive School Safety Plan |  |
| BP & AR 450 – Comprehensive School Safety Plan |  |
|  |  |
| II. Child Abuse Reporting Procedures |  |
| BP & AR 5141.4 – Child abuse prevention & reporting |  |
|  |  |
| III. Routine and Emergency Disaster Procedures/Emergency & Disaster Preparedness  Plan |  |
| Diamond Creek School Overview |  |
| Preparedness Plan |  |
| BP & AR 3516 – Emergencies & Disaster Preparedness Plan |  |
| AR 3516.1 – Fire Drills and Fires |  |
| AR 3516.2 – Bomb Threats |  |
| AR 3516.3 – Earthquake Emergency Procedure System |  |
| BP & AR 3514 – Environmental Safety |  |
| BP 3516.5– Emergency Schedules |  |
| AR 3543 – Transportation Safety and Emergencies |  |
|  |  |
|  |  |
| IV. Public Agency Use of Facilities During Disasters or Earthquakes |  |
| Diamond Creek School Overview |  |
| V. School-Designated Serious Acts Leading To Suspension/Expulsion |  |
| Diamond Creek School Overview |  |
| BP 5131 – Conduct |  |
| BP & AR 5131.4 - Student Disturbances |  |
| BP 5131.5 – Vandalism |  |
| BP & AR 5131.6 – Alcohol and Other Drugs |  |
| BP 5131.622 Tobacco |  |
| BP 5131.7 – Weapons and Dangerous Instruments |  |
| BP & AR 5136 – Gangs |  |
| BP & AR 5144 – Discipline |  |
| BP & AR 5144.1 – Suspension and Expulsion / Due Process |  |
| AR 5144.2 – Suspension and Expulsion/ Due Process (Students w/ Disabilities) |  |
|  |  |
| VI. Employee Security |  |
| Diamond Creek School Overview |  |
| BP & AR 4158/4258/4358 – Employee Security |  |
|  |  |
| VII. Discrimination and Harassment Policy |  |
| Diamond Creek School Overview |  |
| BP & AR 1312.3 – Uniform Complaint Procedures |  |
| BP & AR 4119.11/4219.11/4319.11 – Sexual Harassment |  |
| BP 5145.3 – Nondiscrimination / Harassment |  |
| BP & AR 5145.7 – Sexual Harassment |  |
|  |  |
| VII. School-wide Dress Code |  |
| Diamond Creek School Overview |  |
| BP & 5132 – Dress and Grooming |  |
|  |  |
| IX. Safe Ingress and Egress of Students |  |
| Diamond Creek School Overview |  |
| BP & AR 5142 – Safety |  |
|  |  |
| X. Positive School Climate |  |
| Diamond Creek School Overview |  |
| BP 5137 Positive School Climate |  |
| BP 5145.9 Hate Motivated Behavior |  |
|  |  |
|  |  |
| D. Diamond Creek School Appendices |  |
| A1 – School Crime Reporting Summary |  |
| A2 – Incident Management Response Checklist |  |
| A3 – School Staff Survey |  |
| A4 – School Parent Survey |  |
| A5 – School Student Survey |  |
| A6 – Assessment Review Matrix |  |
| A7 – Assessment Review Summary |  |
|  |  |
| C1 - Emergency Ingress and Egress Procedures for Special Education Students |  |
| C2 – Fire on or off school grounds procedures |  |
| C3 – Earthquake or other natural disaster procedures |  |
| C4 – Attack or Disturbance plan |  |
| C5 – Bomb threat/Bomb Detonation procedures |  |
| C6 – Public Agency Disaster Coordination Plan |  |
| C7 – School Discipline Plan |  |
| C8 – School Dress Coe |  |
| C9 – Daily Ingress and Egress Procedures |  |
| C10 – Positive School Climate Program |  |
|  |  |
|  |  |
|  |  |

***DIAMOND CREEK SCHOOL***

***COMPREHENSIVE SCHOOL***

***SITE SAFETY PLAN***

***- OVERVIEW-***

**Diamond Creek School – Overview of School Plan and School Site Data Review**

**SAFE SCHOOL PLAN OVERVIEW**

All schools in the Roseville City School District have a Comprehensive School Safety Plan approved by the School Site Council and the RCSD Board of Trustees. It includes an assessment of the current status of school climate and school crime, procedures to notify teachers of dangerous pupils, disaster procedures, child abuse reporting procedures, rules and procedures on school discipline, school wide dress code, policies regarding actions which would lead to suspension/expulsion, sexual harassment policy, procedures for the safe ingress and egress of pupils, and other safe school strategies and programs. It also includes an action plan for implementation of the plan (Ed. Code 32280 – 32289).

At Diamond Creek School we review all pertinent data that will help to form a responsive action plan for the school site. Gathered resource information has been provided in this planning report.

**SCHOOL DESCRIPTION AND PROFILE**

Diamond Creek is in the Northwest part of Roseville located within a mile of the junction of WoodCreek Oaks and Blue Oaks Boulevards. Diamond Creek Elementary School is in its thirteenth year of operation, having many unique features including classrooms built around an inner pod for planning, conferences, and small group teaching. It has two small playgrounds, and it is connected to a small community park maintained by Roseville City. The 1850’s era of paddlewheels on rivers, miners and explorers seeking gold is a prevalent theme on the buildings. Our staff and students in keeping with that theme chose the school name of ‘Trailblazers’.

Diamond Creek opened on August 17th, 2001 with seventeen permanent classrooms, a multipurpose room and administrative building. Today Diamond Creek serves over 655 students with twenty-four teachers. Our teaching practices at Diamond Creek Elementary School reflect a balanced curriculum in the subjects of reading, writing, oral language, literature, math, science, and physical education.

THE MISSION

The Mission of the Diamond Creek Professional Learning Community is to ensure that all students learn to their fullest potential.

The Vision

The Vision of the Diamond Creek Professional Learning Community is based on collaborative teachers, at and across grade-levels. We are working together to produce optimum learning situations derived from data driven decisions.

COLLECTIVE COMMITMENTS

• We will collaborate to build a meaningful curriculum that serves our students.

• We will design interventions based on data.

• We will use assessments to drive instruction.

• We will celebrate our successes.

• We will support each member as we examine our own authentic results.

*Safety Surveys*

Three Safety Surveys were administered to the following groups: Teachers, Students, (2014) Parents.

1. **Teachers** Of 23 teachers assigned to Diamond Creek, 20 responded to the Teacher Survey with either a **Yes, All the time (4); Yes, mostly (3); Sometimes (2) ;** and **Not yet** **Yes, mostly** **(1)** rating system (21 gen ed., 2 sped). Questions focused on school climate, attendance, discipline, crisis response, safe ingress/egress, and School Site Plan. Teachers ranked school climate, discipline, attendance issues, crisis response and site plan as either **Yes, All the time!,** or **Yes, mostly**. School suspension/expulsion was listed as **Yes, mostly** or **Sometimes**, **Yes, mostly** with 4 teachers marking the **Sometimes** rating.
2. **Students** responded that they felt safe and cited the presence of gates, locks, safety patrol and constant supervision by the teachers and principal. 29 of 30 students responded from the 5th grade class of Mrs. McGee.
3. Parents **Data from the 2014 Parent Survey was used in this plan as the 2014 survey had not been administered yet.** In the 2014 survey, 103 responded that overall the school was a very safe place for their children. Parents felt that the systems in place for discipline / ingress/ egress were well communicated to parents. Parents responded that new families to the school were not responsive enough and were the ones that typically did not follow established protocol, thus causing delays in leaving school, particularly at 3:30 PM.

ACADEMIC SCHOOL GOALS

1. Diamond Creek educators will rise to the challenge of the new English Language Arts curriculum by providing effective first instruction, rigorous learning opportunities focused on increased achievement for all students.

2. A. Diamond Creek will begin to relate the new ELD standards to ELA standards. Teachers and principal will integrate ELD lessons using Parts I and II into ELA lessons. Staff will also implement designated time to teach students how English works.

B. Diamond Creek teachers and principal will find ways to increase ELL parent participation within the ELAC mechanism and in general classroom conferences and

3. Diamond Creek educators will develop CCSS mathematics lessons to meet the exciting challenges faced by a new curriculum approach.

**TEACHER ASSIGNMENT**

Diamond Creek School has a total of twenty one general ed. certificated teachers and two special education teachers who meet all credential requirements in the State of California. Teachers are assigned to areas specifically included under the provisions of their current credentials.

**DISCIPLINE AND CLIMATE FOR LEARNING**

Diamond Creek School takes a positive approach to discipline. Rules and expectations are clearly communicated and modeled. It is clear that rules are based on respect for one another and student’s safety needs. Students who observe the rules receive a positive response. Students who break rules experience consequences designed to help them understand the need for safety and consideration for others.

**ENROLLMENT AND ATTENDANCE**

The Roseville City School District has made student attendance and priority focus area for improvement. School achievement and success beyond the school day correlates highly with school attendance and program completion. Consistent school attendance is critical to student success. Monthly attendance at Diamond Creek School is adjective or describing sentence. Every effort to improve attendance will reflect in an improved learning environment for all students. Add additional attendance initiatives.

**ATTENDANCE RATES**

|  |  |
| --- | --- |
| YEAR | ATTENDANCE RATE% |
| 2006-07 | 96.03% |
| 2007-08 | 96.01% |
| 2008-09 | 96.81% |
| 2009-10 | 96.43% |
| 2010-11 | 97.32% |
| 2011-12 | 97.08% |
| 2013-2014 | 96.24% |
| 2014-2015 | 97.38% |

**SCHOOL CRIME REPORTING SUMMARY**

The Roseville City School District district-wide and school-specific safety plans include an assessment of the current status of school crimes committed on campus and at school-related functions. **APPENDIX A1 -** **SCHOOL CRIME REPORTING SUMMARY,** lists the school crime reporting summary for our school during the 201-13 school year. Brief statement about crime statistics based on data review.

**SCHOOL SAFETY COMMITTEE SURVEYS**

The School Safety Committee conducts a series of surveys to gather information about 1. (People and Programs), 2. (Places), and 3. (Safety Plan) within the comprehensive school site safety plan.

**INCIDENT MANAGAGEMENT RESPONSE CHECKLIST**

The first step is for the committee to assess school compliance with the Incident Management Response Checklist Yes, mostly by the California’s Office of Emergency Services. **APPENDIX A2 - INCIDENT MANAGEMENT RESPONSE CHECKLIST,** contains information regarding Diamond Creek School”s Incident Management Response Checklist Summary and highlights the areas that our school needs to further develop as part of our safe school action plan.

**STAFF SURVEY:**

Diamond Creek School staff were surveyed (**APPENDIX A3 – SCHOOL STAFF SURVEY)** on a variety of school safety issues. Areas surveyed included the following:

1) Proactive ways the school supports and positive school climate

2) Reactive ways school responds to inappropriate behavior and/or climate norm violations

3) Student attendance

4) Truancy

5) Staff attendance

6) Suspensions

7) Expulsions

8) Ways the school site plan supports a safe school

**STAFF SURVEY RESULTS: *SUMMARY EVALUATION***

Teachers at Diamond Creek School took a School Safety Survey on

February 4, 2015. Here is a summary of some of the key data shared by staff:

The Teacher Survey for Safety Plan 2014 was constructed with four criteria for ranking their responses.. These are:

**(4) Yes, All the time! (3) Yes, mostly (2) Sometimes (1) Not Developed**

No definitions were provided to the teachers for them to develop an understanding or ‘scale of the criteria’, but the responses in all seven criteria ranked the majority of responses in the Yes, All the time! or Yes, mostly range with a small percentage (3) listing the ‘statement’ as Sometimes. One teacher responded to “Staff knows procedures for crisis response” as Not Developed. The district Safety Plan template 2014 provided these seven criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Yes, All the time! | Yes, mostly | Sometimes | Not Developed |
| The school supports and maintains a positive school climate | 11/20 | 7/20 | 2/20 |  |
| The principal responds to inappropriate behavior and/or climate and norm violations | 8/20 | 10/20 | 2/20 |  |
| The office responds to Student Attendance issues | 17/20 | 3/20 |  |  |
| The staff knows procedures for crisis response | 16/20 | 2/20 | 1/20 | 1/20 |
| The school has procedures for safe ingress/egress of school | 15/20 | 5/20 |  |  |
| The school suspends/expels students appropriately | 5/20 | 11/20 | 4/20 |  |
| The school Site Plan supports a Safe School Discipline, parking, crisis response, bullying | 14/20 | 6/20 |  |  |

**PARENT SURVEY RESULTS: *SUMARY EVALUATION***

An electronic Parent Safety Survey was sent to all Diamond Creek parents for a 5 day period from Tuesday, January 27, 2014 to Thursday, January 31, 2014. **103 parents completed the responses during this time. Only 100 completed the survey completely, so this number will be the established baseline. In the survey,** ten statements were created with four criteria for ranking the parents’ perception to the ten statements.

The criteria to respond to these statements were:

(1) Strongly Agree; (2) Agree; (3) Disagree; (4) Strongly Disagree.

The Parent Survey can be understood better by grouping the ten ‘statements’ into the following areas, (1) **Student Safety, (2) School Safety, (3) Crisis Safety**. The following paragraphs contain the results to the survey:

(1) In the area of **Student Safety**, ninety two of one hundred (92/100) of parents or 92% of parents felt bullying is dealt with appropriately at school by marking Strongly Agree, or Agree. 84/100 or 84% responded with Strongly Agree or Agree to the statement ‘ My child knows how to report ‘bullying’ .’ 90/100 or 90% **and** 95/100 or 95% were the strongest responses to the statements about inappropriate students dealt with by teacher and principal.

(2) In the area of **School Safety,** school climate, safe ingress/egress, attendance and fieldtrips was addressed. Parents ranked Diamond Creek with a positive school climate with 99/100 or 99% respondents citing they Strongly Agree or Agree. 100/100 or 100% felt their children were safe at offsite activities such as field trips. 89/100 or 89% felt their child was safe on sidewalks and park next to the school with 8/100 or 8% indicating their disagreement with the statement, ‘my child is safe on sidewalks…..park…’ Parents were in agreement about the fairness of the school tardy policy with 99/100 or 99% responding with agreement or strongly agree with the policy.

(3) In the area of **Crisis Response** or preparing for earthquake, fire or ‘dangerous person’ incident, parents felt the school is prepared for an earthquake or fire with 135/140 or 97.2% agreeing or strongly agreeing. As for ‘dangerous person’, parents agreed or strongly agreed with the statement with 102/141 or 72.3% responding in these categories. 32141 or 22.7% **and 7/141 or** 5% responded with disagreement or strong disagreement about Diamond Creek’s preparedness.

Note: **Notification and Release to Parents after Crisis**

The Diamond Creek Crisis Response Team has spent many hours since inception discussing how parents are to be notified of a crisis at school, and how the release of students is to occur. The team has built its dismissal and notification procedures on two foundational beliefs that drive all decisions in this area. These are: (1) Safety of students, staff and volunteers is foremost; (2) Once all children are accounted for, time is in our favor.

During the procedural accounting of all bodies beginning with students to staff to volunteers by the Crisis Response Team, it is implied that emergency services will be called. During the crisis, teams of emergency responders will flood the campus. Our school liaison will coordinate with the police services to cordon off the streets adjacent to the school so no parents or persons can access the school without permission. This is in keeping with the philosophy of controlling and maintaining a crime scene without contaminating the evidence by introducing hundreds of additional persons.

The school district or Diamond Creek will use its School Messenger system to broadcast to Diamond Creek community that an event has occurred. Currently, a generalized message is ready from the district. The message will instruct parents to be patient and not attempt to access the school to check-out their child, but to assemble at a specific address such as the corner of Northpark and Hopscotch Way and await further instruction from city or school officials, for example.

Release of students will occur when the emergency responders inform the school liaison that the school is safe and ready to dismiss students. The streets will remain cordoned off and parents will be instructed to bring their valid California Drivers license to the glass doors (eastside) of the multipurpose room or predesignated alternate locations if necessary. Procedures for walking individual students from classrooms to the MPR will be achieved by use of radios and staff persons personally escorting each student to the MPR. Police will be stationed at various locations to maintain an orderly dismissal of students. This process may take hours to accomplish as no student will be released to any person unless they are on the child’s emergency card and can show valid California identification.

**STUDENT SURVEY RESULTS: *SUMARY EVALUATION*:**

29 5th grade students from Mrs. McGee’s classroom responded to the seven questions posed in the narrative survey. Students were asked to respond in writing whether (1) they felt safe at school, (2) about what happens in the discipline process, (3) tardies, (4) citations, (5) earthquake, (6) fire drills and (7) lockdowns. For questions related to safety, 29 stated they felt safe. Students listed ways to be safe at school, citing the calming influence of the teacher, gates, locks, safety patrol. Students were overall informed of the process for inappropriate behavior and its process (2,4) . Most referred the inappropriate behavior to the teacher. Not all respondents knew the purpose of having prompt attendance and wandered off in their answers about tardiness. As for the earthquake, fire and lockdown questions, 17/29 answered correctly, but a few answered “I don’t know” or “I would run outside” when faced with what to do with an earthquake.

**Assessment Review Summary**

These surveys are to be administered annually. They are compiled and reviewed by the administrator and teacher representatives from the School Site Council. The results are then discussed in the School Site Council in preparation for the overall Site Safety Plan to be adopted by the council. This review usually occurs in February and adoption in the February or March meetings.

**SUPPORT SERVICES**

Students at Diamond Creek School receive the following support services:

1st grade Reading Intervention during school with Credentialed Teacher

1st / 2nd grade Before School Reading Intervention (Lexia)

3rd/4th/ 5th grade after school Reading Intervention (Lexia)

K-5 Response to Intervention RtI

K-5 Resource (Special Education)

K-5 Speech Language

School Psychologist

K-5 English Language Development interwoven into ELA standards

**School Safety Plan – Committee Establishment**

**Committee Composition**

***Excerpt Board Policy - Comprehensive School Safety Plan - AR 0450:***

*The school site council may delegate the responsibility for developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code* [*32281*](http://www.gamutonline.net/district/rosevillecity/displayPolicy/315705/0)*)*

*1. The principal or designee*

*2. One teacher who is a representative of the recognized certificated employee organization*

*3. One parent/guardian whose child attends the school*

*4. One classified employee who is a representative of the recognized classified employee organization*

*5. Other members, if desired*

|  |  |
| --- | --- |
| **Diamond Creek Elementary** | **2015 Committee Members:** |
| **Principal or designee:** | **Martin C. Brown** |
| **Certificated Teachers:** | **Terri Darby, Wendy Aiello** |
| **Parent/Guardian:** |  |
| **Classified Employee:** | **Safety Plan reviewed by Terri Hill** |

**Public Meeting**

***Excerpt Board Policy - Comprehensive School Safety Plan - AR 0450:***

***“Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the school safety plan. (Education Code*** [***32288***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/315712/0)***)***

**Notifications of Stakeholders**

***The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code*** [***32288***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/315712/0)***)***

***1. The local mayor***

***2. A representative of the local school employee organization***

***3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs***

***(cf.*** [***1230***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/598280/0) ***- School-Connected Organizations)***

***4. A representative of each teacher organization at the school site***

***(cf.*** [***4140***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/598563/0)***/***[***4240***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/598564/0) ***- Bargaining Units)***

***5. A representative of the student body government***

**6. All persons who have indicated that they want to be notified**

***In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code*** [***32288***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/315712/0)***)***

***1. A representative of the local churches***

***2. Local civic leaders***

***3. Local business organizations***

***(cf.*** [***1220***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/598278/0) ***- Citizen Advisory Committees)***

***(cf.*** [***1700***](http://www.gamutonline.net/district/rosevillecity/displayPolicy/598305/0) ***- Relations between Private Industry and the Schools)”***

|  |  |
| --- | --- |
| **Date(s) of Notification(s) To**  **Board -Identified Entities:**  **Date Discussed**  **Date Adopted** | **February 10, 2015 Document provided for review prior to meeting**  **January 13, and Febuary 10, 20145in SSC**  **February 10, 2015 in SSC** |

***DIAMOND CREEK SCHOOL***

***COMPREHENSIVE SCHOOL***

***SITE SAFETY PLAN***

***- ACTION PLAN -***

**DIAMOND CREEK SCHOOL**

**2015-2016**

**School Action Plan**

**People and Programs**

*Safety Goal #1 Students Will Remain Safe While at School.*

**Areas of Pride and Desired Change:**

Diamond Creek maintains a strong academic policy. In the past, the **behavior** policy is one that has always been fluid as we striven to teach appropriate behavior. During the 2014-2015, up till January, of the school year, 13 suspensions were recorded. 8 students were suspended in 2012-13.

Before students are considered for suspension, they receive verbal reminders, warnings, minor consequences, meetings with parents, phone calls home, and behavior contracts.. Parents are informed at the Back-to School Night event of our discipline system and of the Citation system for 1-3 and 4-5 grades. 3-5 grade students are also informed of the citation system during a September assembly. Bully-like behavior is addressed on an individual basis, and is referred to the office for further discipline. School-wide character education assemblies are held monthly to address positive student behavior expectations.

Most behaviors are effectively dealt with at the classroom level. The school Student Study Team process is aware of any anxiety disorder students and recognizes they have need to have special conditions or accommodations for their behavior. Concern has been expressed this year that these students are not treated like the rest and should be. This is an informational problem and touches the area of confidentiality. With regard to the Student surveys, all respondents to the survey felt safe at school and cited the locked gates, safety patrol and constant supervision by teachers as a main reason. **Areas to improve** are student awareness of the discipline process and teacher awareness of our Crisis Response measures as noted in the Teacher’s Survey 2015.

**Area of Concern Responsibility Action**

|  |  |  |
| --- | --- | --- |
| Student Behavior | Students  Teachers  Admin  Parents | a. Continue to refine Character Education program  Assign a teacher and a committee of cohorts to  oversee its operation. Build buy-in with staff on  its importance.  b. Have Anti Bully Assemblies as necessary  c. Continue to review the revised Citation system.  d. Review the nature of 504 Plan as it relates to  behavior, Anxiety Disorders, and Behavior  Support Plans  e. Increase use of School Messenger to parents to  inform them of student behavior, personal contact  with parents by administrator  f. Inform parents of Citation System at Back-to-  School Nights. |

*Time Line for Implementation*

Ongoing - Development of Character Education Program.

Ongoing - Monthly Assemblies for Character Ed.

August 2014 - Review Citation system, Communicate at BTSN

September (annual review) - Staff Review of 504 Behavior Plans

Ongoing - Increase electronic phone calls to inform parents

*Goal #2 Safe Ingress / Egress from School*

**Areas of Pride and Desired Change:**

All respondents from Parent Survey and Student Survey felt that the school overall has an efficient system for exiting / entering students at school. Teachers are assigned on a rotating basis to supervise three areas at dismissal. Parents appreciated securing the main gate in the front of the school. The City of Roseville Traffic Division is a partner with Diamond Creek to help increase efficiency in the flow of traffic and to promote walking home. **Areas to improve** are to continue to ask parents to be safe in our school zone and to maintain the level of communication and training as we have thus far. Also,an increased emphasis on ‘walking’ to school.

**Area of Concern Responsibility Action**

|  |  |  |
| --- | --- | --- |
| Safe Ingress/ Egress | Students  Teachers  Admin  Parents | 1. Continue to communicate with parents via emails/ School Messenger and monthly ‘Trailblazer’s Guide’ about changes to traffic flow, and to keep this topic ‘fresh on their mind’ as they drive in the school zones. 2. Increase Safety Patrol training/ awareness 3. Principal to have private conversations with parents/ guardians as they drive in the school zone. 4. Continue to revise the security systems at DC 5. Encourage students to walk or bike to school on warm weather days. |

*Time Line for Implementation*

Ongoing School communications to parents to increase Safety

Awareness

Ongoing Trimester Safety Trainings by Safety Patrol

Ongoing Foster PTC/ City of Roseville Safe Schools program

*Safety and Incident Management*

*Safety Goal #3 To Promote Safety and to Train Accordingly*

**Areas of Pride and Desired Change:**

The Diamond Creek staff takes pride in its training programs to promote safety. Much concern is placed on the well-being of every student. **It is confusing why one teacher responded that we have not developed our Crisis Response measures in our 2015 Teacher Survey.**  Approximately two trainings occur monthly. These are a Lockdown or Intruder Drill and an Evacuation or Fire Drill. We have well developed specific safety procedures that are currently in place that allow us to safely place children in the desired designated areas and to account for all students and volunteers in about twelve minutes. The school is equipped with the needed tones used to signal various emergency drills and all staff have been issued a walkie-talkie as a means to communicate on a daily basis. All students and staff practice Intruder and Evacuation drills on a monthly basis. Every classroom has an emergency kit with student roster, small snacks, extra radio, red/green cards.

Whole school emergency kits have been created for each of the pods and placed in convenient backpacks. Two solar blankets, a porta-potty, medical supplies are placed in each of the six backpacks. Posted in each classroom is a district provided Emergency Preparedness manual as well as evacuation routes. The district and Diamond Creek uses the NIMS (National Incident Management System) emergency response plan. Staff are trained to use the protocols and areas of responsibility of the system including an Incident Commander, Scribe/ Public Relations/ Incident Manager, etc. so that if the school were to have a true emergency, once the police and/or fire department arrive, their plan is aligned with ours in terms of duties and expectations.

Respondents of all three surveys (parents, teachers, students) recognized the years of training and safety awareness efforts by the Diamond Creek Staff with regard to establishing the importance of safety. Intruder and Evacuation drills are now finely tuned as a result of monthly practice over the last ten years. Parents and teachers reported their overall feeling of safety with regard to ‘intruders’ on campus, and for the evacuation procedures. **Areas to improve**: Uniformity of protocols, multiple training on all levels, inclusion of all grade levels in the leadership of the Crisis Response Team.

**Area of Concern Responsibility Action**

|  |  |  |
| --- | --- | --- |
| Safety for all students | Students  Teachers  Admin  Parents | 1. Promote Safety Awareness by discussing and practicing drills on a monthly basis. 2. Establish appropriate uniform protocols for staff and parents. 3. Train multiple leaders trained in a multiple of roles for Evacuation and Lockdowns. 4. Hold a ‘Safety and Secure Online’ assembly |

*Time Line for Implementation*

Monthly Practice Drill and dialogue with Crisis Response on how to improve drill time

Monthly Staff time to standardize protocols for

Intruder/Evacuation Drills