

SB 187: Comprehensive School Safety Plan

✓ **SB 187 requires that:**

- Each school's Site Council, or a Safety Planning Committee authorized by the Site Council, develop a school Safety Plan relevant to the needs and resources of the school.
- Plans be adopted by September 1, 1998.
- Prior to adopting the plan, the Site Council, or the Safety Planning Committee, conduct a public meeting to allow input on the plan from members of the school's community.
- The plan be evaluated and amended, as needed, on an annual basis.
- Plans be maintained in a public file at the district office.

✓ **If a Safety Planning Committee is used, its membership must include:**

- The school's Principal or his/her designee.
- One teacher representative of the certificated employee organization.
- One parent whose child attends the school.
- One employee representative of the classified employee organization.
- Other appropriate members.
- Consultation with a representative from a law enforcement agency.

✓ **The School Safety Plan shall include, but is not limited to:**

- An assessment of the current status of crime committed at school and at school-related functions.
- Appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which include all of the following:
 - **Child abuse** reporting procedures.
 - **Disaster procedures**, routine and emergency.
 - **Policies pursuant to serious actions** which would lead to suspension and/or expulsion.
 - **Procedures to notify teachers of dangerous pupils.**
 - **Sexual harassment policy.**
 - Provisions of a **schoolwide dress code** that prohibit pupils from wearing "gang-related apparel", if the school has adopted such a dress code. If adopted, the Safety Plan shall define "gang-related apparel." This definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section shall be enforced on the school campus and at any school-sponsored activity. For the purpose of this legislation, "gang-related apparel" shall not be considered a protected form of speech.

✓ **The safety plan may also include an action plan for implementing appropriate strategies and programs**

San Ramon Valley Unified School District

Comprehensive School Safety Plan

GREENBROOK ELEMENTARY SCHOOL

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Public Hearing Date: _____
Date Adopted by School Site Council: May 20, 2004

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 and psychological harm. They are characterized by sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds), an environment of nonviolence, clear behavioral expectations, disciplinary policies that are consistently and fairly administered, students’ affiliation and bonding to the school, support and recognition for positive behavior, and a sense of community on the school campus. Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.”

*Taken from “Safe Schools: A Planning Guide for Action”
California State Department of Education*

GREENBROOK VISION STATEMENT

Greenbrook Elementary is a special place where every member of the school community will be provided with the opportunity to thrive and excel in a caring, understanding, an supporting environment, and where all students will develop skills an utilize tools to become self-reliant, life long learners. The more equipped students are to make responsible choices, the better prepared they are to face the world and pursue their lifelong interests and goals.

GOALS

The mission of our school is to promote excellence in the following ways:

- Have students be accountable for themselves thus building self-esteem.
- Promote and provide on-going staff development opportunities for all staff members.
- Incorporate current research in curriculum, by focusing attention on language arts, math, and science.
- Provide positive recognition of student, parent, and teacher efforts.

“The governing board of the San Ramon Valley Unified School District, in taking reasonable action pursuant to EC 48900-48923, intends that schools be safe and orderly in providing a learning environment that is free from disruption.”

SRVUSD Board Policy 5131

“All students and staff of a primary, elementary, junior high, and high schools have the inalienable right to attend campuses which are safe, secure, and peaceful.”

California Constitution, Article 1, Section 28(c): Right to Safe Schools

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A. 2004-05 Disaster Plan	
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Student management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies, and district administrative rules. With regard to student discipline, school staff also adhere to the procedures set forth in the SRVUSD Board Policies and Administrative Regulations 5144 and 5144.1 and Discipline Code & Behavioral Guidelines.

I. An assessment of the current status of school crime

Greenbrook's annual absentee rate averages 96.93

- Greenbrook's school climate is considered superior. There is supportive interaction between staff, students and parents. There has been much support from the district level in leading positive safety and climate programs over the past year. The creation of the 40 developmental assets program has been melded into our curriculum. The second step program will be implemented in our kindergarten during the first trimester. A character-building program is in place where one concept is published once a month and highlighted at each grade level. The concepts are also showcased in the hallways on banners throughout the school. Cultural diversity and tolerance is discussed and woven into the curriculum at all grade levels.
- *Highlight/list the frequency/total number of/nature of violations involved in:*
- There have been no students referred for serious school site discipline.
- One student has been suspended during the 2003-04 school year.
- There has been no reported crimes to the police during the 2003-04 school year
- There seem to be no disciplinary trends out of the ordinary during the 2003-04 school. Over the past eight years the number of students suspended from school during a certain school year have ranged from 0-4.
- *Refer to district Safe Schools and Substance Abuse Survey (as applicable).*

II. Strategies and programs

A. Child abuse reporting procedures

All school staff actively monitors the safety and welfare of all students. Staff understand their responsibility as child care custodians and immediately report all cases of known and suspected child abuse.

To assure that school staff have adequate training, newly hired teachers sign a statement indicating their completion of child abuse training as part of their certification requirement; school administrators, teachers, classroom assistants, and other classified school employees participate in periodic training in child abuse identification and reporting procedures. Written descriptions of reporting requirements and disclosure of employee confidentiality rights are also provided as part of the training.

When a case of child abuse becomes apparent or is suspected, discussion is conducted with the employee having knowledge of the abuse and a school administrator. Plans are developed at this time to verbally report the abuse to the police department or to Child Protective Services in a timely manner and to complete a written "Suspected Child Abuse Report" within the required three days. Suspected Child Abuse Forms are available on the web at: www.caag.state.ca.us/childabuse/forms.htm. Click on Form #SS8572, print out, fill in and copy! (No more NCR) Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow-up actions as needed.

Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in the school office and in the district's Educational Services Department.

References: SRVUSD Board Policy and Administrative Regulation 5141.4

B. Disaster procedures - routine, and emergency

EARTHQUAKE DISASTER
TEACHERS' DUTIES (GENERAL)

GREENBROOK DISASTER PLAN 2004-05

Once a disaster occurs, the staff inside the building and out of the building should give the command, “duck, cover and hold”. Staff will then check the group they are in charge of and report missing people and casualties to the teachers assigned to search and rescue and the aid station. The staff is divided into three disaster teams; search and rescue, aid station and community contact. Greenbrook elementary is supplied with enough food and water to supply 700 people for 48 hours.

Warning: Shaking of the earth

INSIDE THE BUILDING:

Action:

1. Give the “Duck, Cover, and Hold” command.
2. Avoid glass and falling objects. Move away from windows and out from under suspended light fixtures.

When shaking stops:

1. When shaking has stopped, teachers check with POD “buddies” to determine if one “buddy” should remain with any injured or trapped people.

NOTE: IF YOU ARE NOT WITH YOUR STUDENTS, GO TO THEM.

2. Grab the Emergency First Aid Backpack from your room.
3. Exit the building with or without fire drill warning bell when safe to do so.
4. Report to designated area of playground.
5. Open Emergency Kit.
 - a. Display emergency room numbers so they are visible to the communicator.
 - b. Take roll and send a list of any missing students and/or buddies to communicator on the playground.
 - c. Notify communicator of students needing for transfer to First Aid Station/Check-Out Station.
 - d. Follow your specific duty assignments.

SEE ATTACHED RESPONSIBILITY LIST AND DUTY DESCRIPTION

INSIDE LUNCHROOM/MULTIPURPOSE ROOM:

1. Give the command “duck, cover, and hold”.
2. When shaking stops, have the children walk out the nearest exit.
3. Students go to designated room number on the blacktop and stay with students until teacher arrives.

DUTY DESCRIPTIONS

IF THE ASSIGNMENT IS SEARCH TEAM:

1. Take heavy gloves, flashlight, helmet, and tape from the quake pack.
2. Give Emergency Bag and students to designated teacher.
3. Report to Checkout and meet with search team partner.
4. Search assigned areas.

5. Secure the pod by putting up **NO ENTRY** tape at each outside entrance and at the inside pod entrances each area is searched.
6. Report findings to Checkout and report back to class.

Search Team #1 (PODS 1 & 2) (Weber and M. Murphy)

Search rooms 1 through 6, the Preschool Room, Pod bathrooms and common area

Search Team #2 (PODS 3 & 4) (P. Erickson and Allred)

Search rooms 7 through 12, Resource Room, Pod bathrooms and common area.

Search Team #3 (PODS 5 & 6) (Fruchtman and Ritchie)

Search rooms 13 through 18, Computer Lab, bathrooms and POD common area

Search Team #4 (Office and Kindergarten POD) (Ladouceur and Schimmelpennig)

Search Rooms K1, K2, K3, Office, Staff Room, Library, Speech, and Copy Room

Search Team #5 (Portables) (Thurman & Barron)

Search Rooms P-1 through P-9, MPR, the outside bathrooms and the Science Room.

IF ASSIGNMENT IS RUNNER:

1. Teachers take Emergency Kit and class to designated area. Non-teachers report to the Communicator.
2. Give Emergency Kit and students to designated teacher.
3. Report to Search Team (if designated above) or communicator (if not designated on Search Team)
4. Communicator will tell you what students to retrieve as their parents arrive.

Runners: (M. Murphy, Dimas)

Report to the Communicator. Runners will find and take children to First Aid and Checkout when directed by the Communicator.

Area Communicators: (K Pelham, Cherry)

Retrieve Walkie Talkie from the Checkout Station. Take Plan, paper, map and pen to the center of the blacktop area: teachers will communicate needs and information to you to communicate via Walkie Talkie to Checkout Station.

Checkout Station will communicate to you any children that runners need to bring to the Checkout Station. Record names and room numbers of students on paper and give to runners to retrieve the students from the designated area on blacktop.

CHECKOUT STATION FUNCTION: (Ambrose, Airaudi, Garnin, Ladouceur)

- To act as information center
- To give instructions
- To Communicate with district
- To provide for orderly release of students
- To attend to first aid as needed

1. Set up tables, chairs, and sign "Checkout Station" poles near the PE room on blacktop (White, Ambrose, Garnin)
2. Open doors to the trailer (White or Johnson)
3. Set up three people to handle checkout of the students. Display signs A-H, I-P, and Q-Z. Have emergency card information forms out. (Ambrose, Airaudi, Garnin)
4. Triage injuries and report status to the Communicator. (Emmons, Erickson, Worley)
5. Record findings of search teams (Ladouceur, K. Pelham)
6. List any unaccounted for students/staff and those in First Aid. Update District Personnel of status of students/staff. (Ladouceur, Airaudi, Emmons, Worley)
7. Keep track of Walkie Talkies. (Ambrose, Garnin)
8. Listen to Radio (K. Pelham)
9. Relay to area communicator students to be released. (Runners)

10. Organize parent line-up and announce to parents that students have been evacuated if indeed evacuation has occurred. (Ladouceur, K. Pelham, Garnin)
11. Assist in calming and organizing parents. (Ladouceur, Ambrose)
12. Retrieve water and emergency supplies (White/Johnson)

DUTIES OF SUPPORT STAFF

Secretarial and Clerical Staff

1. Take Cover
2. Follow Principal's instruction
3. If evacuations, take Office Quake Pack and set up Checkout Station and First Aid in absence of nurse.

Nurse/Para (Dodson, Emmons)

1. Take cover
2. Follow Principal's instruction
3. If evacuation, take First Aid Quake Packs and set up First Aid Station.

Custodian

1. Take cover
2. Check for gas, water, electrical problems and remedy the situation
3. Notify Checkout Station of any problems
4. Request assistance as needed, through channels, from Maintenance Department
5. Notify utility companies of any break or suspected break.
6. Determine extent of damage to buildings and in coordination with Maintenance Department, determine whether buildings are inhabitable.
7. Notify Superintendent or Assistant Superintendent.
8. Notify teachers of limited entry to buildings and begin implementation of site earthquake response plan, i.e. "Open Quake Packs"
9. Proceed with site plan and set up First Aid Station, Checkout Station

Chain of command in event of principal absence:

Edmunds, Williams, M. Murphy

TEACHERS/AIDES WITHOUT CLASSES & OTHER PERSONNEL

1. Take cover
 2. Report to office or, in case of evacuation, to outside Checkout Station via your area communicator.
- **It is advisable that each staff member keep a pair of comfortable shoes and possibly a jacket or sweatshirt available in case of emergencies.**

**SECURE CAMPUS
GREENBROOK SCHOOL
EMERGENCY PROCEDURE**

**If you hear
Two Long Bells**

LISTEN for the announcement
“The locksmith is in the building”

LOOK OUTSIDE

**Get all students you see outside near the building,
including any who are not in your class, to come
inside.**

LOCK THE DOORS

Keep all students away from all windows

LOG-ON

**Turn on your computer. You will receive
Information about the emergency via e-mail**

Wait for the announcement, “All clear”. We are returning to regular campus status.

LISTEN --- LOOK --- LOCK --- LOG-ON
GREENBROOK
EMERGENCY PREPAREDNESS
IMMEDIATE ACTION PLANS

P.E. SCHEDULE

If your class is out to PE the teachers will be instructed to take your students immediately to the Iron Horse trail. Get your emergency bag and go out to your class.

TEACHER DUTY TIME

Take a whistle out with you at every duty time. This can alert children if any danger is evident

WINDOW TREATMENT

Cover all windows at least $\frac{1}{2}$ to $\frac{3}{4}$ with butcher paper. This will give some privacy if anyone is outside the school and also help the inside classrooms to not be so venerable. A gallon of water and drinking cups will be placed in every classroom

WISH LIST

All windows have mini-blinds
Cell phone for all teachers in portables
Door by all inside bathrooms

GREENBROOK ELEMENTARY **DISASTER PLAN 2004-2005**



C. **Policies regarding actions which would lead to suspension and/or expulsion**

Suspension or expulsion action is taken only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended or expelled for any of the reasons enumerated in SRVUSD Administrative Regulation 5144.1 (b-e) and Education Code 48915.

Prior to suspending a student, a school conference is held with the student and an administrator to discuss the student's offense except in cases when the student is not available. Parents are notified of the offense and the suspension in a timely manner after the decision is made to suspend the student. If necessary, a principal's conference may be scheduled before the end of the suspension period to discuss terms of returning to school with a behavior contract or to consider further disciplinary action, including an administrative transfer to another school or recommending expulsion. If an administrative transfer is determined appropriate, the student and parent will be notified in a timely manner verbally and in writing by the school principal following the principal's conference. If the principal decides to recommend expulsion, the student and parent are also notified verbally and in writing by the school principal. Following such a decision, the district's Director of Student Services will contact the parent to discuss the student's placement while waiting for the case to be acted on at the district level.

Offenses that result in mandatory suspension and referral for expulsion with the principal having the ability to make an exception, if appropriate, include:

1. Caused serious physical injury to another person, except in self-defense.
2. Possessed any knife, explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined by Sections 240 and 242 of the Penal Code, on any school employee.

Offenses that result in mandatory suspension and referral for expulsion with the principal having no ability to make an exception include:

1. Possession/selling/furnishing a firearm at school or at a school activity.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.
4. Committing/attempting to commit a sexual assault/battery as defined in Education Code 48900 (n).

The governing board authorizes school officials to inspect school property and search students, student lockers, desks, and/or other personal property. School administrators must have reasonable suspicion, based on objective facts, that a student is violating or has violated a school rule, regulation, or statute. The scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Procedures used in conducting searches will follow those set forth in District Policy 5145.12 and Administrative Regulation 5145.12(a-b).

References: SRVUSD Discipline Code & Behavior Guidelines, SRVUSD Board Policies & Administrative Regulations 5144.1(a-w) and 5145.12 and Education Code 48915

D. Procedures to notify teachers of dangerous pupils.

Each September and February all teachers are provided with a list of enrolled students who have one or more suspensions of a serious or violent nature. This list includes student suspensions for the

current year plus the previous three years. The following procedure is used in notifying teachers of the suspension history:

1. Suspension lists are provided to each teacher using a routing sheet. All teachers sign the routing sheet indicating their review of the data.
2. Teachers are advised about the confidential nature of the data.
3. All routing sheets and suspension reports are to be returned and filed in the school office.

To notify teachers of suspensions as they occur during the school year, the following process is used:

The Principal or designee in writing and verbally within 14 hours of the suspension or expulsion notifies teachers at Greenbrook.

When students are administratively transferred from one school to another for disciplinary reasons, teachers (to whom the student is assigned) at the new school are notified by the school administration and provided with written information about reasons for the student's transfer and a copy of the student's behavior contract. Copies of the written notice are maintained in the school office.

When the district office receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the district's Educational Services Department Services Department notifies the school.

References: SRVUSD Discipline Code and Behavioral Guidelines: Teachers' Rights

E. Sexual harassment policy.

Sexual harassment of any student or employee by another person is prohibited. SRVUSD Policies and Administrative Regulations 4119.11(a), 4219.11(a), 4319.11(a), and 5145.7 prohibit sexual harassment of employees and students. School rules also prohibit sexual harassment.

Students are directed to immediately report incidents of sexual harassment to an administrator or teacher. All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint. Actions may include the following:

- A. Student counseling and education, when appropriate.
- B. Parent notification, when appropriate
- C. A report to the police or Child Protective Services as appropriate or required by law.
- D. Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

District policy related to sexual harassment of students requires the following:

- A. Posting of the district's sexual harassment policy in a prominent location near each principal's office.
- B. Notifying the staff, students, and parents of the sexual harassment policy at the beginning of each school year or at the time of enrollment.
- C. Including notification of the sexual harassment policy as part of any orientation materials or programs provided for new students at the beginning of the year or with new students when they enroll.
- D. Including the sexual harassment policy in school and district publications.

- E. Taking appropriate administrative actions to reinforce the district by providing staff inservice and student instruction and/or counseling.
- F. Directing that teacher-led discussion be conducted on this policy with students in “age appropriate ways” and assuring students in that discussion that they need not endure any form of sexual harassment.

Students, and/or their parents, can use the District’s Uniform Complaint Procedure (SRVUSD Policy 1312.1) to file a formal complaint of sexual harassment. Our sexual harassment policy is publicly posted and informs students and parties of their right to use this process. Any student who believes he or she has been subjected to sexual harassment prohibited by Board Policy 5145.7 should immediately report incidents of harassment to the principal or other school administrator. Any student who feels that he or she is being harassed may file a written complaint in accordance with the procedure set forth in the Uniform Complaint Procedure described in Board of Education Policy 1312.1. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

References: SRVUSD Discipline Code & Behavior Guidelines and Board Policies and Procedures 1312.1, 4119.11(a), 4219.11(a), 4319.11(a), 5145.7

F. School wide dress code.

The expression of a student’s uniqueness and individuality by means of a student’s dress is sanctioned by the governing board as being consistent with stated purposes of the school. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

Greenbrook students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Good taste is knowing what to wear and when to wear it. It is the responsibility of the parents to see that grooming reflects the modesty and good taste expected in school. The following dress and grooming requirements are to be followed by all students:

1. No apparel depicting drugs, alcohol, sex, cursing or gang affiliation is permitted.
2. Footwear that provides safe participation in school activities (no thong sandals).
3. Halter tops, midriff shirts, midriff blouses, see-through tops, sleeveless undershirts and muscle shirts are inappropriate school attire.
4. Boys, no tank tops. Girls, straps are to be 3 fingers wide.
5. Shorts and skirts no shorter than the knuckle are fine. Cutoffs and torn clothing are inappropriate.
6. Hats and caps may not be worn inside any school building.
7. No roller blades, skateboards and scooters may be ridden on campus during school hours.

Reference: SRVUSD Discipline Code & Behavior Guidelines

G. Procedures for safe ingress and egress of pupils.

Greenbrook students are not to be on campus until 8:15 am and must leave at 3: 15 pm if they are not participating in a school or community sponsored activity. The children are

escorted from their cars by the 4th and 5th grade valets and parents onto the campus. During recesses and lunches the playground is staffed with paid personnel and parent volunteers to insure the safety of our students. There is one main entry point at the west end of the school and two at the east. Kid's Country personnel escort the primary grade students that are involved in the after-school care program at "Kid's Country" there.

H. Rules and procedures on Greenbrook school discipline:

- The discipline of students at Greenbrook Elementary is a responsibility shared by the classroom teacher, principal, support personnel and parents. Consequences for inappropriate behavior will be administered in a manner that encourages positive behavior and considers the individual differences of children.
- Consistency is necessary for the fair application of guidelines for acceptable behavior. Students are required to accept responsibility for their behavior, and parents are asked to cooperate and assist in the implementation of any improvement plan. Each parent receives a notice from the classroom teacher outlining the expectations for classroom behavior.
- For discipline to be effective, it is vital that good communication exist between home and school. Parents will be notified if a child's behavior warrants. School and home will work together to resolve disciplinary concerns.

GENERAL SCHOOL RULES FOR STUDENTS:

- Proper respect is the right of everyone. Students will cooperate with the request of any adult working for Greenbrook in maintaining a positive, safe environment for all.
- Students are not permitted in the halls or classrooms during recesses at lunchtime unless a teacher or para-professional is present.
- All students and their property should be treated with care and respect.
- Foul language is unacceptable.
- Gum chewing is not allowed on school grounds.
- For the safety and well being of all students, bicycles are to be walked on school grounds and locked in the racks provided. Abuse of this rule could lead to the loss of the privilege of bringing bikes to school.
- Assemblies are a privilege. All students are expected to be respectful during performances and applaud to show appreciation.
- Possession of guns, knives, or weapons of any kind are an offense that leads to automatic expulsion proceedings.
- Possession of any drugs, alcohol, or tobacco product will lead to suspension proceedings.

GENERAL PLAYGROUD RULES

- Students may not be on school grounds before 8:15 am

- Only flag or touch football is permitted. Tackle football and other contact sports (involving tackling) are not permitted.
- No climbing is allowed except on playground equipment designated for that purpose.
- Play away from windows and buildings. Bouncing balls off any school building walls can interrupt classroom instruction and damage facilities.
- Fighting or rough play will not be tolerated; suspension could result.
- Throwing any object is prohibited (e.g. Rocks, walnuts, dirt clods, mud, sticks, gravel any dangerous object or food).
- Play stops at the ringing of the bell and children will line up quietly and promptly to return to their room.
- Help protect our trees and shrubs. No climbing or pulling on branches.
- Students must have a pass from the yard duty to enter the buildings during recess.
- Food and drink must be eaten in designated areas.
- The grass fields are closed on wet days.
- No balls may be used on rainy wet days.
- Stay out of all puddles.

Big Toy Rule

- No running
- No tag.
- No wrestling in the area.
- Down the slide on bottoms only.
- 50 forward swings when other students are waiting.
- Monday and Thursday, 1st graders only; Tuesday and Friday, 2nd graders only; Wednesdays are for 3rd graders (primary recesses only).

Sportsmanship

* Children are not to interfere with activities and games of other students.

* P.E. equipment and playground areas are to be shared.

* Rules of good sportsmanship are to be practiced.

* Play should be fair, cooperative, and not exclude others.

- Appropriate language must be used at all times.

When behavior interferes with a positive and safe learning and recreational environment, the following action may be taken:

1. Verbal warning.
2. Student/teacher conference.
3. Parents called.
4. Special work assignment.
5. Conference with parents.
6. Referred to the principal (at any time the situation warrants).
7. Suspension from school if necessary.

Cafeteria rules

1. Line up quietly and orderly.
2. Speak in quiet voices.
3. Clean up area (table and floor) before leaving. Each table will have an assigned monitor to wash the tabletop.
4. Walk in and out of the cafeteria.
5. Good manners used at all times (no throwing or taking other students food).
6. Students sit at their assigned tables.

7. Students need permission from a supervisor to leave the cafeteria.

References: SRVUSD Discipline Code and Behavioral Guidelines:

I. Other strategies and programs related to maintaining a safe and orderly environment conducive to learning at the school.

The following are examples of the programs that are available to the Greenbrook school community.

- Ongoing assessment of school safety issues
- Zero Tolerance for Weapons and Drugs Program
- High expectations for student behavior and achievement
- Fair, firm, and consistent enforcement of school standards
- Staff, student, and parent involvement in school decision making (SITE council, PTA, and E.A.G.L.E. board)
- Discovery Center Counseling
- SKIP intern
- Staff development in violence reduction/prevention
- Counseling
- Violence Prevention Education
- Drug & Alcohol Prevention Education
- Student Recognition Programs
- Student Support Program (Rainbow Project)
- Life Skills Instruction
- Health Curriculum/Instruction
- Elementary Case Conferences (Student Study Team)
- New Bridges Recovery Program
- Opportunity Program and other alternative programs
- Mentor programs and other access to positive adult role models
- Emphasis on community service
- After-school recreational and other activities (*school/community sponsored*)
- Parent Education/Parent Support Program
- Valet parking lot program
- Boy Scouts, Girl Scouts, Cub scouts and, Brownie troops
- *Rainbow Project*

III. Action plan.

IV. Appendix

School: GREENBROOK

Program Area School Safety/School Climate

2004-2005 School Based Coordinated Action Plan

SBCP GOALS/OBJECTIVES	ACTIONS PLANNED	STRATEGIC PLAN LINK	TIMELINE	EVALUATION PROCESS	PROGRAM BUDGET(S)
<p>All students will be provided with a safe, clean, supportive school environment designed to maximize their learning experience.</p>	<p>Provide “Second Step” program for students starting in kindergarten.</p> <p>Continue “Rainbow Project” to help students with personal and school related problems.</p> <p>Provide bullying counseling for students in need.</p> <p>Create programs that foster sensitivity to diversity within the community.</p> <p>Create a bank of community resources to assist students with special needs.</p> <p>Prioritize facility/equipment needs related to school security/safety issues and purchase as funding allows.</p> <p>Review and revise incentive and enrichment programs for students.</p>	<p>Strategy I&II</p> <p>Students learn best when they are in a safe environment (physical and emotional). In order to insure the desired climate, a comprehensive program will be implemented to foster understanding and cooperation among all members of the school community.</p>	<p>Fall, 2004</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Spring, 2004</p> <p>Fall, 2004</p> <p>Ongoing</p> <p>Ongoing</p>	<p>The school leadership team composed of teachers, administrator, and counselor will collaborate to create implementation plans for each section of this document. Each program will be assessed individually based on an examination of evidence which will include student/staff feedback; the number of participants in each program; the effectiveness rates of individual programs; the number of students maintaining high levels in the Step Program; attendance rates; session grades; individual student work; test scores; and graduation rates.</p>	<p>The following sources will be utilized individually or collectively to fund desired programs:</p> <p>S.I.P.</p> <p>T.U.P.E.</p> <p>Drug/Alcohol</p> <p>PTSA Funds</p> <p>Safe School Funds</p> <p>E.A.G.L.E.fund</p>