BUCKEYE UNION SCHOOL DISTRICT
SAFE SCHOOL PLAN

November 2018 – November 2019

School Site: Silva Valley Elementary School

Administrator: Kathy Holliman, Principal

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SCHOOL SYNOPSIS

Silva Valley Elementary School, part of the Buckeye Union School District, is a Junior Kindergarten through fifth grade school located in El Dorado Hills, twenty-five miles east of Sacramento. Silva Valley opened in 1992 with 450 students and was the first school in El Dorado County built for space saving year-round education. Currently, during the 2018-2019 school year, our twenty-fifth year, we have 520 students and operate using a modified traditional calendar.

Students, parents, and staff all hold high expectations for one another, and all students are expected to excel academically and as a "whole child", where emphasis is placed on achieving personal success. Silva Valley is a special place where many parent and community volunteers contribute to the effectiveness of the school program.

Our diversity is growing as well, with a student population that is 70% Caucasian, 11% Hispanic/Latino, 7% Asian, 7% Two or More Races, 1% African American, and 4% Other. 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 intervention or additional support. Our community is generous and caring in an atmosphere where cooperation and respect is highly valued.

Buckeye Union School District has implemented a comprehensive state standards based report card which holds students/teachers accountable for specific academic achievements. Silva Valley teachers' utilize district adopted research-based materials to guide student instruction. In order to improve student performance in reading, our School Site Council supported the creation of an in-school Reading Intervention Program that serves first through fifth grade students in need of additional reading instruction. We also have a cross-age reading program and a partnership-tutoring program with neighboring Oak Ridge High School. Silva Valley continues to partner with the Sierra Foothills Assistance League to create a reading program "Books & Beyond" where volunteers work with struggling readers in grades 2 – 3. Identified students in grades 1 – 5 receive intervention in Math concepts. Our EL students participate in a district adopted EL program two days a week. Utilizing early release Wednesday, teachers collaborate on a weekly basis evaluating student performance on formative and summative assessments to drive their instruction. Our goal is to have all students performing at or above grade level standards.

Our highly qualified staff establishes yearly school-wide and grade-level goals to keep staff focused on addressing areas of concern. Goals are based on multiple measures: the state standardized assessments, district-wide performance assessments, and classroom evidence. It is our goal to decrease the percentage of students identified as performing "standard nearly met or standard not met" in each subject-content area and to increase the percentage of students identified as performing "met or exceeded standard" in each subject-content area. At Silva Valley School we are pleased that our students perform at high academic levels as indicated by the SBA (Smarter Balanced Academic) State Assessment.

The mission of our staff and community at Silva Valley Elementary is to provide a safe, nurturing, and challenging educational environment in which students are eager and willing learners, and have the opportunity to realize their full potential. Our goal is to help students gain positive self-esteem and self-respect, and learn to be successful, productive citizens now and in the future. Special programs at Silva Valley include enrichment programs for all students such as Meet the Masters, Life Lab, Cross Country, Team Eagle, Oral Interpretation, Spelling Bee, Green Team, Choir, and Band.

In creating a safe and positive learning environment for students utilizing our 5 Core Values (respect & tolerance, responsibility, kindness and compassion, pride, and citizenship), Silva Valley Elementary School strives to set the standard for excellence in education

PLANNING COMMITTEE

NAME	TITLE
Kathy Holliman	Principal
Melissa Menard	Certificated
Lisa Boeker	Certificated/Parent
Kari Bunce	Certificated
Emma Wise	Classified
Andrew McLain	Parent
Jackie Krueger	Parent

The 2018-2019 School Site Council forms the core of the safety planning committee. The process is facilitated by Principal Kathy Holliman. The committee includes both classified and certificated staff members, parents, 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 with resiliency skills.

Data utilized to write the School Safety Plan included the 2017-2018 Parent Survey, 5th Grade Survey, teacher input and community input.

PART ONE: SAFETY PLAN
SCHOOL VISION

Students, parents, and staff all hold high expectations for one another and all students are expected to learn and be successful. Our mission is to provide a safe, nurturing and challenging educational environment in which students are eager learners, realize their full potential, exhibit positive self-esteem, and are successful, productive citizens now, and in the future.

Our mission statement, written by the Silva Valley School Site Council, addresses the goal of school safety because it incorporates elements of community, cooperation, responsibility, and respect.

Implementation of Student Behavior Management System

During the 2009-2010 school year Silva Valley developed, published, and provided training for a new school-wide behavior management policy for the opening of the 2010-2011 school year. The team developed the Silva Valley Core Values Program; emphasizing respect & tolerance, responsibility, kindness and compassion, pride, and citizenship, within and throughout the Silva Valley campus.

The Core Values Program has been implemented and has proven to be a successful tool in creating a positive, safe learning environment. Implementation consists of staff using common words, posters, certificates, core value books, raffles, student recognition, and lunch with the Principal.

With input from staff, Silva Valley embarked on a 5-year implementation plan to develop a Positive Behavioral Intervention and Supports (PBIS) approach to support our students. PBIS is a "multi-tiered approach to social, emotional and behavior support. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups." (www.pbis.org, 2017)

PART ONE: SAFETY PLAN
SCHOOL SAFETY ASSESSMENT

Surveys:
- Student input through annual 5th Grade Survey
- Parent input through the annual Parent Survey
- Parent and community input through the School Site Council and PTA
- Staff input through Staff Meeting discussions.
- El Dorado County Sheriff's Department and El Dorado Hills Fire Department

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. We also continue to educate students on the value and benefits of respectful behaviors.
- It is the hope of the Silva Valley parents, students, and staff that the continued implementation of the Core Value Program and PBIS will result in an overall decrease of student discipline issues on the Silva Valley campus.

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.
- 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/intruder drills are held each trimester.
- We are proud of the manner in which students follow our school rules and discipline policies.
- We are pleased with parent involvement and volunteerism at Silva Valley School.

Areas of desired change:
- We would like to increase students' sense of respect & tolerance for one another.
- 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.
- We would like to improve traffic conditions at arrival and dismissal times, including the intersection at Silva Valley Parkway and Golden Eagle Lane.
- We would like to raise school and community awareness of our Core Values Program and PBIS implementation.
- We would like to increase parent/community involvement and increase the number of volunteers 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	Conflict Managers program (TEAM Eagle) will continue to be implemented and revised by the school counselor using 3rd, 4th, & 5th grade students with counselor and classroom teachers supervising.
RELATED ACTIVITIES	• Counselor will address classes of students on issues related to self-esteem and conflict resolution utilizing the Core Values. • Continue to implement and revise the Conflict Manager program and Parking Lot Supervisors (PLS) programs. • Trainings will be held with Conflict Managers role-playing self-esteem and bullying issues.
RESOURCES NEEDED	• Scheduling of counselor's time • Conflict Manager training instructional materials (SDFSC) • Non-instructional materials for Conflict Managers: clip boards, T-shirts, incentives (SDFSC)
PERSONS RESPONSIBLE	• Principal • Counselor
EVALUATION	• Log of counselor's visit to classrooms • Staff feedback
TIMELINE	• November 2018 – November 2019
BUDGET	• Sources: Block Grant and SDFSC for Conflict Managers and Core Values materials

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

GOAL #1	To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.
OBJECTIVE #2	By November 2018, 100% of the staff, including yard duty supervisors, will be observed modeling conflict resolution utilizing the Core Values, school/classroom rules, and Tier 1 PBIS Ticket System
RELATED ACTIVITIES	• Yard Duty ongoing training in Core Values, conflict resolution strategies, and PBIS strategies. • The Core Values will be reviewed at staff meetings. • PBIS implementation: Year-2 • Students will receive training in conflict resolution and Core Values. • Conflict managers (TEAM Eagle) to be on duty during recess and lunch. Strategies will be reviewed at regular meetings. • Hands-for-Hope Drives/Pennies for Patients • Giving campaign in partner with PTA
RESOURCES NEEDED	• Counselor • Staff Involvement • PTA Involvement
PERSONS RESPONSIBLE	• Principal • Staff • Counselor • PTA Board
EVALUATION	• Log of counselor classroom sessions • Number of behavior referrals • Notes of Yard Duty Supervisor meetings • Success of Giving Back Initiative
TIMELINE	• November 2018 - November 2019
BUDGET	• Staff and Student Training Materials-Source: As available • Positive incentive support materials • Posters with School/Class Rules, Core Values

PART ONE: SAFETY PLAN
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 have participated in practicing the emergency procedures.
RELATED ACTIVITIES	• Implement procedures as per Education Code 32282. • Safety folders in all classrooms to be reviewed at staff meeting. • Staff, students and community will be advised about disaster preparedness and emergency readiness. • Regular emergency drills will be held. • Fire Department/Sheriff's Deputy invited to assess evacuation of buildings during a fire drill. • OES (Operations of Emergency Servces to train staff (November 14, 2018) • CATAPULT implementation (January 2019) • All staff on WiFi (October 5, 2018)
RESOURCES NEEDED	• SEMS manuals • Red Emergency Folder for all staff • Updated emergency folders in all rooms • WiFi access for all staff (October 5, 2018) • CATAPULT staff training (January 2019)
PERSONS RESPONSIBLE	• Principal • OES Staff • School Secretary • Head Custodian
EVALUATION	• Log of emergency drills held • Staff/Administration/El Dorado County Sheriff and Fire Department to review disaster preparedness and emergency readiness
TIMELINE	• November 2018 – November 2019
BUDGET	• Emergency preparedness - SDFSC

COMPONENT TWO: SCHOOL'S PHYSICAL ENVIRONMENT CONTINUED

GOAL #1	To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.
OBJECTIVE #2	Arrival and dismissal traffic procedures will continue to be reviewed by the principal and staff. Intersection of Golden Eagle Lane and Silva Valley Parkway will be under review for improved safety of students/parents.
RELATED ACTIVITIES	- Traffic procedures, rules, and expectations will be communicated to parents and students. - Involvement of the Department of Transportation and the California Highway Patrol to observe and advise on traffic/safety during pick up and drop off times. - Flashing Beacons installed by the D.O.T. at the intersection of Silva Valley Parkway and Golden Eagle Lane. - Parking Lot Supervisors (PLS) will be out on duty each morning to greet students and give morning message. - Looking at securing property on Silva Valley Pkwy and relocate the Bus Turnaround
RESOURCES NEEDED	Community and school resources are in place.
PERSONS RESPONSIBLE	- Principal - District Facilities Director - District Assistant Superintendent - D.O.T.
EVALUATION	Data on number of parent complaints and concerns to be gathered through School Site Council, Parent Survey and analyzed for content.
TIMELINE	November 2018 – November 2019
BUDGET	- Emergency preparedness --Source: As available - Communication--Source: School Funds

PART ONE: SAFETY PLAN
COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT

GOAL #1	To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.
OBJECTIVE #1	By September 2018, the student body and staff will have improved awareness of the Core Values, PBIS school-wide expectations flip chart, School/Class rules, and positve reward system. By December 2018, Staff will adopt academic/behaviorial flowcharts, referal process/data sheets.
RELATED ACTIVITIES	• Classroom teachers will review school/class rules and Core Values at the beginning of the school year with students. • Staff will be made aware of the various life skills and ideas of how to teach these skills using Core Values. • PBIS Team, Grade Level Teams to revise referal slips to be grade specefic. • Educate students and parents through the Parent/Student Handbook and monthly parent bulletins regarding school rules and Core Values, PBIS implementation progress. • PBIS meetings and rollout to continue • School counselor will address classes of students on life skills. • Counselor will implement "The Kindness Crew", a group that will promote "No Bullying" at Silva Valley. • Assembly promoting Respect and self-confidence (Sami's Circuit) for grades K-5.
RESOURCES NEEDED	• Annual printing of Parent/Student handbook • Class time allocated for reviewing school/class rules, Core Values, PBIS • Scheduling of counselor's time • Core Values materials for teachers use • PTA funding for Assembly
PERSONS RESONSIBLE	• Principal • Counselor • Classroom teachers TK-5
EVALUATION	• Number of discipline entries monitored throughout the school year • Monitoring of behavior interventions • Log of counselor classroom visits
TIMELINE	• November 2018 – November 2019
BUDGET	• Student/parent handbook publication—Source: SIP • Rewards, motivational materials for new positive discipline system —Source: SLBG • Assembly Funding - PTA

COMPONENT THREE: SCHOOL'S SOCIAL ENVIRONMENT CONTINUED

GOAL #1	To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.
OBJECTIVE #2	By the end of the 2018 - 2019 school year, parents and students will have improved awareness of the Silva Valley Core Values, PBIS, and school/class rules.
RELATED ACTIVITIES	• Educate students and parents through the Parent/Student handbook and monthly parent bulletins regarding Silva Valley Core Values, PBIS, and school/class rules. • Classroom teachers will review school/class rules at the beginning of the school year. • Classroom teachers will teach the Core Values throughout the school year. • Counselor to instruct individual classes in social skills, positive self-concept, and problem solving. • Administration to read Core Value books to each class in the library (5 times a year). • Staff review/training of various life skills and ideas of how to teach these skills utilizing Core Values. • Continue cross age tutoring program between Oak Ridge High School students and Silva Valley students. • Touch of Understanding day for 4th grade students/staff September, 2018.
RESOURCES NEEDED	• Class time allocated for reviewing Core Values, PBIS, and school/class rules • Scheduling of counselor's time • Instructional materials and incentives for Core Values, PBIS • Touch of Understanding (4th Grade)
PERSONS RESPONSIBLE	• Principal • Classroom teachers TK-5 • Counselor
EVALUATION	• Monitoring of behavior intervention • Number of behavior referrals • Parent Survey • Core Value lessons documented by classroom teachers
TIMELINE	• November 2018 – November 2019
BUDGET	• Site funds and PTA funds as available

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	• Yard duty personnel will use 2-way radios to communicate with the office. • Yard duty monthly meetings • Students checked out during lunch or recess will be sent to the office to be checked out in the presence of school personnel. • School staff will check identification of any person checking out a student if they do not recognize that person.. • Signs posted on either side of front office reminding parents to sign-in before entering campus. • School Marquee to remind parents to sign in at the front office. • Staff to ask volunteers when they enter room if they signed in at the front office.
RESOURCES NEEDED	• Parents and students will be regularly reminded of the procedures. • Emergency cards will be updated annually.
PERSONS RESPONSIBLE	• Principal • Office Staff • Yard Duty Supervisors
EVALUATION	• Monitoring of check in/out procedures
TIMELINE	• November 2018 – November 2019
BUDGETs	• ID badges: Site Funds

COMPONENT FOUR: SCHOOL'S CULTURAL ENVIRONMENT-CONTINUED

GOAL #1	To foster a safe, positive learning environment by improving student well-being in the school community and neighborhood.
OBJECTIVE #2	All parent volunteers will be fingerprinted.
RELATED ACTIVITIES	• All new parent volunteers to be fingerprinted each year. • Fingerprinting Information given at Kindergarten Round-up • All fingerprinted volunteers will have permanent identification badges. • School secretaries to make picture identification badges for fingerprinted parent volunteers • Volunteer sign-in process to be monitored for accountability. • School secretary to review all volunteers to make sure they are fingerprinted.
RESOURCES NEEDED	• Financial resources to assist with cost of fingerprinting • Secretaries to assist with making volunteer identification badges
PERSONS RESPONSIBLE	• Principal • School Secretaries
EVALUATION	• Monitor the number of fingerprinted volunteers.
TIMELINE	• November 2018 – November 2019
BUDGET	• Site Funds

PART ONE: SAFETY PLAN
ALIGNMENT OF GOALS AND VISION

Our goals and objectives are intended to lead students toward Silva Valley School's Mission. Compassion for others, cooperation, celebration of diversity and a safe and secure environment are key to our Mission. Silva Valley will be a 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	• Principal • Counselor
1	1	Number of assemblies scheduled relating to self-esteem/conflict resolution	• Principal • PTA
1	2	Number of recess personnel trained	• Principal • Counselor
1	2	Decrease in number of office referrals/ suspensions	• Principal
1	2	PBIS Contnued Implementation	• Principal • PBIS Team • Staff
1	3	Schedule Sami's Circuit for All Students	• Principal • PTA
2	1	School Site Council to review the revised emergency procedures	• Principal • SSC
2	1	Log of emergency drills	• Principal • School Secretary
2	2	Annual data on number/type of parent complaints or confrontations	• Principal
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	• Principal • Teaching Staff
3	1	Number of behavior interventions	• Principal • Counselor
3	2	Touch of Understanding Day for 4th Grade Students/Staff	• Principal
4	2	Log of Parent volunteers fingerprinted	• School Secretaries
4	2	Identification badges issued	• School Secretaries

PART ONE: SAFETY PLAN
BUDGET

COMPONENT	ITEM	SOURCE	AMOUNT
1	Assemblies	PTA	$1,500
1	Materials for Conflict Managers	SLBG	$300
2	Updated emergency folders	SLBG	$100
3	Materials/incentives for Core Values & PBIS	SLBG	$1,000
3	Parent/Student Handbook	Site Funds	$100
4	Touch of Understanding	PTA	$1,300
4	Fingerprinting	Parents, Site Funds	$200
4	Safety Supplies	SLBG	$300
4	ID badges	Site Funds	$100