



Sunnyvale Middle School

COMPREHENSIVE SCHOOL SAFETY PLAN

EFFECTIVE DATES December 8, 2016-December 8, 2017

Mr. Nabil Shahin
Principal/Administrator

Plan Developed By	Title
Nabil Shahin	Principal
Ron Gantvoort	Assistant Principal
Cheryl DiGrazia	Assistant Principal

Public Hearing Date

12/8/16

Date Adopted by School Site Council

September 2016

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Comprehensive School Safety Plan

December 8, 2016-December 8, 2017

Membership Sunnyvale Middle School

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*)
Nabil Shahin	X								
Marti Coppage			X						
Patricia Carpio			X						
Brittany Leknes			X						
Tonya Gregory		X							
David Cohen				X					
Carmen Kirkpatrick				X					
Danielle Prohaska				X					
Zibaa Adil								X	
Allison Lee								X	
Eric Fujii					X				
Ron Gantvoort						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:

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, and Spanish 1
- 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 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 and PBIS (Spartan Spirit). 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	2013-2014	2014-2015	2015-2016
California Healthy Kids Survey Response Rate	90%	na	84%
<u>Perception that use is very bad for health:</u> Cigarettes Alcohol Marijuana (or have never heard of it)	97%	na	96%
Have never or only sometimes been hit or pushed	37%	na	29%
Feel safe at school most or all the time	64%	na	78%
Have never brought a weapon to school	98%	na	98%
Have never seen another kid with a weapon at school	86%	na	93%

Suspensions	72	41	17
Expulsions	0	0	0

Conclusions from Data:

Overall SMS has a very safe, clean, and supportive campus. There specific areas of concern are: Students feeling harassed or bullied on campus (29%) and the reported presence of weapons on campus (2%)

Conclusions from Parent, Teacher and Student Input:

Plans to increase a 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 amount of students who have felt harassed. While this indicator dropped from 37% in 13/14 to 29% in 15-16, it is still higher than our desired outcome. The indicator of "been afraid of being beaten up" declined from 16% in 13/14 to 14% in 14/15 but also indicates that there is additional work to be done regarding feeling safe on campus. PBIS will continue to focus in reinforcing model behaviors on campus. PBIS rallies will be held 3x per year to promote respect, Responsibility, and Right Choices. First Fridays lessons will include Anti-Bullying for 6th grade students. In addition to the data stated above, 6% of our students have reported that they have drunk alcohol and 4% have used inhalants and 2% marijuana. It should be noted that alcohol use is down 9%, use of inhalants is down 6% and the use of marijuana down 9% since 2012/2013 school year.

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

Olweus Anti-Bullying Survey: Input from 6, 7, 8th grades regarding frequency of bullying incidents, teacher intervention, locations and circumstances

PowerSchool: Discipline Log Entries, Suspensions, Expulsions, Attendance Rates

California Healthy Kids Survey: Input from students regarding school safety, climate and resilient vs. at risk behaviors

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 Just Be Kind and First Friday Program (6th Grade Anti-Bullying, 7th Grade Mindfulness, 8th Grade Goal Setting)

- o PBIS Rallies
- o Renaissance Program
- o Spartan Spirit Citizen Lunch Recognition

Areas we wish to change:

We wish to reduce the number of students that feel harassed or bullied on campus and strategize on how to better identify if there are weapons on campus.

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
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 been experienced any harassment or bullying will decrease from 29% to 20%, by June, 2017 as measured by the CHKS	
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. RTI teams meet bi-weekly to review and monitor student progress. 2.0 Promote self awareness, and school connectedness a. First Friday program that incorporates Olweus Anti bullying in 6th grade, Mindfulness 7th grade, High School Preparedness 8th grade. Homeroom Classes b. Utilize Project Cornerstone dot activity to promote school connectedness c. Expand awareness of Project Cornerstone Developmental Assets 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. Two Planning Teams: Rally planning, JBK team b. JBK assemblies and incentives throughout 2016-2017 c. PBIS Team meets monthly to plan activities to support a positive school climate.	
Who will take the lead	Spartan Spirit/PBIS/Olweus Leads Administration: Principal and Assistant Principals SWIS Administrator (Tiffany A.)
Completion Date and Budget	June, 2017 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 Meeting time for team
How we will Monitor and evaluate	Referral Data (SWIS) Data on bullying Follow up survey data on bullying incidents

Comprehensive School Safety Plan

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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 Developmental Assets in and outside of the classroom.	
Measurable Objective: By June, 2017, 100% of students will be aware of developmental assets.	
Action Steps 1.0 Developmental Asset Training a. Continue developmental asset training with school staff. 2.0 Include developmental assets in First Friday materials for students. 3.0 Renaissance and Spartan Citizen Recognition will include Developmental Asset recognition a. Teachers will spend time discussing the Developmental Assets in the classroom b. Teachers will give consistent and positive feedback around the Assets during the school day.	
Who will take the lead	Administration Spartan Spirit Leads Leadership Teacher
Completion Date and Budget	June, 2017 \$500.00—PTSA and Site Funds \$200.00—Discretionary for Spartan Spirit Lead Release Days
Resources Needed	Budget Time for Staff Development Release Days for Spartan Spirit 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 12/8/16</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: Ron Gantvoort</p>	<p>Date: 10/18/16</p>
<p>Law Enforcement Review</p>	<p>Name: NRO Eric Fujii</p>	<p>Date: 10/18 /16</p>
<p>Site Council Approval</p>	<p>Name: David Cohen</p>	<p>Date: 10/18 /16</p>
<p>School Board Approval</p>	<p>Name: Jeffrey Arnett</p>	<p>Date: 12/8/16</p>

Comprehensive School Safety Plan

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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 Response to Intervention and presented to the staff each trimester.

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

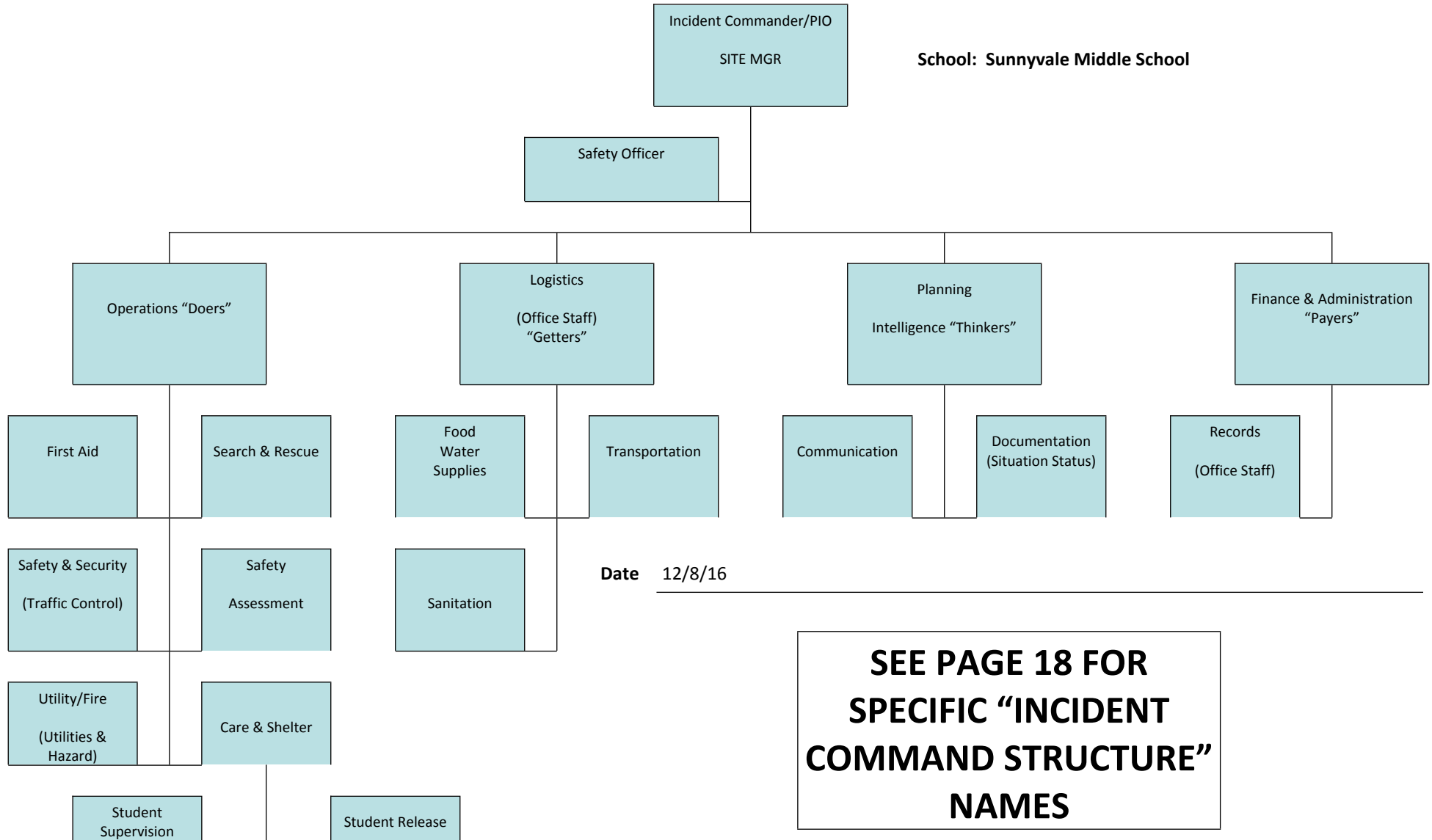
- Spartan Spirit Program expanded and now includes an anti-bullying component (Just Be Kind and Olweus Program). PBIS has planned 3 successful Rallies during the 2015-16 school year. During the 2015-2016 school year, SMS has sponsored (along with the PTSA) two Award Nights (Fall and Spring) to recognize Student Achievement and Growth.
- Project Cornerstone was implemented with two staff wide trainings for developmental assets.
- A new structure was put in place for 2015-2016 called 1st Fridays. During this time 6th graders focus on anti-bullying, 7th grade works on mindfulness, and 8th grade looked at high school preparedness.
- Common Ground media was continued for Staff and Students at SMS in the Fall of 2015.

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 1st Fridays in the 2016-2017 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.

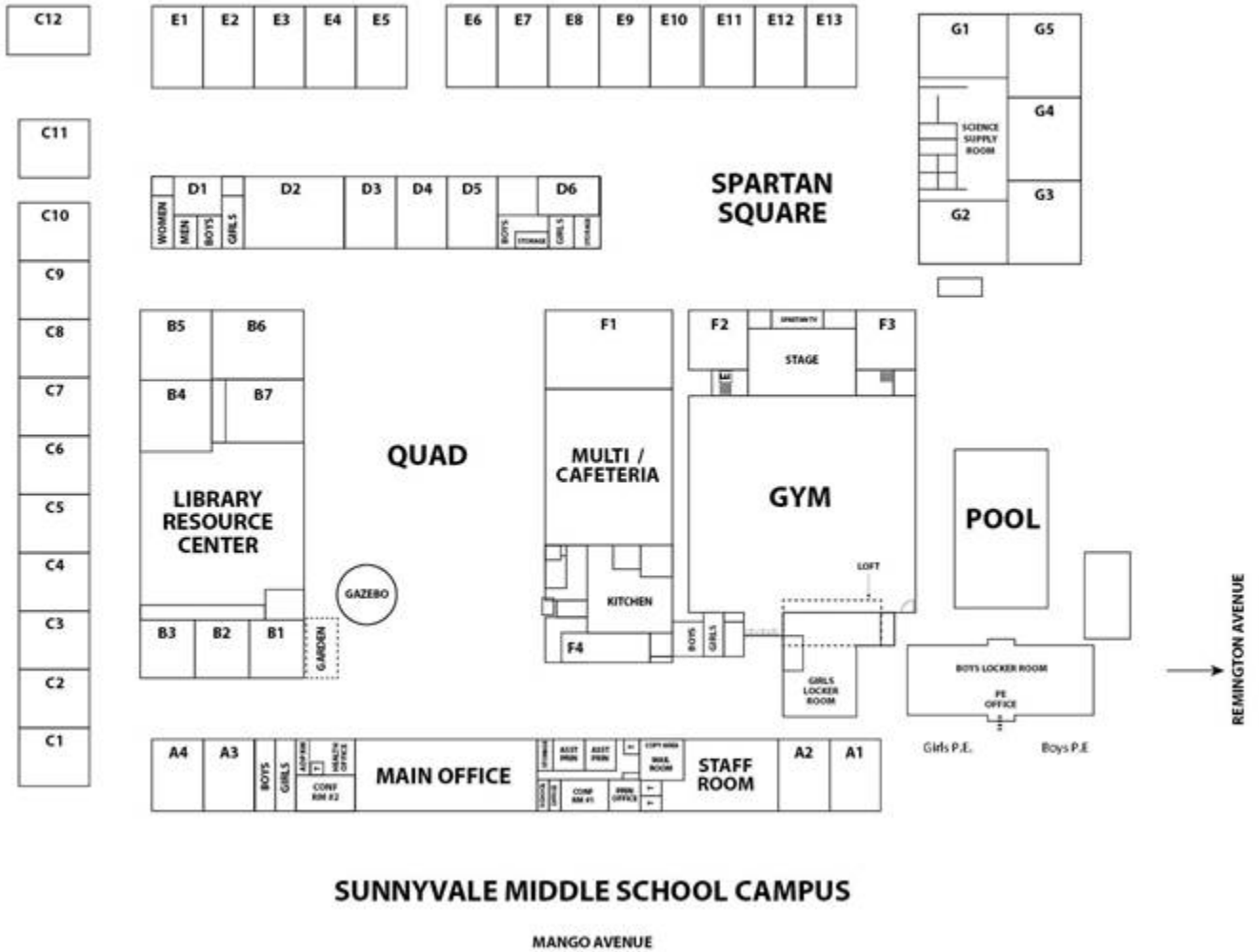
Plan	Date Updated	Principal's Signature
Site Safety Plan	September, 2016	
School Disaster Plan	September, 2016	

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	
8/26/16	11:45 am	12:15 am		X	X		X	
9/15/16	9:45 am	10:00 am		X				
10/13/16	10:45 am	11:15 am			X		X	
11/14/16	11:50 am	11:55 am		X				
12/8/16	1:15pm	1:30pm		X				
1/12/17	2:15 pm	2:30 pm			X		X	
2/9/17	1:25 pm	1:30 pm		X				
3/9/17	11:55 am	12:00pm		X				
5/11/17	11:45 pm	12:00 pm		X			X	
6/1/17	9:00 am	9:15am		X				

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 - Nabil Shahin		(408) 522-8288	
Assistant Principals - Ron Gantvoort/Cheryl DiGrazia		(408) 522-8288	
Custodian - Angel Martinez		(408) 522-8288	
Secretary - Aleen Moulds/Julie Melville		(408) 522-8288	
Operations Coordinator - Aleen Moulds		(408) 522-8288	
Logistics Coordinator - Irene Macres		(408) 522-8288	
Planning Coordinator - Aleen Moulds		(408) 522-8288	
Admin/Finance Coord. - Angel Joseph		(408) 522-8288	

Chain of Command

Fill in the names of the persons assigned to each position

Incident Commander/PIO Nabil Shahin
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Safety Officer Ron Gantvoort

Operations Aleen Moulds	Logistics Angel Josephs	Planning/Intelligence Aleen Moulds	Admin/Finance Irene Macres
First Aid Team Leader Nancy Messner	Food, Water, Supplies Leader Marti Coppage	Communications Team Leader Lawrence Vedar	Records Team Leader Jayme Vanderwedge
Search & Rescue Team Leader Aaron Schomer	Transportation Team Leader Cheryl DiGrazia	Documentation Team Leader Cheryl DiGrazia	
Safety & Security Team Leader Rose Weller	Sanitation Team Leader Angel Martinez	<u>Search & Rescue Team</u> Bouja, Aho, Walton, Dequine, Aguailar, Schomer, Martinez, Schieberl, Huang, Brown B <u>Student Release Team</u> Dequine, Walton, Garelli, Aguailar, Koopman <u>Student Supervision Team</u> Dequine, Walton, Garelli, Aguailar, Koopman	<u>Wing Commanders</u> Byun C, Brown B, Vanderwege, Clark, Byun J, Crow-Bray, Whited, Leknes, Schomer, Schieberl, Messner First Aid Team Watrous, Weller, Carrington, Crow-Bray, Messner, McKell, Williams, Hangal
Safety Assessment Team Leader Kevin Schieberl			
Utility/Fire Team Leader Jeff Whited			
Care & Shelter Team Leader Alexa Watrous			
	Student Supervision Team Leader Cheryl DiGrazia		
	Student Release Team Leader Cheryl DiGrazia		

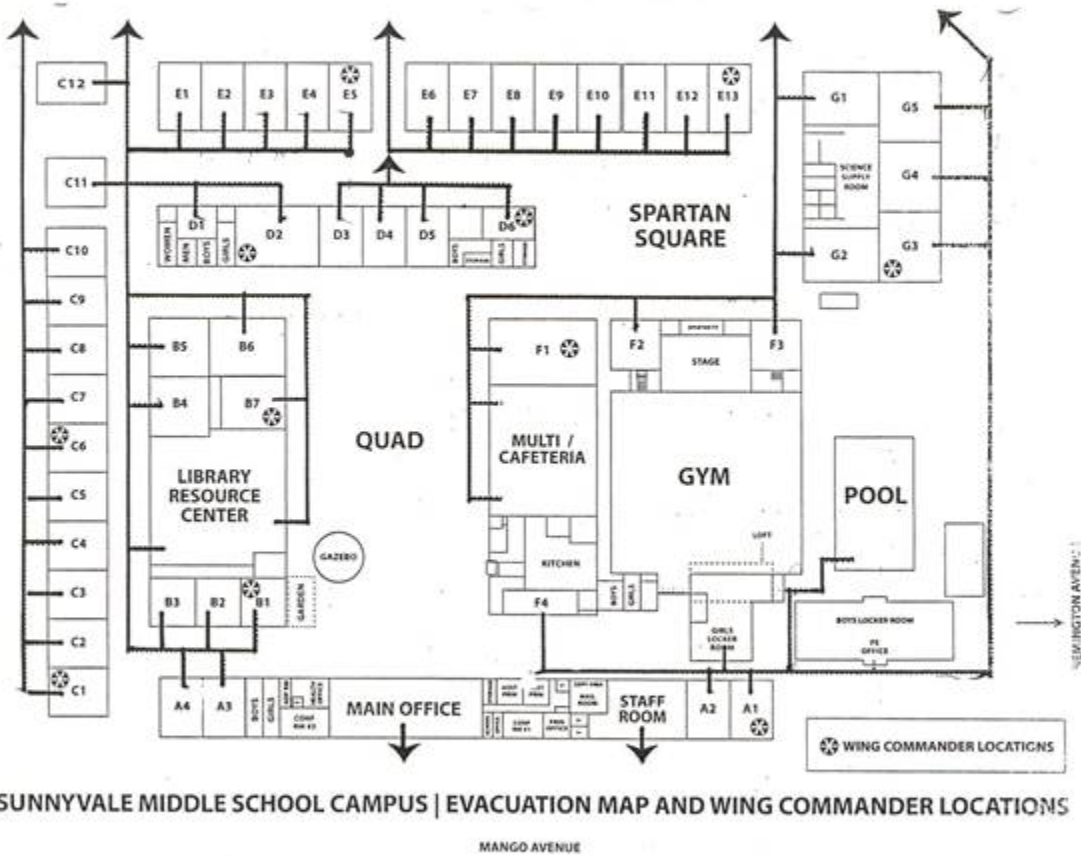
School/Site Evacuation Plan

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

SUNNYVALE SCHOOL DISTRICT SCHOOL DISASTER PLAN

School/Site Evacuation Plan

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



SUNNYVALE MIDDLE SCHOOL CAMPUS | EVACUATION MAP AND WING COMMANDER LOCATIONS

Emergency Drills

2016-2017

Sunnyvale Middle School

Type	
Fire	8/26/16
	11/14/16
Earthquake	8/26/16
	10/13/16
Lockdown	

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

Administration Back Up/Notification

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

Safe Ingress and Egress

Getting to School:

In keeping with Sunnyvale Middle School'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 Sunnyvale Police Department, fund the position of crossing guard. Upon availability, every school day during arrival and departure times, Crossing Guards may be found at the corner of Mango Avenue and Knickerbocker Drive.

Walking:

We recommend parents and guardians accompany kindergarten and primary grade (1st-3rd) students if they walk to and from school. Consult the walking routes map for Sunnyvale Middle 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:

Using the Passenger Drop-Off and Pick-Up Zone: During the drop-off and pick-up times, drop children off and pick them up at the white curb of the passenger drop-off and pick-up zone, which is located in front of the school on Mango Avenue, parallel to the staff parking lot. 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.

Sunnyvale Middle School

	Primary Location (Day to Day Operations)	Secondary Location (Emergency Plan)
Street Access Points	Sunnyvale Middle is accessible from Mango Ave. Mary and Remington Aves.	Student and staff will exit the blacktop and proceed to the bus loading zone if emergency allows.
Parent/Student Drop off & pick up	Mango Avenue and Mary Avenue	Mary Avenue
Bus Drop off & pick up	Off of Mango Ave in the Staff Parking lot 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 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. The front of the school is the secondary evacuation location for student/staff by bus.