



**Ellis Elementary School**

**COMPREHENSIVE SCHOOL SAFETY PLAN**

**EFFECTIVE DATES December 12, 2019- December 12, 2020**

Eric Panosian  
Principal/Administrator

Plan Developed By	Title
Eric Panosian	Principal
Nicole Rivas	SSC Chairperson
Victor Marsh	SSC member
Elaine Barker	SSC member
Emily Thimbleby	SSC member
Mirell Kazos	Teacher/SSC member
Joe Ochoa	NRO
Magda Ramos	Outreach Assistant/SSC member
Tammy Bower	Teacher/SSC member

Public Hearing Date

December 12, 2019

Date Adopted by School Site Council

October 2019

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# Comprehensive School Safety Plan

December 2019-December 2020

## Membership Ellis Elementary School

School Site Council or Delegated School Safety Planning Committee Members Date: 10/10/19	Principal or designee	Classified Employee	Teacher Rep of Certificated Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
Eric Panosian	X								
Mirell Kazos			X						
Magda Ramos		X							
Victor Marsh				X					
Joe Ochoa					X				
Emily Thimbleby				X					
Elaine Barker				X					
Nicole Rivas				X					
Tammy Bower			X						

\*Optional members

## **Ellis Elementary School Vision**

To provide a safe and orderly environment in which children can learn in a environment that encourages high expectations for success. Our supportive learning environment enhances life-long learning through our varied instructional strategies, continued staff development, active parent participation, and there Seven Correlates of Effective Schools.

### **A Place to Learn and Grow (Learning Environment)**

We provide a learning environment that encourages high expectations and success. We clearly recognize that students require an environment that welcomes them and values what they bring to our learning community. We employ a Positive Behavior Intervention and Support system to clearly communicate our expectations for all. We recognize the diversity of our school and model respect for students, staff, and families. Students are provided with leadership opportunities to make an authentic contribution to the realization of our mission.

### **What We Teach (Curriculum)**

Our curriculum is firmly founded on literacy, mathematics, and English Language Development. In addition, our students experience a balanced curriculum that includes science, social studies, and visual and performing arts. Teachers and staff provide research-based strategies that address a variety of learning styles. Student progress is monitored regularly to provide instructional support when indicated.

### **How We Teach and Learn (Instruction)**

Our instructional strategies and learning goals are guided by assessments with clear expectations for student achievement. We employ a variety of instructional strategies including, but not limited to: whole group instruction, small group instruction, flexible grouping, writing across the curriculum, student projects, and presentations. We strive for our students to become critical thinkers who share in the responsibility for their learning.

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

Staff members have dedicated time to collaborate. The District provides monthly Teacher Learning Days, two Professional Development Days each year, and several district grade-alike meetings throughout the year. Our school has two literacy leaders and two math leaders on site as well as an Instructional Coach to assist teachers. Beginning teachers participate in Beginning Teacher Support and Assistance through the District Office.

### **Foundations for Learning (Parent Involvement and Student Support)**

We acknowledge parents are a child's first teacher. We seek opportunities to strengthen the home-school partnership. We have authentic opportunities for parent involvement through our PTO and ELAC . We provide parent support and education programs throughout the year. We have established methods of communication: weekly student folders, monthly newsletters, school website, and Phone Link. We employ Student Study Teams and IEP meetings to identify strategies, resources, and services to address academic needs of students.

## Comprehensive School Safety Plan

December 2019-December 2020

### Data Analysis Ellis Elementary School

Data Source	2016-2017	2017-2018	2018-2019
<b>Attendance Rates</b>			
Average Daily Attendance	94.0%	95.3%	95.0%
Chronic Absenteeism Rate	10.6%	11.9%	TBD
<b>School Climate Survey Data</b>			
Suspensions – Out-of-School	3	2	1
Suspensions – In-School	0	0	0
Expulsions	0	0	0
Referrals	NR	NR	NR

Data Source: CALPADS, PowerSchool

#### Conclusions from Data:

Suspensions were primarily for causing or threatening to cause physical harm, or defiance of authority.

#### Conclusions from Parent, Teacher and Student Input:

Panorama data suggests need for addressing student anxiety and perceptions of bullying. It also shows that factors outside of school are contributing to these perceptions. Data also shows that our student's sense of belonging puts Ellis in the 80-99% ranking nationwide.

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.  
Ellis Attendance Reports, Student Behavior Data, School Suspensions/Expulsions, Panorama Survey

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).  
Eagles Excellence program (school-wide Positive Behavior Intervention Support)  
Positive Attendance program  
Maintaining low suspension rate

#### Areas we wish to change:

Need to establish goals for making students feel safer at school and less prone to bullying, as well as improving on rate of student absenteeism.

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

<b>Component I:</b> People and Programs	
<b>Goal #1</b> Provide a Safe and Orderly Environment using Project Cornerstone curriculum to educate the Ellis community about bullying	
<b>Measurable Objective:</b> By June 2020, the number of K-5 students who will receive office referrals for bullying will decrease 50% from previous school year.	
<b>Action Steps</b> 1. Provide Training to PBIS team 2. PBIS updates for teachers at staff meetings 3. Project Cornerstone for teachers and parents 4. Project Cornerstone, Grades K-5 5. Circle of Friends	
<b>Who will take the lead</b>	Principal Project Cornerstone Parents PTO Teachers Playworks Coach CHAC Counselors Noon Aides All Staff Members
<b>Completion Date and Budget</b>	Ongoing
<b>Resources Needed</b>	Project Cornerstone Curriculum Conflict Resolution Protocol
<b>How we will Monitor and evaluate</b>	Student surveys Analysis of behavior referral data

## Comprehensive School Safety Plan

December 2019-December 2020

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

<b>Component II:</b> Place	
<b>Goal #2</b> Safe and Orderly Environment using Positive Behavior Intervention Support	
<b>Measurable Objective:</b> By June 2020 100% of office referrals for significant behaviors will be recorded into the SWIS software program to create a baseline for creation of ongoing school wide goals for the 2020-21 school year identifying a specific reduction in the number of inappropriate behavior incidents.	
<b>Action Steps</b> Action Steps 1 Eagles Excellence Program Review using SWIS data a. Tour each Eagles Excellence area used by students b. Review and edit Eagles Excellence lessons and posters and share with staff	
<b>Who will take the lead</b>	PBIS Team
<b>Completion Date and Budget</b>	June 2020/ SLIP funds
<b>Resources Needed</b>	None
<b>How we will Monitor and evaluate</b>	Data provided by SWIS

## Comprehensive School Safety Plan

December 2019-December 2020

### Communication of the Plan Ellis Elementary School

Method for Communicating Plan and Notifying Public: Ed Code 32288	Date of Public Hearing December 12, 2019  Site of Public Hearing School Board  The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"><li>• Representative of the local school employee organization</li><li>• A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs</li><li>• A representative of each teacher organization at the school site</li><li>• A representative of the student body government</li><li>• All persons who have indicated they want to be notified</li></ul>	
	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: <ul style="list-style-type: none"><li>• A representative of the local churches</li><li>• Local civic leaders</li><li>• Local business organizations</li><li>• 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</li></ul>	
Review of Progress for Last Year	Name: Eric Panosian	Date: 10/10/19
Law Enforcement Review	Name: Joe Ochoa	Date: 10/10/19
Site Council Approval	Name: Nicole Rivas	Date: 10/10/19
School Board Approval	Name: Nancy Newkirk	Date: 12/12/19



## **Comprehensive School Safety Plan**

**December 2019-December 2020**

### **Evaluation of the Plan Ellis Elementary School**

How was the previous plan monitored?

The previous focus was on Code Red, fire and earthquake drills. The new plan is detailed and covers preparation and response protocols.

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

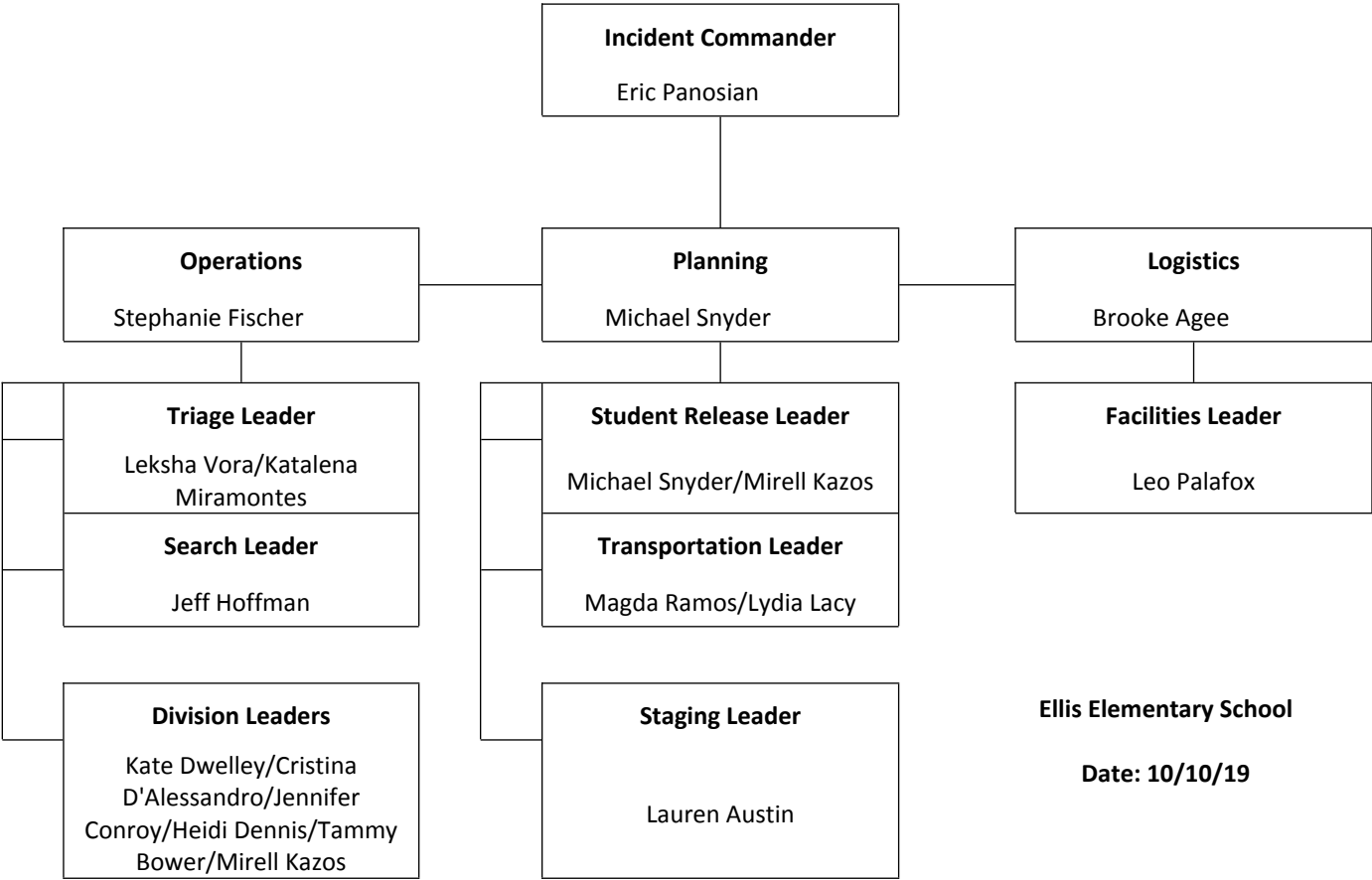
The PBIS program continues to be improved to meet the needs of our students. This year we opened the Eagles (CICO), to students based on staff referrals.

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

The PBIS team will continue to review all data to inform the team of trends in student behaviors which can be used to create a response. Students are also involved in setting goals for themselves, classes, and the school.

Incident Command (IC) Structure, School Sites

IC Structure Chart



## Site Plans, Exercise & Drill Completion Log

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

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

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

Plan	Date Updated	Principal's Signature
Site Safety Plan	October 2019	
Fire Drill	September 2019	
Earthquake Drill	October 2019	

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

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
8/28/19	9:45	10:00		X				
9/25/19	9:45	10:00		X				
10/17/19	9:45	10:00			X			
11/6/20						X		
1/29/20						X		
2/26/20			X					
3/18			X					
4/29/20			X					

### Re-Unification Sites

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

Saint Martin School

### Administration Back Up/Notification

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

# School Site Map

## ELLIS ELEMENTARY SCHOOL

**Mr. Eric Panosian, Principal**

**Mrs. Stephanie Fischer, Assistant Principal**

550 E. Olive Avenue

Sunnyvale, CA 94086

408-522-8260 408-522-8232 FAX

Absence Line 408-522-8260 Press 1

**School Hours:** 8:15 am - 2:30 pm

8:15 am - 12:45pm (Friday - grades K-3)

**Kinders:** 8:15 am - 11:35am (1st six weeks)

8:15 am - 2:25 pm (remainder of year)

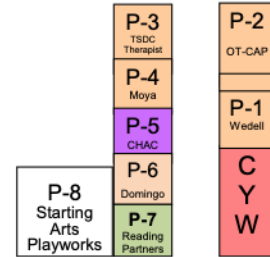
### LEGEND

1 Mrs. Caldwell - Kinder	16 Ms. Moran - 1st
2 Miss Harris - Kinder	17 Ms. Roley - RSP
3 Ms. Galvan - Kinder	18 Library
4 Miss D'Alessandro - 1st	19 Miss Cerna - 5th
5 Mrs. Ross - Kinder	20 Mrs. Maxfield - 4th
6 Ms. Daminao - 1st	21 Mrs. Bower - 4th
7 Mrs. Kulkarni - 1st	22 Ms. Mak - 5th
8 Miss Edwards - 1st	23 Mrs. Jansen & Mrs. Elcenko - 4th
9 Mr. Fortunato - 2nd	24 Mrs. Mizrahi - 4th
10 Miss Knapp - 1st	25 Ms. O'Hara - 3rd
11 Mrs. Zimmer - 2nd	26 Mrs. Chin - 3rd
12 Mrs. Conroy - 2nd	27 Mrs. Ly - 3rd
13 Mr. Hoffman - 2nd	28 Miss Law - 3rd
14 Ms. Wehner - 2nd	29 Mrs. Kazos - 5th
15 Mr. Gerth - 2nd	30 Mrs. Dennis - 3rd

P-1 Ms. Weddell	K-1 Mr. Snyder - Kinder
P-2 OT-CAP	K-2 Miss Dwelley - Kinder
P-3 TSDC Therapist	K-3 Ms. Jacobs - TK
P-4 Mrs. Moya	K-4 Mrs. Shishido - TK
P-5 CHAC	31 KLAS
P-6 Ms. Domingo	32 Open
P-7 Reading Partners	33 Ms. Agee & Mrs. Austin
P-8 Starting Arts/Playworks	SP Mr. Madhav



ELLIS EAGLES



**CYW: California Young World**  
Before/Afterschool Care (408) 774-0405

11 Zimmer	12 Conroy	13 Hoffman	14 Wehner	15 Gerth
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6 Damino	7 Kulkarni	8 Edwards	9 Fortunato	10 Knapp
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1 Caldwell	2 Harris	3 Galvan	4 D'Alessandro	5 Ross
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27 Ly	26 Chin	25 O'Hara
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21 Bower	20 Maxfield	19 Cerna
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30 Dennis	29 Kazos	28 Law	S P
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24 Mizrahi	23 Jansen/Elcenko	22 Mak
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33 Agee Austin	32	31 KLAS
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LIBRARY	Roley/RSP	16 Moran
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OFFICE	STAFF ROOM	K-1 Snyder	K-2 Dwelley	K-3 Jacobs	K-4 Shishido
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STAFF PARKING LOT

Central Avenue

### School Contact Information

Name	Home	Work	Pager/Cell
Eric Panosian, Commander		408-522-8260 ext. 1501	
Stephanie Fischer, Operations Coordinator		408-522-8260 ext. 1512	
Leo Palafox, Logistics Coordinator		408-522-8260 ext. 1511	
Lydia Lacy, Logistics Coordinator		408-522-8260 ext. 1503	
Katalena Miramontes, Operations Coordinator		408-522-8260 ext. 1561	
Brooke Agee, Logistics Coordinator		408-522-8260 ext. 1527	
Michael Snyder, Planning Coordinator		408-522-8260 ext. 1550	

## Chain of Command

Fill in the names of the persons assigned to each position

Ellis Elementary School

Updated: 10/10/19

Role	Name	Cell #	Title
Incident Commander	Eric Panosian		
Planning	Michael Snyder		
Logistics	Brooke Agee		
Triage Leader	Leksha Vora/Katalena Miramontes		
Student Release Leader	Michael Snyder/Mirell Kazos		
Facilities Leader	Leo Palafox		
Search Leader	Jeff Hoffman		
Transportation Leader	Magda Ramos/Lydia Lacy		
Division Leaders	Kate Dwelley/Cristina D'Alessandro/Jennifer Conroy/Heidi Dennis/Tammy Bower/Mirell Kazos		
Staging Leader	Lauren Austin		

## School/Site Evacuation Plan

## ELLIS ELEMENTARY SCHOOL

**Mr. Eric Panosian, Principal**  
550 E. Olive Avenue  
Sunnyvale, CA 94086  
408-522-8260  
408-522-8232 FAX

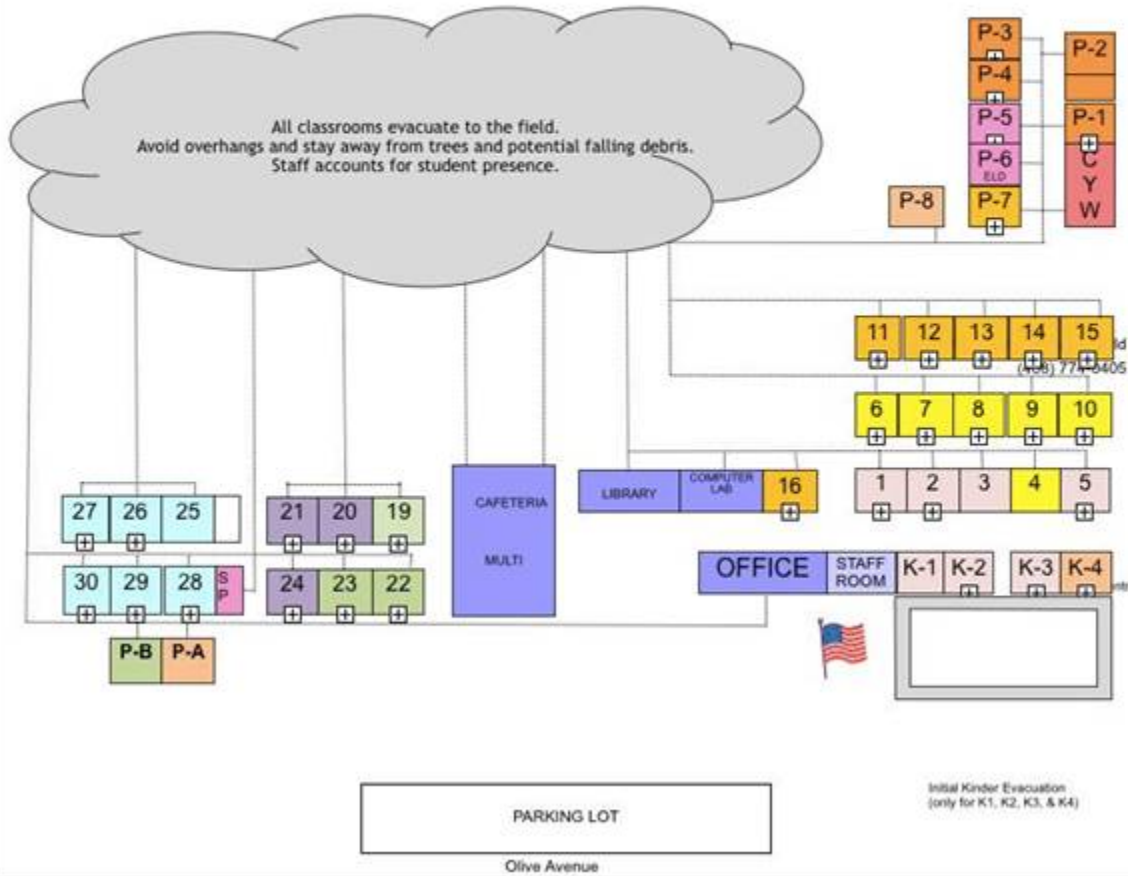


School Hours: 8:15 am - 2:30 pm

8:15 am - 12:45 pm (Friday - grades K-3)

Kinders: 8:15 am - 11:35 pm (1st five weeks)

8:15 am - 2:25 pm (after 1st five weeks)



## **Safe Ingress and Egress**

### **Getting to School:**

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

### **Crossing Guards:**

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

### **Walking:**

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

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

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

### **Using the Passenger Drop-Off and Pick up Zone:**

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

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

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



### School/District Support:

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

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

#### Ellis Elementary School

	<b>Primary Location (Day to Day Operations)</b>	<b>Secondary Location (Emergency Plan)</b>
<b>Street Access Points</b>	Ellis is accessible from E. Olive Ave. and Central Ave. and S. Fair Oaks Ave.	Ellis Elementary is also accessible from Old San Francisco Rd.
<b>Parent/Student Drop off &amp; pick up</b>	Olive Ave. and Central Ave.	Old San Francisco Rd.
<b>Bus Drop off &amp; pick up</b>	Olive Ave. and Central Ave. Bus Parking Zone	During an emergency, the Manager of Operations will determine pick up and drop off procedures.
<b>Public Entrance to School Site for Visitors</b>	Signs are posted at the entry requiring all persons to check in with school office at Olive Ave.	Old San Francisco Rd.
<b>Student/Staff Evacuation (by walking)</b>	Students and staff will exit school and line up on field (school map).	Students and staff will exit school and walk to St. Martin's School
<b>Student/Staff Evacuation (by bus)</b>	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. St. Martin's School can be used as an evacuation site.
<b>Crossing Guard</b>	Traffic light at S. Fair Oaks Ave. and E. Olive Ave. Traffic light at S. Fair Oaks Ave. and Old San Francisco Rd.	