



Sunnyvale Middle School

COMPREHENSIVE SCHOOL SAFETY PLAN

EFFECTIVE DATES December 12, 2019- December 12, 2020

Ms. Shamar Edwards
Principal/Administrator

Plan Developed By	Title
Shamar Edwards	Principal
Jane Chen	Assistant Principal
Roopali Bali	Assistant Principal
Stephanie Malcolm	Assistant Principal
Sheri Hess	Certificated Site Member
Sheila McKell	Certificated Site Member
Cynthia Patterson	Certificated Site Member
Tonya Gregory	Classified Site Member
Kurt Erikson	Parent Site Member
Irene Iwasaki	Parent Site Member
Julianne Geddes	Parent Site Member
Chance Brainard	Student Site Member

Public Hearing Date Date Adopted by School Site Council

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Comprehensive School Safety Plan

December 2019-December 2020

Membership Sunnyvale Middle School

School Site Council or Delegated School Safety Planning Committee Members Date: 11/5/19	Principal or designee	Classified Employee	Teacher Rep of Certificated Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
Shamar Edwards	X								
Sherri Hess			X						
Sheila McKell			X						
Cynthia Patterson			X						
Irene Iwasaki				X					
Kurt Erikson				X					
Julianne Geddes				X					
Tonya Gregory		X							
Joseph Ochoa					X				
Carter Oates								X	
Chance Brainard								X	
Kevin Loh								X	
Jane Chen						X			
Roopali Bali						X			

*Optional members

Sunnyvale Middle School Vision

Sunnyvale Middle School is a dynamic community with diverse cultural and socio-economic backgrounds located in the heart of Silicon Valley. Our mission is to engage students and empower them to reach their highest academic potential and social emotional growth. Critical and creative problem solving, effective communication, and community involvement are cornerstones of our supportive and challenging learning environment.

A Place to Learn and Grow (Learning Environment)

Sunnyvale Middle School operates on the basis of two sound and research-based philosophies: The Seven Correlates of Effective Schools and Positive Behavioral Interventions and Supports (PBIS). Academic and school decisions are based on the Seven Correlates of Effective Schools:

1. Instructional Leadership
2. Clear and Focused Mission
3. Climate of High Expectations
4. Frequent Monitoring and Student Progress
5. Positive Home/School Relations
6. Opportunity to Learn and Time on Task
7. Safe and Orderly Environment

Sunnyvale Middle School's Spartan Spirit Program is based on PBIS and supports a positive school climate where all students are clear about behavioral rules and expectations. This leads to more time for learning and less time on discipline

What We Teach (Curriculum)

Sunnyvale Middle School offers a sound academic program that prepares students for the rigors of high school and is based on the California Standards for grades 6, 7 and 8. Our academic program includes:

- o Reading Language Arts
- o Intervention Reading Language Arts: Power Reading
- o Math: Math 6, Math 6/7, Math 7, Math 7/8, Math 8, Algebra I, Geometry
- o Intervention Math: Power Math
- o Social Studies in grades 6, 7 and 8: Ancient Civilizations, World History and United States History
- o Science in grades 6, 7 and 8
- o Physical Education in grades 6, 7 and 8
- o Electives: Art, Woodshop, Computers, Leadership, Drama, Band, Forensics, Orchestra, Choir, Spanish 1, Heritage Spanish, and AVID
- o Special Education: RSP, SDC and TSDC (Therapeutic SDC)

How We Teach and Learn (Instruction)

Sunnyvale Middle School teachers have been trained in Constructing Meaning, Gradual Release of Responsibility and Explicit Direct Instruction. Because teachers work in Professional Learning Communities (Data Teams), they use common assessment data to inform their teaching. The focus at SMS is on good first teaching and improved student learning for those below, on and above grade level.

The Ways We Work (Professional Growth, Planning and Environment)

Sunnyvale Middle School has a shared leadership focus. Monthly Teacher Leadership Group meetings are held in which Department Chairs, Grade Level Team Leads, Instructional Coaches, PBIS Lead, AVID Coordinator, Restorative Justice Coordinator, and any other school group lead meet to share information and make school decisions. Teachers plan staff development with the principal, and the principal often, and consistently, meets with the Instructional Coach to discuss the direction of the school. Staff

Meetings focus on professional development and furthering our practices in PLCs, PBIS, MTSS, and Restorative Justice. Department teachers work in PLCs to plan common assessments in order to improve classroom instruction.

Foundations for Learning (Parent Involvement and Student Support)

Sunnyvale Middle School has experienced increased parent involvement the last three years. Our PTSA structure includes parents who support each grade level, and there are numerous volunteer opportunities that are publicized on our school website. In addition, SMS holds ELAC meetings for EL students and their parents, and we continue to hold ongoing parent education.

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Data Analysis Sunnyvale Middle School

Data Source	2016-2017	2017-2018	2018-2019
Attendance Rates			
Average Daily Attendance	96.9%	97.1%	96.7%
Chronic Absenteeism Rate	3.7%	5%	TBD
School Climate Survey Data			
Suspensions – Out-of-School	26	18	25
Suspensions – In-School	3	2	26
Expulsions	0	0	0
Referrals	228	285	520

Data Source: CALPADS, PowerSchool, SWIS

Conclusions from Data:

Overall SMS has a safe, clean, and supportive campus. The specific areas of concern are: Students feeling harassed or bullied on campus and cultural/racial climate.

Conclusions from Parent, Teacher and Student Input:

Plans to increase the feeling of safety by students. The PBIS teams will support to increase a feeling of safety by all on the campus. A continuing concern is the number of students who have felt harassed. Unfortunately, according to the CA Healthy Kids Survey, the percentage of students who have experienced any form of harassment or bullying has jumped from 25% in 2017 to 35% in 2019. Furthermore, according to the Fall 2019 Panorama Family Survey, only 66% of the parents feel that SMS is a physically and psychologically safe school. Based on these two data points, we will continue to work on develop lessons for students and professional development for teachers focused on building community in the classroom.

PBIS will continue to focus on reinforcing model behaviors on campus. SMS will be partnering with Project Cornerstone in 2019/2020. 6th grade will implement the Middle School SEL Asset Builder Program focusing on positive peer relationships and social-emotional health. SMS will also continue implementing Restorative Justice Practices to support students' understanding and correction of behavior.

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.
 SWIS Data: Number of referrals and reasons for referrals
 PowerSchool: Discipline Log Entries, Suspensions, Expulsions, Attendance Rates
 California Healthy Kids Survey and Project Cornerstone Survey: Input from students regarding school safety, climate and resilient vs. at risk behaviors
 Panorama SEL Survey

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

- o Spartan Spirit Program
- o Spartan Spirit Tickets and Prizes
- o Middle School SEL Asset Builder Program
- o Renaissance Program
- o Spartan Spirit Citizen Lunch Recognition

o Tier 1 Circles to build classroom community

Areas we wish to change:

We wish to reduce the number of students that feel harassed or bullied on campus and improve the climate around race, culture, and ethnic diversity.

Comprehensive School Safety Plan
December 2019-December 2020
Goals, Strategies And Activities
For Ensuring A Safe And Orderly Environment
Component I - People and Programs
Sunnyvale Middle School

Component I: People and Programs (Have at least one goal, measurable objective and activity for each component)	
Goal #1 Safe and Orderly Environment: Emphasize Respect, Responsibility and Right Choices.	
Measurable Objective: The number of students who have experienced any harassment or bullying will decrease by 5% as measured by the Panorama Survey.	
Action Steps 1.0 Continue Spartan Spirit Program (Overall Positive School Climate) a. Use Spartan Spirit tickets to reward students who show the three “Rs” in a particular or random situation. b. Continue teacher-led tours that teach students expected behavior in each of the common areas on campus. c. MTSS teams meet bi-weekly to review and monitor student progress. d. A reboot of PBIS with staff so that they understand the expectations 2.0 Promote self-awareness, and school connectedness a. 6th Grade - Project Cornerstone Middle School SEL Asset Builders Program b. 6th, 7th, & 8th Grade- Implement Tier 1 Restorative Justice Practices Circles to build classroom community c. 6th and 8th Grade- WEB program to connect 6th grade students to 8th grade students 3.0 Teachers participated in the “Common Ground” Partnership. Awareness and Education among Teachers and Staff. Students were taught Common Ground Lessons before receiving their e-mail accounts. 4.0 Continuation of Just Be Kind / PBIS program a. JBK Festival b. PBIS Team meets monthly to plan activities to support a positive school climate. c. PBIS Team facilitates PD to staff on PBIS expectations at SMS Continue implementing Restorative Justice Practices to support students' understanding and correction of behavior. Students, Staff, and Parents will participate in the Panorama survey.	
Who will take the lead	PBIS Team WEB Team Administration: Principal and Assistant Principals SWIS Administrator (Sarah Castro)

Completion Date and Budget	December, 2019 Budget: \$1,000.00—PTSA and Site Funds
Resources Needed	Ongoing attendance at Project Cornerstone meetings/summits Continued training in PBIS Continued training in Tier 2 and Tier 3 MTSS Meeting time for team Restorative Justice Training Restorative Justice Coordinator
How we will Monitor and evaluate	Referral Data (SWIS) Data on bullying Panorama Survey

Comprehensive School Safety Plan

December 2019-December 2020

Goals, Strategies And Activities For Ensuring A Safe And Orderly Environment Component II – Place Sunnyvale Middle School

Component II: Place (Have at least one goal, measurable objective and activity for each component)	
Goal #2 Safe and Orderly Environment by establishing Restorative Justice Practices	
Measurable Objective: By June, 2020, 100% of students will be aware of Tier 1 Restorative Justice Practices	
Action Steps 1.0 Restorative Justice Practices Training for Staff 2.0 Restorative Justice Practices Information to Parents 3.0 Tier 1 Restorative Justice Practices lessons taught in classrooms	
Who will take the lead	Administration PBIS Lead Restorative Justice Coordinator Equity Team Members
Completion Date and Budget	December, 2019 \$500.00—PTSA and Site Funds \$200.00—Discretionary for Spartan Spirit Lead Release Days \$1000 - Restorative Practices training
Resources Needed	Budget Time for Staff Development Release Days for PBIS Lead and the Team Members
How we will Monitor and evaluate	Teacher and Student Feedback SWIS Data

Comprehensive School Safety Plan

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Communication of the Plan Sunnyvale Middle School

<p>Method for Communicating Plan and Notifying Public: Ed Code 32288</p>	<p>Date of Public Hearing December 12, 2019</p> <p>Site of Public Hearing District Office Boardroom</p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • Representative of the local school employee organization • A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs • A representative of each teacher organization at the school site • A representative of the student body government • All persons who have indicated they want to be notified 	
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • A representative of the local churches • Local civic leaders • Local business organizations • In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 5 of any schools that have not complied with Ed Code 32288 	
<p>Review of Progress for Last Year</p>	<p>Name: Jane Chen</p>	<p>Date: 10/21/19</p>
<p>Law Enforcement Review</p>	<p>Name: Joseph Ochoa</p>	<p>Date: 11/06/19</p>
<p>Site Council Approval</p>	<p>Name: Kurt Erikson</p>	<p>Date: 11/5/19</p>
<p>School Board Approval</p>	<p>Name: Nancy Newkirk</p>	<p>Date: 12/12/19</p>

Comprehensive School Safety Plan

December 2019-December 2020

Evaluation of the Plan Sunnyvale Middle School

How was the previous plan monitored?

The plan was monitored through regular updates and check-ins reviewed in administrative meetings. SWIS Data is monitored monthly through the Multi-tiered Systems of Support teams (MTSS) and presented to the staff each trimester.

What progress was made on Component 1 (People and Programs)?

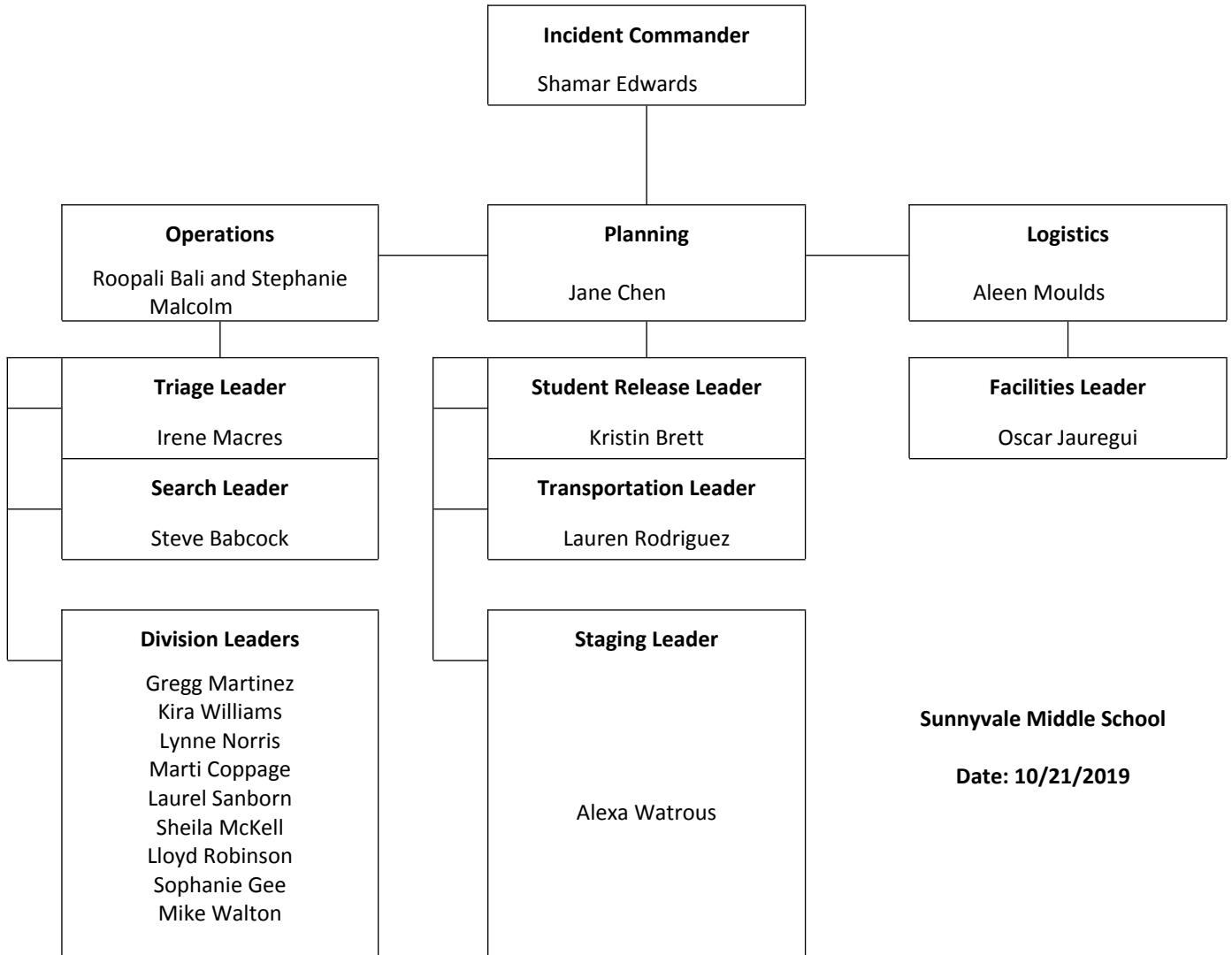
- The PBIS program has expanded and now includes an anti-bullying component (Just Be Kind and Project Cornerstone). During the 2018-2019 school year, SMS has sponsored (along with the PTSA) two Award Nights (Fall and Spring) to recognize Student Achievement and Growth.
- The Middle School SEL Asset Builder will be implemented with parent volunteers in all 6th-grade classrooms.
- Restorative Justice Community Circles have been implemented in various classrooms to support relationship building and classroom culture.
- Common Ground media was continued for Staff and Students at SMS in the Fall of 2019.

What progress was made on Component 2 (Place / Physical Environment)?

- 100% of students have been taught expected behaviors in all of the common areas of the school site.
- Developmental Assets will be incorporated in the “Just Be Kind” and Project Cornerstone’s Middle School SEL Asset Builder in the 2019 - 2020 school year.
- Renaissance and Spartan Citizen recognition programs have been expanded to reach more students demonstrating Respect, Responsibility and Right Choices

Incident Command (IC) Structure, School Sites

IC Structure Chart





Site Plans, Exercise & Drill Completion Log





Drills are mandated and required by the Sunnyvale SD Board Policies. Please log your school's participation/completion of the following exercises and drills. Thank you.

- Radio Communications Tests: Once a year.
- Fire Drills: Once a Month.
- Earthquake: Once a year.
- Code Red: Supported by local law enforcement

Also, please indicate below your school safety and disaster plan updates.

Plan	Date Updated	Principal's Signature
Site Safety Plan	October 21, 2019	
School Disaster Plan	October 21, 2019	

Please maintain this log in the front of your School Disaster Plan for quick reference and audit. Thank you.

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
8/23/19	1:00 PM	1:15 PM		X				
9/12/19	8:45 AM	9:00 AM		X				
9/30/19	11:00 am	11:02am	X					
10/17/19	10:50 AM	11:06 AM		X	X			
11/12/19				X				
12/12/19				X				
1/16/20				X				
2/12/19				X				
3/19/20				X				
4/23/20				X				

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
5/28/20				X				

Re-Unification Sites

The following is the off-campus re-unification site our school will use in case of evacuation due, for example, to a campus intruder or damaged structures:

De Anza Park-Fields and Cherry Chase Elementary

Administration Back Up/Notification

Always notify the district office when time permits regarding a serious incident.

School Site Map

C15
C14 Hangal
C13 Murdock

C12 Burnsed/ Patil

C11 Chan/OT 1 Brett/F&A 2 3 Person 4
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C10 Weller
C9 Kim
C8 Coppage
C7 Boisvert
C6 Byun, J.
C5 Ninkovic
C4 Norris
C3 Leonard
C2 Handa
C1 Wrencher

E1 Verret	E2 Shreve	E3 McKell	E4 Ludwig	E5 Neilben
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E6 Hernandez	E7 Robinson	E8 Aho	E9 Cargov	E10 Rajan	E11 Vedar	E12 Herrera	E13 Clark
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D1	D2 Whiteed	D3 Agape & Crowe-Bray	D4 Sanborn	D5 Chan	D6 Lang/Gonzalvez
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G1 Watrous	G5 Gee
▲	G4 Bouja
▲	G3 Messner
▲	G2 Perez

B5 Eilts	B6 Williams	ART PATIO
B4 Caringela	B7 Vanderwege	
LIBRARY Sharma		
B3 Weber	B2 Martinez	B1 Huang
		TCH. PATIO

QUAD

F1 Ancheta	F2 Lin	Stage	F3 Carpio-Agular
CAFETERIA/ MULTI		GYM	
KITCHEN		GIRLS LOCKER RM	
F4 A	F4 B	Storage	Storage

POOL

BOYS LOCKER ROOM

REMINGTON

A4 Kwong	A3 Rodriguez	▲	Health Office Macres	MAIN OFFICE Moulds Melville Joseph Castro Reynolds	ASST. PRIN. Bali	ASST. PRIN. Chen	ASST. PRIN. Malcolm	▲	COPY RM	STAFF ROOM		A2 Brown	A1 Byun, C.
		CONFERENCE RM.2			PSYC.	SOC. W.	CONFERENCE RM.	Principal Edwards					

SUNNYVALE MIDDLE SCHOOL
1080 MANGO AVE
SUNNYVALE CA 94087

10/21/19

School Contact Information

Name	Home	Work	Pager/Cell
Principal - Shamar Edwards		(408) 522-8288 x2101	
Assistant Principals - Roopali Bali, Jane Chen, & Stephanie Malcolm		(408) 522-8288 x2102, 2103, 2191	
Custodian - Oscar Jauregui		(408) 522-8288 x2180	
Secretary - Aleen Moulds/Julie Melville		(408) 522-8288 x2104, 2105	
Operations Coordinator - Stephanie Malcolm and Roopali Bali		(408) 522-8288 x2191, 2102	
Logistics Coordinator - Aleen Moulds		(408) 522-8288 x2104	
Planning Coordinator - Jane Chen		(408) 522-8288 x2103	
Admin/Finance Coord. - Angel Joseph		(408) 522-8288 x2106	

Chain of Command

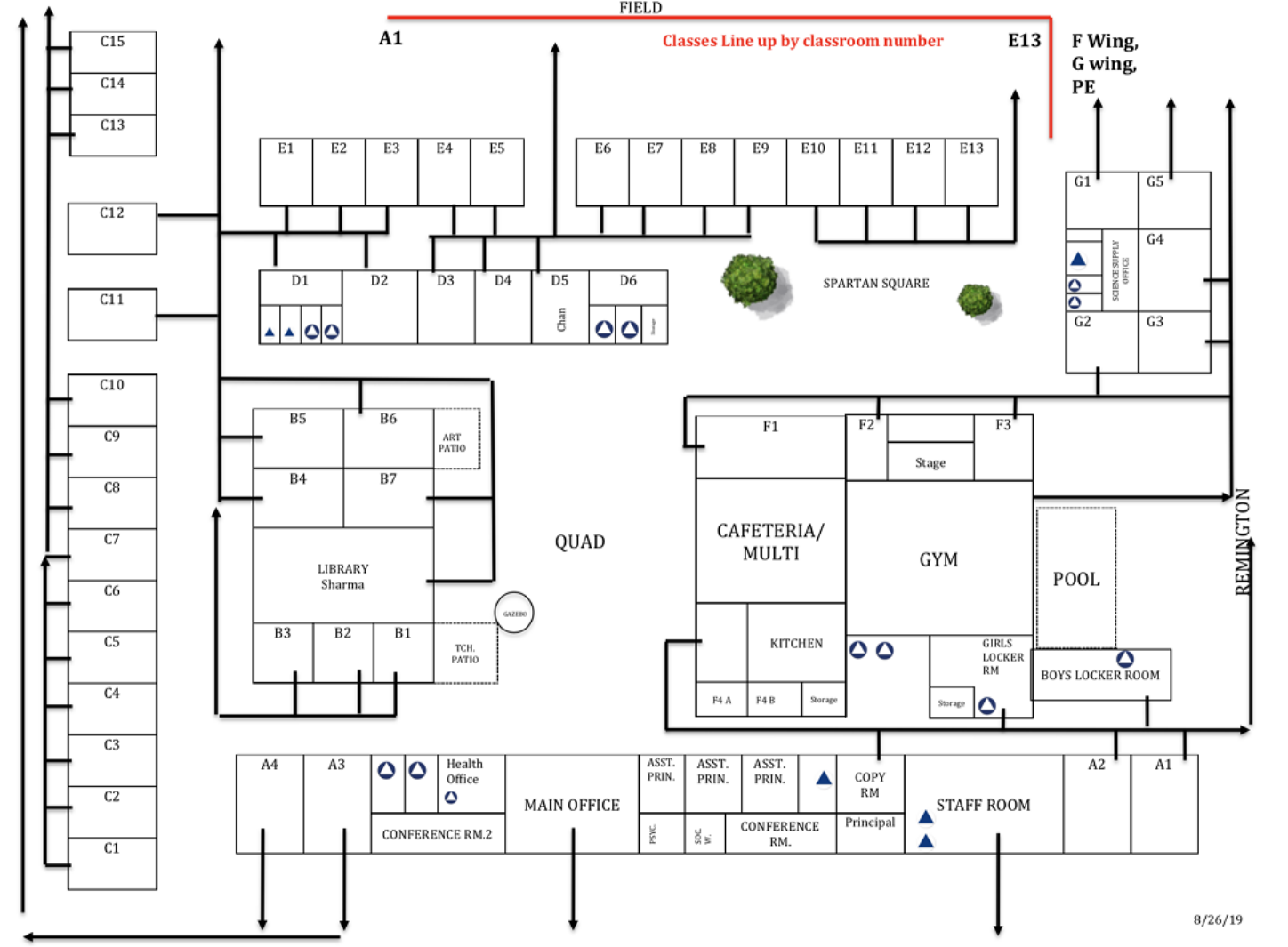
Fill in the names of the persons assigned to each position

Sunnyvale Middle School

Updated: 10/21/19

Role	Name	Cell #	Title
Incident Commander	Shamar Edwards		Principal
Planning	Jane Chen		Assistant Principal
Logistics	Aleen Moulds		Administrative Assistant 2
Triage Leader	Irene Macres		Health Clerk
Student Release Leader	Kristin Brett		Instructional Coach
Facilities Leader	Oscar Jauregui		Custodian
Search Leader	Steve Babcock		Teacher
Transportation Leader	Lauren Rodriguez		Teacher
Division Leaders	Gregg Martinez Kira Williams Lynne Norris Marti Coppage Laurel Sanborn Sheila McKell Lloyd Robinson Sophanie Gee Mike Walton		
Staging Leader	Alexa Watrous		Teacher

School/Site Evacuation Plan



Safe Ingress and Egress

Getting to School:

In keeping with Sunnyvale School District's goal of fostering awareness among our students, we strongly urge families to use means of transporting children to school other than driving. We encourage activities such as walking, bicycling with helmets, and scootering with helmets. If children are to be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone's responsibility to know the traffic laws surrounding the school, including appropriate speed limits (15 mph when children are present) and to obey them. Children are encouraged to follow all crossing guard directions and to use the sidewalks. The best and safest way to arrive and pick up is to allow plenty of time for travel, parking, or drop off/pick up.

Crossing Guards:

Public Safety provides trained Crossing Guards upon availability at various locations around the school, to allow for safe travel every school day, during arrival and departure times. See next page titled, "School/School District Support" for specific locations.

Walking:

We recommend that parents and guardians accompany TK, kindergarten and primary grades (1st -3rd) students to and from school in walking groups. Walking groups for older children (i.e. walking school buses) will foster independence and increase safety. Parents are encouraged to consult the walking routes map for your school to determine the safest routes to school. Teach, and lead by example, how to cross streets safely:

- At intersections
- In crosswalks when available
- With pedestrian crossing signal at light-signal controlled intersections
- With crossing guard assistance when available

Children must wear the required protective gear when bicycling or using a scooter and follow applicable laws and the directions of the crossing guards. Per California Law, helmets are required for all children under the age of 18.

Using the Passenger Drop-Off and Pick up Zone:

Drop off children and pick them up in the designated passenger drop off and pick up zones. DO NOT leave cars parked or unattended or double/tripled parked. If children are not present for pick up, continue out of the area, come back around, or park on the street in a legal parking spot, and walk up to find them. DO NOT BLOCK anyone parked in a designated handicap parking space or neighborhood driveway. Please keep traffic flowing.

Follow the directives of school staff and volunteer curb assistants (where available) in the drop off/pick up areas. Stop before the crosswalk at the entrances to the school roundabouts or driveways to wait for any pedestrians using the crosswalk. Drive as far as possible in a single file line along the drive or curb before picking up or dropping off.

See next page titled, "School/School District Support" for specific directions and locations of your school.

School/District Support:

To support the goal of fostering environmental awareness among our students, the School/School District will annually:

- o Survey students and/or parents to determine mode of travel to school. A simple survey will aid in planning for addressing transportation issues.
- o Educate, inform, and train students, parents, and staff about safe travel to and from school.
- o Review safe ingress and egress plan and procedures with staff.

Sunnyvale Middle School

	Primary Location (Day to Day Operations)	Secondary Location (Emergency Plan)
Street Access Points	Sunnyvale Middle is accessible from Mango Ave., S. Mary Ave., W. Remington Dr. and W. Knickerbocker Dr.	Student and staff will exit the blacktop and proceed to the bus loading zone if emergency allows.
Parent/Student Drop off & pick up	In the designated drop off zone on Mango Ave. No pick up or drop off in the Staff Parking lot.	Remington Avenue
Bus Drop off & pick up	Mango Ave in the Staff Parking lot Bus Parking Zone	During an emergency, the Manager of Operations will determine pick up and drop off procedures.
Public Entrance to School Site for Visitors	Signs are posted at the entry requiring all persons to check in with school office on Mango Ave.	Through the back of the school off of Mary Ave.
Student/Staff Evacuation (by walking)	Students and staff will exit the school and line up on blacktop according to the school's Evacuation Map	Students and staff will exit the school and walk to the blacktop in the back of the school near Mary Ave. Secondary evacuation sites include Cherry Chase school and/or De Anza Park depending on the nature of the emergency
Student/Staff Evacuation (by bus)	Student and staff will exit the blacktop and proceed to the bus loading zone if emergency allows.	Depending on the nature of the emergency, the safest location will be determined. Remington by the tennis courts is the secondary evacuation location for student/staff by bus.
Crossing Guard	4-Way intersection at Mango Ave. and W. Knickerbocker Dr.	