



Bishop Elementary

COMPREHENSIVE SCHOOL SAFETY PLAN

EFFECTIVE DATES December 8, 2016-December 8, 2017

Suzanne Cicala
Principal/Administrator

Plan Developed By	Title
Suzanne Cicala	Principal
Ernie Pena	SSC Chair
Rocio Bueno	SSC Member (Parent)
Veronica Calderon	SSC Member (Parent)
Lorena Castaneda	SSC Member (Parent)
Jeff Cole	SSC Member (Teacher)
Jessica Prettol	SSC Member (Teacher)
Cindy Taylor	SSC Member (Teacher)

Public Hearing Date

12/8/2016

Date Adopted by School Site Council

August 2017

Table of Contents

Membership.....	3
Bishop Elementary Vision	4
Data Analysis.....	6
Component I - People and Programs	8
Component II – Place	10
Communication of the Plan	11
Evaluation of the Plan	12
Incident Command (IC) Structure, School Sites	13
Site Plans, Exercise & Drill Completion Log.....	14
School or Facility Site Map.....	15
Your School or Facility.....	16
Chain of Command	17
School/Site Evacuation Plan.....	18
Emergency Drills	19
Safe Ingress and Egress.....	20
School/School District Support:	21

Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Membership Bishop Elementary

School Site Council or Delegated School Safety Planning Committee Members Date: 10/7/16	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*)
1. Suzanne Cicala	X								
2. Rocio Bueno				X					
3. Veronica Calderon				X					
4. Lorena Castaneda				X					
5. Ernie Pena				X					
6. Jeff Cole			X						
7. Jessica Prettol			X						
8. Cindy Taylor			X						
9. Ray Strom					X				
10. Guadalupe Garcia		X							

*Optional members

Bishop Elementary Vision

Bishop Mission Statement

We empower everyone to have a voice and the confidence to persevere as learners and leaders who will inspire change in themselves and in the world.

What our school must be or have in order to fulfill our "mission".

Bishop is an outstanding school with a transitional kindergarten through fifth grade student population. We have a strong academic focus, yet firmly believe in educating of the whole child. Our curriculum is standards-based, well balanced, and student-centered. The accomplishment of our strategic objectives is guided by the "Seven Correlates of Effective Schools":

1. A safe and orderly school environment
2. A climate of high expectations for success
3. Strong instructional leadership
4. A clear and focused mission
5. An opportunity to learn and student time on task
6. Frequent monitoring of student progress
7. Positive Home-School relations

A Place to Learn and Grow (Learning Environment)

Located in the heart of Silicon Valley, Bishop has an enrollment of diverse students. Our school community reflects a wide range of occupations, family structures, and socio-economic levels. Regardless of background, at Bishop we believe that all children can learn.

Bishop staff works to provide children with the basic academic tools they will need to become productive, responsible citizens. Our students work toward established standards for performance, behavior, attendance, and homework as we emphasize proficiency in academic skills, parental involvement, and personal responsibility.

Bishop comprises a community of administrators, teachers, parents, and students willing to work, change and grow as we work together to provide each child with a quality education. We truly believe that it takes a collaborative effort to enable all students to meet the social, multicultural, and technological challenges of the twenty-first century. As a result of our collaboration, Bishop is committed to the beliefs that:

- high expectations yield high results
- a safe and nurturing environment supports learning
- education is the right of every child and the responsibility of the entire community.

What We Teach (Curriculum)

Instruction is based on the California Common Core Standards. Appropriate English language instruction is provided to all students. We have full and consistent implementation of standards-based ELD instruction for all English Learners at all grade levels. A variety of reading/language arts core and intervention curricula are used at all levels to provide specific, targeted support. A balanced mathematics approach is used to ensure academic achievement in mathematical procedures, problem-solving and conceptual understanding. We provide students with a rich balanced curriculum, which also includes social studies, science, physical education and the visual/performing arts.

How We Teach and Learn (Instruction)

Students receive whole group direct instruction, small group, and one-on-one support in all curricular areas. In the classroom, teachers provide intervention support (RtI) for all students according to need. Pull out interventions for Reading Comprehension and fluency are also available for specified students. Students receive one-on-one and small group support in the classroom during Universal Access time, through Reading Partners (a non-profit organization that provides individual reading support by volunteers),

in small group after-school tutorials and in Kids Learning After School (KLAS).

Our instruction is supported by technology through the use of computer-based literacy and math software such as Renaissance Learning, ST Math (Jiji), MimioSprout, RazKids and mobile technology.

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

Bishop staff members deepen their instructional expertise through targeted professional development and the use of powerful, research-based practices. Working in grade-level professional learning communities (PLC), teachers take time to develop and administer common assessments, analyze student work, set goals, plan and implement targeted instruction, and evaluate results as part of an ongoing cycle.

Foundations for Learning (Parent Involvement and Student Support)

Parent involvement is an integral part of all programs at Bishop. We work with families to create productive home-school relationships to strengthen a safe and orderly school environment as we develop well-adjusted, responsible, young citizens. Parents have the opportunity to contribute in various ways: Parent Teacher Organization, School Site Council, ELAC (English Learner Action Committee), and DELAC (District ELAC). Parents actively participate in their children’s education by volunteering in the classrooms, assisting teachers with projects at home, providing communication avenues to support the classroom teacher, and planning and coordinating after school enrichment and fundraising events. Funds raised through the PTO provide direct support to the classroom teacher for field trips and classroom supplies. Parents are provided with frequent reports on their children’s progress in English and Spanish.

Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Data Analysis Bishop Elementary

Data Source	2013-2014	2014-2015	2015-2016
California Healthy Kids Survey Response Rate	52%	0%	52.5%
<u>Perception that use is very bad for health:</u>	91%	na	79%
Cigarettes			
Alcohol			
Marijuana (or have never heard of it)			
Have never or only sometimes been hit or pushed	83%	na	80.5%
Feel safe at school most or all the time	89%	na	70 %
Have never brought a weapon to school	98%	na	99%
Have never seen another kid with a weapon at school	89%	na	85%

Suspensions	3	7	3
Expulsions	0	0	0

Conclusions from Data:

In 2015-2016, school data from the California Healthy Kids Survey reflects that a majority of students feel that drugs are unhealthy. The survey also indicates that 19% of the 5th graders said they had been hit or pushed and that 70% of the 5th graders feel safe at school. This is an decrease of 19% since 2013-2014. The number of suspensions has also decreased from seven suspensions in 2014-2015 to only three suspensions in 2015-2016.

Conclusions from Parent, Teacher and Student Input:

School wide Positive Behavior Interventions and Supports (PBIS) create a common language for high expectations and reinforces positive behaviors. Counseling services target high-risk students and provide a curriculum designed to instill empathy through teaching conflict resolution and anger management skills. At Bishop, Playworks provides students with structured play during recess and lunch. The Bobcat Cave allows students to interact with peers in a safe indoor environment during lunch recess. At Bishop, continuing education regarding bullying is needed for all stakeholders. A partnership with Project Cornerstone began in Fall 2013. Parent volunteers teach monthly lessons to students, which provide students with tools to deal with challenging social situations. Through The Leader in Me process everyone (adults and students) are learning about and building their leadership skills in order to positively impact the culture and the academics at Bishop.

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.

1. Staff members were surveyed to identify areas of need in terms of behavior.
2. Suspension records were reviewed to determine preventions necessary.
3. Annual parent survey.
4. Behavior referrals using PBIS minor and major referrals and the SWIS Data System.

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

1. The Leader in Me
2. PBIS Recognition Awards (Bishop Leadership Tokens, Student recognition)
3. CHAC Counseling Services

4. Playworks (Structured game time during recess)
5. KLAS (Kids Learning After School)
6. Reading Partners (a non-profit organization that provides individual reading support by volunteers)
7. Bobcat Cave (an indoor recess and lunchtime place for students)
8. Project Cornerstone Asset Building Champions (ABC) Program

Areas we wish to change:

1. Decrease number of suspension and office referrals during recess, lunch and class time.
2. Increase parent and community involvement.

Comprehensive School Safety Plan
December 8, 2016-December 8, 2017
Goals, Strategies And Activities
For Ensuring A Safe And Orderly Environment
Component I - People and Programs
Bishop Elementary

Component I: People and Programs (Have at least one goal, measurable objective and activity for each component)	
Goal #1 Positively impact school culture and academic achievement using The Leader in Me Process.	
Measurable Objective: By June 2018, 100% of students in our TK-5 classrooms will receive on-going 7 Habits lessons to build leadership skills that positively impact behavior and improve self-monitoring of academic progress.	
Action Steps Action Steps 1. Provide Training a. 7 Habits for staff and families b. Launching Leadership, Creating Culture and Aligning Academics for staff 2. Programs for Students a. Leadership i. Provide students with dedicated lessons on the 7 Habits using an established school pacing guide ii. Provide students with lessons that integrate the 7 Habits language and concepts iii. Provide each student with a classroom leadership role iv. Create school leadership roles for students b. Goal Setting i. Establish three school wide “Wildly Important Goals” (WIGS) for behavior, attendance, and academics ii. Create classroom data walls with classroom WIGS that are aligned to the school WIGS iii. Teach all students how to track personal WIGS using leadership notebooks c. Action Teams i. Establish a School Lighthouse Team to monitor the implementation of The Leader in Me Framework ii. Create action teams that are responsible for addressing the needs of students, staff, family members, and the community around leadership, culture, and academics 3. Evaluate Program a. Analyze frequency of classroom discipline issues b. Analyze frequency of office referrals c. Analyze attendance data d. Analyze academic data	
Who will take the lead	School Lighthouse Team Action Teams Principal Assistant Principal Parents PTO Teachers Playworks Coach CHAC Counselors Noon Aides All Staff Members
Completion Date and Budget	June 2018

Resources Needed	The Leader in Me Framework and Activity Guides
How we will Monitor and evaluate	Student surveys Analysis of behavior referral, attendance and academic data

Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Goals, Strategies And Activities For Ensuring A Safe And Orderly Environment Component II – Place Bishop Elementary

Component II: Place (Have at least one goal, measurable objective and activity for each component)	
Goal #2 Provide a Safe and Orderly Environment using Positive Behavior Support Intervention	
Measurable Objective: By June 2018, the number of K-5 students who will receive two or more office referrals will decrease by 50% as measured by office discipline logs.	
Action Steps Action Steps 1. PBIS Professional Development a. Review and revise as needed PBIS protocols b. Review PBIS procedures with staff a minimum of three times a year 2. Collect Data a. Enter all office referrals in SWIS b. Share data with the staff each month 3. Analyze Data by Trimester a. Set goals based on first trimester data b. Communicate goals to staff and students c. Monitor progress using SWIS data reports 4. Develop action plans for students with multiple referrals a. Conference with student, parents, teacher and principal b. Implement Tier Two Check In/Check Out system c. Outline, implement and monitor plan	
Who will take the lead	PBIS Site Committee Teachers Principal Assistant Principal Playworks Coach CHAC Counselors Noon Aides All Staff Members Parents
Completion Date and Budget	June 2018
Resources Needed	PBIS Supplies SWIS
How we will Monitor and evaluate	PBIS Committee will analyze behavior incidents from office referrals entered in system for date, time, location, gender, and type of incident.

Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Communication of the Plan Bishop Elementary

<p>Method for Communicating Plan and Notifying Public: Ed Code 32288</p>	<p>Date of Public Hearing</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"> • Local Mayor • 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: Suzanne Cicala</p>	<p>Date:</p>
<p>Law Enforcement Review</p>	<p>Name: Ray Strom</p>	<p>Date:</p>
<p>Site Council Approval</p>	<p>Name: Ernie Pena</p>	<p>Date:</p>
<p>School Board Approval</p>	<p>Name:</p>	<p>Date:</p>

Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Evaluation of the Plan Bishop Elementary

How was the previous plan monitored?

- Principal and staff collaboration on the plan
- Parent feedback and recommendations
- Staff feedback and recommendations
- School site council discussions and action items throughout the year

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

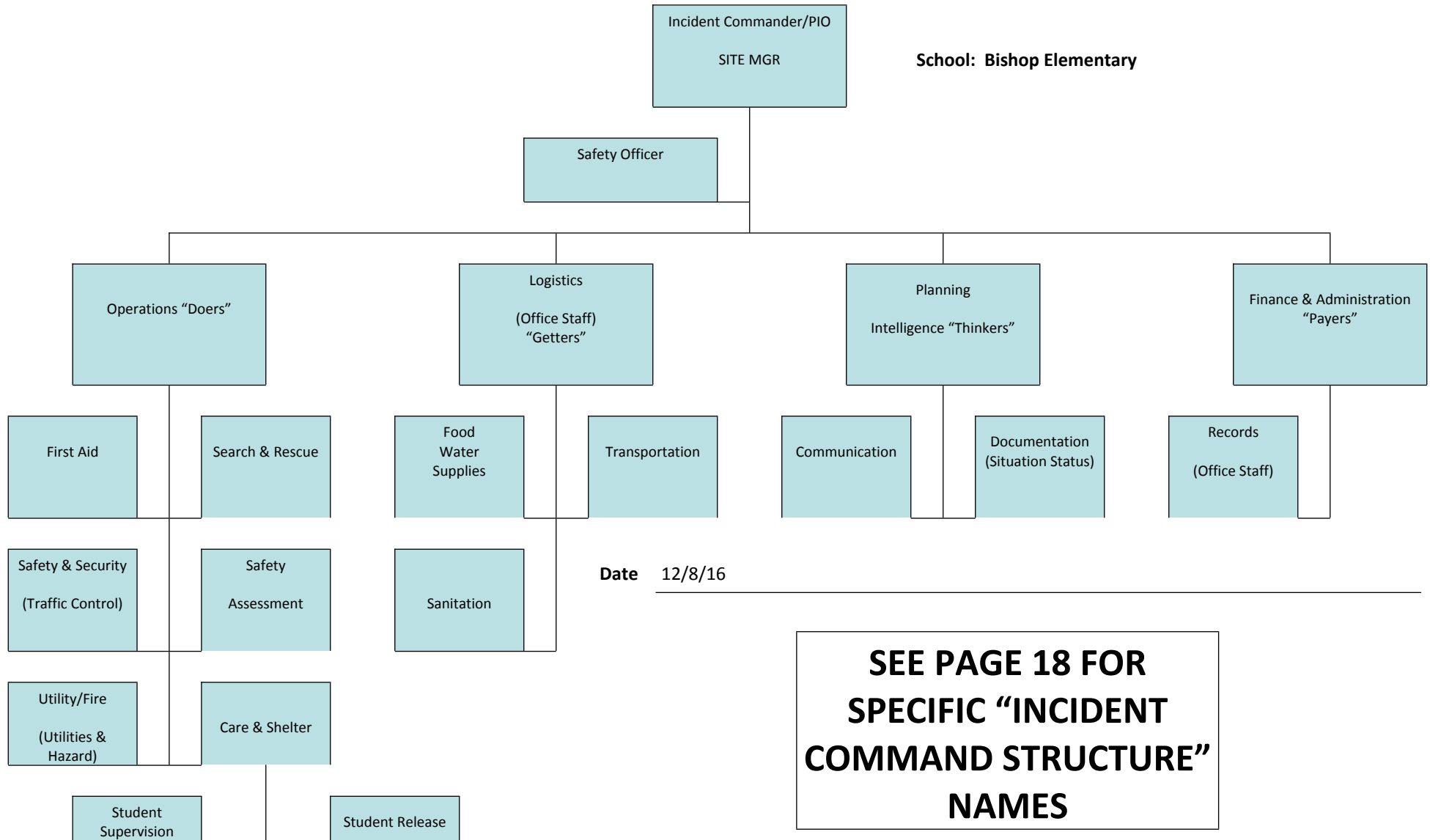
Discipline referrals are logged into SWIS. The Bishop PBIS team provides ongoing training and coaching for teachers. Check In/Check Out has been established for students exhibiting tier two behaviors. Staff members have been trained on SWIS so that data is analyzed and next steps can be determined.

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

Project Cornerstone trainings for teachers and parents have been implemented. Lead parents and volunteers have been identified. Books/lessons of the Project Cornerstone curriculum have been taught in all classrooms. Information regarding the main components of each lesson is communicated to families through classroom letters and the school's monthly newsletter.

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.

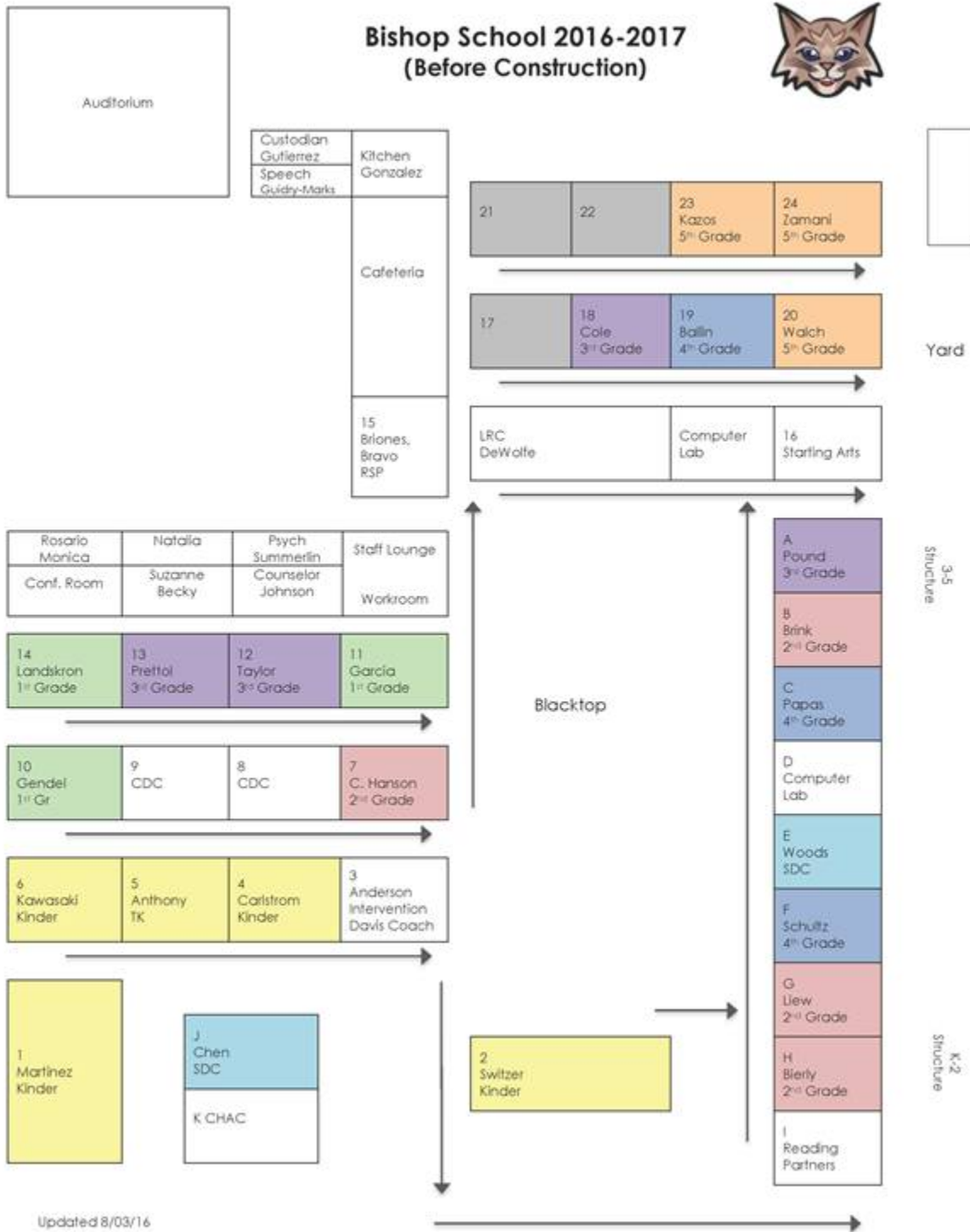
Plan	Date Updated	Principal's Signature
Site Safety Plan	September, 2016	
School Disaster Plan	February, 2017	
Radio Communication	March, 2017	
Fire Drill	March, 2017	
Earthquake Drill/ Code Red Drill	March, 2017	
Code Red Drill	March, 2017	

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	Code Red	Other Drills	

School or Facility Site Map

Insert a map or draw a sketch of the school or facilities entire site.



Your School or Facility (fill in names & numbers)

Name	Home	Work	Pager/Cell
Principal Suzanne Cicala		408.522.8229	
Assistant Principal Becky Schmidt		408.522.8229	
Custodian Angel Martinez		408.522.8229	
Secretary Rosario Clark		408.522.8229	
Operations Coordinator Becky Schmidt		408.522.8229	
Logistics Coordinator Rosario Clark		408.522.8229	
Planning Coordinator Victoria Summerlin		408.522.8229	
Admin/Finance Coordinator Monica Mullins		408.522.8229	

Chain of Command

Fill in the names of the persons assigned to each position

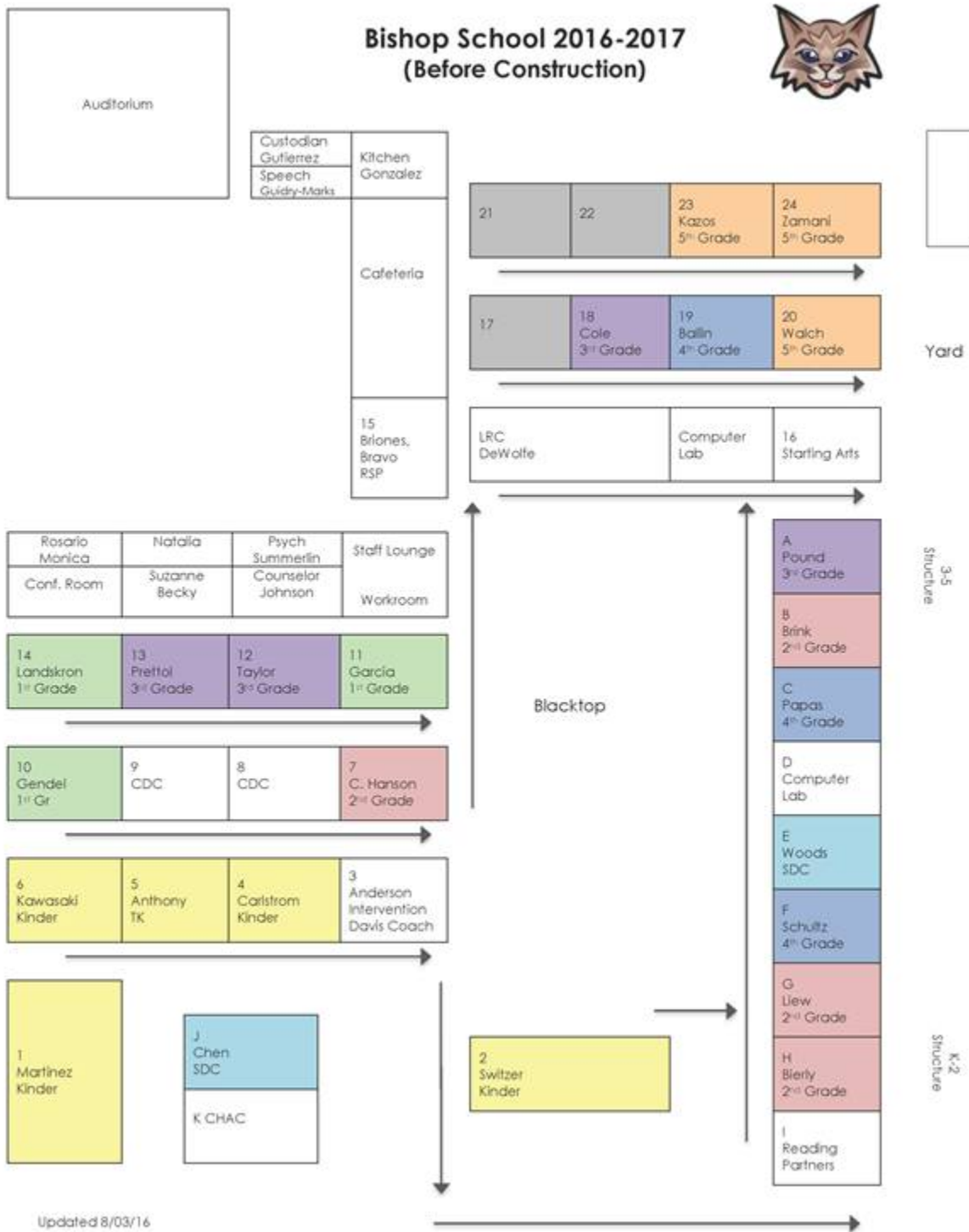
Incident Commander/PIO
Suzanne Cicala, Principal

Safety Officer
Becky Schmidt, Asst. Principal
Backup – Marivic Walch, Teacher

Operations Becky Schmidt Asst. Principal	Logistics Rosario Clark, Admin II	Planning/Intelligence Victoria Summerlin Psychologist	Admin/Finance Monica Mullins, Admin I
First Aid Team Leader Erika Lopez, Health Clerk	Food, Water, Supplies Leader Mandy Bravo, Food Services	Communications Team Leader Monica Mullins, Admin I	Records Team Leader Monica Mullins, Admin I
Search & Rescue Team Leader Sueh-Min Liew, Teacher	Transportation Team Leader Rosario Clark, Admin II	Documentation Team Leader Mylene Briones, Teacher	
Safety & Security Team Leader Oscar Jauregui, Custodian	Sanitation Team Leader Angel Martinez, Custodian	<u>Search & Rescue Team</u> Sueh-Min Liew, Leader Steve Anthony Jeff Cole Katie Schultz Mary Pound Shireen Zamani <u>Student Release Team</u> Guadalupe Garcia Cindy Taylor Cindy Hanson <u>Student Supervision Team</u> Backup Leader – Mirell Kazos All other teachers	<u>Wing Commanders</u> Wing Commanders
Safety Assessment Team Leader Oscar Jauregui, Custodian			Room 20 (17,18,19, 20, 23, 24) Room PA (PA, PB, PC, PD, PE) Room PF (PF, PG, PH, PI) Room 2 (1, 2, PJ, PK) Room 4 (4, 5, 6) Room 7 (7, 8, 9, 10) Room 11 (11, 12, 13, 14) Room 15 (15, Speech, Kit)
Utility/Fire Team Leader Angel Martinez, Custodian			
Care & Shelter Team Leader Daryl DeWolfe, LRC Specialist	Student Supervision Team Leader Monica Mullins, Admin 1		
	Student Release Team Leader Marivic Walch, Teacher		

School/Site Evacuation Plan

Insert a map or draw a sketch of the school or facilities showing the evacuation routes and alternates.



Emergency Drills

2016-2017

Bishop Elementary

Type	
Fire	September 2, 2016
	October 10, 2016
	November 10, 2016
	December 8, 2016
	January 17, 2017
	February 17, 2017
	March 8, 2017
	April 8, 2017
	May 16, 2017
Earthquake	October 20, 2016
	March 17, 2017
Lockdown	November 21, 2016

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:

Murphy Park

Administration Back Up/Notification

The first administrative backup is Becky Schmidt for Bishop. Always notify the district office when time permits regarding a serious incident.

Safe Ingress and Egress

Getting to School:

In keeping with Bishop's goal of fostering environmental awareness in our student body, we strongly urge parents and guardians to use alternative ways to driving to get children to and from school, such as walking or bicycling. If you must drive children to school, please carpool. Emphasize safety in every transportation mode you use.

Crossing Guards:

The Sunnyvale School District in conjunction with the Police Department fund the position of crossing guard, upon availability, every school day during arrival and departure times at the corner of Maude and Sunnyvale, as well as Maude and Bayview.

Walking:

We recommend parents and guardians accompany transitional kindergarten, kindergarten and primary grade (1st-3rd) students if they walk to and from school. Consult the walking routes map for Bishop School for the best walking route to school from your neighborhood and back home from school. Teach children how to cross streets:

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

Using the Passenger Drop-Off and Pick up Zone:

During the drop-off and pick-up times, drop children off and pick them up on the four surrounding streets. Keep traffic flowing in this zone. DO NOT leave your vehicle parked in the passenger drop-off/pick-up zone. If children are not present for pick-up at arrival time, continue out of the parking lot, park on the street, walk up to find them, or circle the parking area until they arrive.

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.

Bishop Elementary

	Primary Location (Day to Day Operations)	Secondary Location (Emergency Plan)
Street Access Points	Bishop is accessible from Maude Ave. to N. Sunnyvale Ave.	Bishop Elementary is accessible from Central Expressway and N. Fair Oak Ave.
Parent/Student Drop off & pick up	N. Sunnyvale Ave.	Bayview Ave.
Bus Drop off & pick up	N. Sunnyvale Ave./Side of school Bus Parking Zone	During an emergency, the director of transportation 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 at N. Sunnyvale Ave.	Through back parking lot off of Maude Ave.
Student/Staff Evacuation (by walking)	Students and staff will exit school and line up on field (school map).	Students and staff will exit school and walk to the front of school, N. Sunnyvale Ave.
Student/Staff Evacuation (by bus)	Student and staff will exit field and proceed to bus loading zone if emergency allows.	Depending on the nature of the emergency, the safest location will be determined. Blacktop or cafeteria is the secondary evacuation location for student/staff by bus.