

# Comprehensive School Safety Plan

2019-2020

Leonardo da Vinci eK – 8 School

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This plan is the result of the combined efforts of the students, staff, parents, law enforcement, the business community and the entire school community of Leonardo da Vinci eK – 8 School.

The plan was developed and written by:

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**School Name:** Leonardo da Vinci School eK-8

**School Year:** 2019-2020

**Safety Vision Statement:**

The Leonardo da Vinci staff is committed to providing a safe and friendly environment that will allow for the total academic, emotional, social, physical, and cultural development. We believe that all people excel in an environment that is safe, and offers unlimited opportunities for continuous growth and personal success. We believe that all people should be accountable and that all students can learn in a positive environment.

**Mission Statement:**

We inspire all students and provide opportunities for them to achieve high standards of performance for success in life and work.

**Core Beliefs:**

We believe that all students will learn at high levels when instruction meets their needs.

We believe that all people are inspired by high standards & challenging goals.

We believe that all people thrive in a setting that respects their individual contributions, and the diversity of perspectives they bring to achieving common goals.

We believe that all people give their best in a culture that promotes trust, encourages risk taking, and celebrates success.

We believe that all people excel in an environment that is safe, and offers everyone unlimited opportunities for continuous growth and personal success.

We believe that all people value open, honest, and timely communication and collaboration.

We believe that all people want to be held accountable and rewarded for their contribution to the attainment of common goals.

We believe that the social, economic, and cultural diversity of our community is a source of strength for our school system.

# ACTION PLAN FOR COMPONENT 1

## PERSONAL CHARACTERISTICS OF STUDENTS AND STAFF

Our goal is to reduce student conflict, reduce student citations and student incident reports.

Areas of pride and desired change:

Leonardo da Vinci eK – 8 School has a diverse population of students: Caucasian, Hispanic, Asian, African American, Native American, East Indian, Pakistani and Russian. Also, several members of our staff speak a language in addition to English – Spanish, Urdu, Hmong, and Hindi. With diversity as our strength, we are always looking for ways to bring our school population closer together in class, on the playground, and in our neighborhoods.

We have over 860 students enrolled at our school, the following chart represents our diverse student population:

Group	Percent of Total Enrollment
Black or African American	5.5
American Indian or Alaska Native	0.6
Asian	5.5
Filipino	0.8
Hispanic or Latino	36.6
Native Hawaiian/Pacific Islander	0.3
White	43.4
Two or More Races	7.2
Socioeconomically Disadvantaged	37.2
English Learners	6.3
Students with Disabilities	16.2

Diversity at Leonardo da Vinci eK – 8 School is recognized by our instructional units, inclusion of students with special needs, and celebrations of our different cultures.

We are always working to improve the social interaction of our students at Leonardo da Vinci eK – 8 School.

**Objective 1.1:** Implement HET (Highly Effective Teaching) Life Skills

1. Related Activities:

Weekly focus on HET Lifeskills necessary for responsible adulthood  
Monday campus meeting, highlighting specific HET Lifeskills

2. Resources needed:

Lifeskills posters distributed school-wide for classroom display

3. Person(s) responsible for implementation:

Staff

4. Timeline for continued implementation:

This is an ongoing, established part of our school climate.

**Objective 1.2:** Focus on intruder alert safety procedures for our large and open campus so in the event of a “hostile emergency” or environmental disaster on campus, our safeguards and reactions will take place automatically.

1. Related Activities

- Regular drills that are specifically for an intruder on campus
- District generated procedural outlines distributed to all campus staff listing the specific actions/procedures that need to be followed in the event of such an emergency. Instructions are posted in each classroom.

2. Resources needed:

- Extra master keys so that key personnel have access to the gym, auditorium, and cafeteria in emergencies.
- Color-coded cards to signal information on class so all students can be accounted for in an emergency
- Snacks/water/supplies (thermal blankets, flashlights, batteries, tarps, battery powered radios) in case a school lockdown is lengthy.

3. Person(s) responsible for implementation

- Safety Committee
- District Locksmith
- Plant Manager
- Principal

4. Timeline for implementation

- This is an ongoing, established practice for our students’ safety.

**Budget:**

Donations, PTC

## ACTION PLAN FOR COMPONENT 2

### SCHOOL'S PHYSICAL ENVIRONMENT

Our goal is to continue to focus on the school plant (inside and out) becoming a center of pride and safety for the entire Leonardo da Vinci School community.

Areas of pride and desired change:

Within the last several years new roofs for all permanent buildings and original portables have been completed and a school wide air conditioning system installed.

A school flower garden was started several years ago in front of the school. It has been a special place of pride for all the community of Leonardo da Vinci School.

Ten years ago we broke ground for a school garden. Parents turned the soil, planted the garden, and completed watering systems, raised beds and fencing. This year's goals are: outdoor class room areas as well as an alternative recess activity monitored by a volunteer.

We have three portable, solar powered aquaponics stations to enrich our 6<sup>th</sup> grade science curriculum.

**Objective 2.1:** Leonardo da Vinci School students, staff, parents and greater community desire to continue upgrading the physical plant.

#### 1. Related Activities:

- Kindergarten playground expansion
- Playground installation
- Front gate
- Cyclone fence extension behind the school
- Painting the interior of classrooms
- Repair floor tiles
- Repair all ceiling tiles
- Repair hallway night lighting system
- Begin to keep sinks, floors, bookcases, file cabinets, chalk trays, desks and chairs clean/maintenance free
- Expand, maintain and improve front flower garden
- Maintain and expand school vegetable garden

#### 2. Resources needed:

SCUSD – maintenance repair  
Plant Manager and night custodian – daily maintenance  
Teachers and students – daily attempt to keep rooms tidy  
All parents, students and staff do a regular clean sweep of the campus  
Parents, teachers and students continue gardens  
SCUSD gardeners continue to maintain grass and hedge maintenance

3. Person(s) responsible for implementation:

See resources needed above: Staff and parents

4. Timeline for implementation:

Ongoing and established part of the LdV campus environment.

## **Budget**

District maintenance budget – repairs, installation of additional cameras  
Parent Contributions – Individual and/or PTC and/or grants

**Objective 2.2:** To make Leonardo da Vinci a safe environment for all students and faculty

1. Related Activities:

We are working towards adding security to our newly established 4 portables.  
Landscaping, new gate, re-painting the asphalt, etc.

2. Resources needed:

Fundraising to pay for installation  
Create a committee to establish a plan, submit a special project permit, etc

3. Person(s) responsible for implementation:

Plant Manager/Assistant Principal

4. Timeline for implementation:

2017-2020

**Objective 2.3:** To have enough school functioning security cameras to adequately view most areas of our campus.

1. Related Activities:

Monitor safety of children at all times of the day in all geographical positions on campus.

Create a spreadsheet to track current location and recommended additional locations for new cameras.

2. Resources needed:

Security cameras

3. Person(s) responsible for implementation:

Assistant principal – with the aid of our plant manager and district electronics team

4. Timeline for implementation:

September 2017 – June 2020

**Objective 2.4:** Provide lockdown supplies school wide as listed in objective 4, component 1.

1. Related Activities:

Annually continue keeping updated lockdown supplies for each classroom.

2. Resources needed:

Donations

Purchase through PTC and SDIP

3. Person(s) responsible for implementation:

Safety Committee

Principal

Plant Manager

4. Timeline for implementation:

Ongoing

**Budget:**

1. District
2. School Site
3. Safe School Monies and/or Grants

**Timeline and evaluation criteria:**

Annual September audit of classroom supplies



## ACTION PLAN FOR COMPONENT 3

### SCHOOL'S SOCIAL ENVIRONMENT

Our goal is to encourage and honor parent volunteers.

Areas of pride and desired change:

Parent involvement is the key to the academic success of students at Leonardo da Vinci eK – 8 School. Parents are encouraged to give 40 hours of service to the school.

Desired change: All parents will wear an identifying badge while volunteering on campus.

**Objective 3.1:** To encourage parent volunteers. By August 2018, new and returning parents will be informed of opportunities to attend Orientation events, serve the school and will complete parent volunteer forms. Monthly updates of opportunities will be provided through SCL, school newsletter and staff.

1. Related Activities:

Parents will complete the volunteer form and return it to the school.  
Each month parents will complete the hours sheet and return it to the school.  
The School Community Liaison and a parent volunteer will collect and input data on a regular basis.

2. Resources needed:

3. Person(s) responsible for implementation:

Principal and staff

4. Timeline for implementation:

Monthly

**Objective 3.2:** To honor parent volunteers who have served 40 hours or more by June we will hold a celebration.

1. Related Activities:

Luncheon/Tea for our volunteers who have served over and above 40 volunteer hours

Parents who completed 100 hours will be honored in our “extravaganza” dedicated to their appreciation.

2. Resources needed:

PTC funds, Parent contributions

3. Person(s) responsible for implementation:

Staff

PTC Office Holders

School Community Liaison

4. Timeline, for implementation:

This is an on-going event for parent appreciation.

**Budget**

PTC

**Timeline and evaluation criteria**

On-Going. Criteria Monthly Hours Sheet Printout

**Objective 3.3:** Every volunteer or person visiting campus will check in at front office and wear an identifying badge received at the check -in point.

1. Related Activities:

Continual awareness and observation by staff members in regard to all people on campus

2. Resources needed:

Supply of adhesive identifying badges in office.

3. Person(s) responsible for implementation:

Parent coordinator/secretaries, clerks as overseers and staff as “policing force” observing/monitoring display of badge on person at school

4. Timeline for implementation:

Ongoing established procedure.

**Budget:** Site based funds

**Timeline and evaluation criteria:**

- Ongoing evaluation as to numbers of parental volunteers and tally of hours of volunteer work
- Successful hosting of luncheon/tea/celebration for volunteers who have served over 40 hours
- Faculty sponsored volunteer appreciation breakfast annually in May.
- Tally number of volunteers/on campus people who signed in.
- Take informal poll of staff as to approximate number of people they questioned about being on campus without wearing a visible badge
- Monitors trained to check for volunteer badges
- Office Staff check emergency cards for approved adults to pick up students
- Teacher access binder to check on approval of background checks, TB clearance, and fingerprint clearance.

## ACTION PLAN FOR COMPONENT 4

### SCHOOL'S CULTURE

Our goal is to increase a unifying spirit for our school community.

Areas of pride and desired change:

We have a Morning Sing program held twice weekly where K – 3<sup>rd</sup> grade students get together. Friday dedicated to school spirit shirt days.

SLATE Rotating Art activities, Art Links, and Art extensions in ITI Program

Student Achievement Events and Award Assemblies

Culturally Inclusive Assemblies and High Interest Assemblies bring students together and develop a foundation for accepting and honoring students from any ethnic or cultural background.

Dolphinpalooza Annual Middle School Summer Bridge Program (unite MS students, establish confidence and friendships for all students, establish academic standards, begin college and career exploration, and discuss MS Peer pressure)

Classroom Incentives of Dolphin Dough encourage academic culture and positive school behavior.

**Objective 4.1:** Morning Sing to encourage school spirit.

1. Related Activities:

Special announcements/patriotic appreciation presentation forum for class display of talents or curriculum presentations

Training for new teachers

2. Person(s) responsible for implementation:

Staff

3. Timeline for implementation:

Ongoing established tradition.

**Objective 4.2:** Continue SLATE exchange program that mixes 1<sup>st</sup> – 3<sup>rd</sup> graders into small learning groups to experience a rotation through a fine arts program. Continue Art Links

program (parent volunteers lead an art project to introduce famous artists that have a work that connects to the classroom themes). Continue art extensions to emphasize multiple intelligences in HET Program. We have two artists in residence, a fine-arts artist who will work with our intermediate students and musical artist in residence who will work with our kindergarten through 6<sup>th</sup> grade students. We will continue to offer art to all middle school students led by a credentialed art teacher. As a result of the before mentioned art opportunities, students have an annual art portfolio and show art work at annual Art Event, Second Saturday Galleries, Local restaurants, SCUSD District Office, and Da Vinci Café.

1. Related Activities:

Each group of 20 or so students will rotate through a visual or performing art program of 4 sessions with possibility of whole school visibility or performance for parents

2. Resources needed:

Art supplies and/or music to facilitate visual or performing arts segments of program

3. Person(s) responsible for implementation:

Staff

4. Timeline for implementation:

Ongoing established tradition

**Objective 4.3:** School T-shirts and sweatshirts will be on sale for students, parents, and staff purchase.

1. Related Activities:

Design model will be featured in school newsletter and displayed in front hallway "spirit case."

2. Resources needed:

T-shirts will be purchased by parents and staff. Money will go through PTC

3. Person(s) responsible for implementation:

PTC Committee member

4. Timeline for implementation:

Ongoing established tradition

**Objective 4.4:** School-wide Spirit Days, Rallies, Award Assemblies, Cultural Assemblies, Dolphinalooza, and Spotlight Assemblies (Secrets by Kaiser, Author's Day, B Street Theatre, Penny Whistle Players)

1. Related Activities:

Special theme based rallies and assemblies

2. Resources needed:

PTC, site funds, administration, and teacher support

3. Person(s) responsible for implementation:

Student Council, Administration, Faculty

4. Timeline for implementation:

Ongoing

**Budget:**

Site

PTC

**Timeline and evaluation criteria:**

Ongoing established tradition