

Paloma Elementary School

Principal's Safety Assurance Plan

Dana Spencer, Principal



The 2019 -2020 Comprehensive School Safety Plan was written by school administration and approved by the Paloma Elementary School Site Council. It was developed and designed to be a working document and to ensure policies and procedures are in place and followed appropriately. Local law enforcement and city officials are regularly consulted to assist the administration in designing safety, disaster and behavior plans.

Paloma is excited to be participating in Dr. Jeffrey Sprague's BEST behavior student support system, which has three simple rules: be respectful, responsible, and safe. Our main goal is to provide an instructional environment where all students and parents feel safe, engaged, and learning is at the forefront of all we do.

Three essential components were addressed when writing the plan.

1. Assuring a Safe and Physical environment
2. Characteristics of Students and Staff
3. School Culture

Listed below are strategies to ensure that components in place are met.

Characteristics of Students and Assuring an Emotionally Nurturing Environment

- This year Paloma continues the **Positive Behavior Intervention System (PBIS)**. This system focuses on "catching students being good" using:
 - Positive Connections
 - Clear simple behavior expectations
 - Monitor students by moving and scanning
 - Notice and reinforce positive behavior
 - Respond immediately to problem behavior
 - Collect data and work as a team
- Paloma staff worked together to create playground rules, review Systematic Supervision Videos (BEST), and created a token reward system school wide.
- The Response to Intervention program implemented at the scheduled professional learning community meetings provides emotional and educational assistance for students considered at risk.
- The school psychologist works in conjunction with the administration, health clerk and classroom teachers to meet the needs of the learning community.
- Our school social worker provides group counseling to students and at time individual problem solving sessions for students. She helps students struggling with work completion, attendance or homework completion to foster organizational skills and responsibility.
- Students are recognized at bi-monthly flag salute assemblies for academic achievement and citizenship.
- Safety Patrol, Student Council, and Peer Buddies provide older students the opportunity to develop responsibility skills and leadership.
- Paloma PTO focuses all attention on providing activities and resources that encourage student well being.

Assure a Safe Physical Environment

- Paloma Elementary is a closed campus. Parents and visitors must check in through the office and obtain a visitor's sticker in order to gain access to the campus.

- Student checkout procedures are clearly posted and strictly adhered to.
- California Ed. Code and SMUSD board policies regarding suspension and expulsion are communicated to students, parents and staff.
- School Discipline Procedures are communicated to students and parents at the beginning of each new school year in our school handbook posted on our web site as well as at a student assembly.
- Evacuation procedures are posted in all classrooms and staff is trained on procedures. Monthly drills are implemented.
- Mandated reporting policies on child abuse, dangerous students, and sexual harassment are presented to the staff at the beginning of the school year.
- Anonymous links on school website to report safety concerns.

School Culture

- Student Council fosters student involvement and shared decision making. Student council also helps with lessons on diversity, pride, and school community.
- Classrooms and student council reinforce character education via a program that focuses on relevant traits to foster positive citizenship.
- Students are recognized at Friday Flag Ceremony for success in academics and positive behavior.
- Paloma's Leadership Team meets monthly to maintain a positive school culture. Grade levels meet to further address academic needs and best practices.
- Our Super Readers program fosters a love of reading through assemblies and special visitors.

Paloma Elementary believes a positive environment promotes learning. Paloma staff, students and parents work together to ensure our school is an exceptional place to learn

Sincerely,

Dana Spencer

Principal