

HESPERIA UNIFIED SCHOOL DISTRICT

**Maple Elementary School
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COMPREHENSIVE SAFE SCHOOL PLAN 2017-2018

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with input from

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Stacey Patti, Teacher
Terri Eddy, Teacher
Jeffrey Hunt, Teacher
Carolina Ortiz, Classified Staff
April Camarena, Parent
Katrina Croy, Parent
Megan Gratton, Parent
Angela Greer, Parent
Irma Maldonado, Parent**

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HESPERIA UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

2017 - 2018

Board of Education

President **Marcy Kittinger**
Vice President **Niccole Peterson**
Clerk **Eric Swanson**
Member **Cody Gregg**
Member **Ella “Lee” Rogers**

Administration

Superintendent
David Olney
Assistant Superintendent – Curriculum & Instruction
Jovy Yankaskas
Assistant Superintendent – Business
George Landon
Assistant Superintendent – Personnel
Karen Kelly
Assistant Superintendent – Innovative Technology & Curriculum
Robert McCollum

VISION STATEMENT

The vision of Maple Elementary School is to produce a solid foundation, academically and socially, for students so they can be successful, productive, and contributing members in a democratic society.

MISSION STATEMENT

Maple's Mission is to produce innovative learners who thrive in a collaborative environment.

INTRODUCTION - SCHOOL PROFILE

Maple Elementary School has a **806** pupil body and is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.

Maple Elementary School faces challenges in maintaining a safe school. This section of the Comprehensive Safe School Plan will describe programs in place at our school, as well as strategies and programs of our school site council for continued improvement in providing a safe and orderly school environment conducive to learning.

School Crime Status and Reporting

Maple Elementary School had 3 crime incidents during the 2016-2017 school year. These incidents involved CPS, PC 243.4, and PC 488

Personal Characteristics of Pupil & Staff

Maple Elementary School has an enrollment of **806** pupils in **Grades TK-6**. Pupils from this school come from families with **high** family mobility. Approximately **80%** of the pupils are in families receiving Aid to Families with Dependent Children that are eligible for free/reduce lunches. The ethnic makeup of the pupil population is **71%** Hispanic, **7%** Black, and **14%** Caucasian. Our pupils have a variety of life experiences.

Curriculum and Educational Activities

The course of study includes the basic core curriculum – English Language Arts, Math, Social Studies, and Science, and enrichment classes such as music, 3D Printing, The Makerspace, coding, and computers.

Pupils have the opportunity to participate in after-school activities. These include FLAIR, after-school tutoring, VEX Robotics, and Lego Robotics.

Staff provides opportunities and additional activities open to pupils in the areas of the Science Fair, Student Council, Young Authors, educational assemblies, Clue-Me-In, Festival of the Arts, Band, PTC-sponsored school activities, and participation in various community events.

PHYSICAL ENVIRONMENT

The Schools' Location and Physical Environment

Maple Elementary School is located in the city of Hesperia in San Bernardino County, an area with a high crime rate and high poverty level. The immediate area around the school includes single-family dwellings and apartments. Present safety hazards include heavy traffic and vacant lots.

Description of School Grounds

The school site encompasses approximately 10 acres. The buildings have numerous corridors and face the playground. The playground is grass, sand, and asphalt and includes basketball courts, a soccer field, tetherballs, swings, slides, and monkey bars. Maple Elementary School is completely enclosed by a fence with gates, which are kept locked during school hours. There are two pods that include 22 classrooms, as well as 19 re-locatable classrooms. Other ancillary structures include the main office, nurse's office, lounge, workroom, library, science pod, The Makerspace, parent center, sensory motor lab and a teacher resource room.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

It shall be the practice of Maple Elementary School to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. The school was most recently painted during the 2009-2010 school year. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by administration and individual classroom teachers. The pupils take pride in the appearance of the school.

Internal Security Procedures

Maple Elementary School has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, and inventory system.

Maple Elementary School crime statistics reflect a total of 3 crimes reported during the 2016-17 school year.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal: provide a crossing guard to assist pupils

crossing the street before and after school, involve all staff in assisting with pupil drop-off/pick-up before and after school, provide effective supervision of pupils during school, and continue to identify and provide preventative programs and activities. Proctors, office staff, and administration utilize hand-held walkie-talkies to enhance two-way communication efforts and help facilitate an immediate response to emergency situations.

Maple Elementary School maintains a copy of the district's sexual harassment policy in the main office and the policy is available upon request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the *Parent & Student Handbook* and the *Notice of Parents' Rights* handout. The Parent & Student Handbook and the Notice of Parents' Rights handout are distributed at the beginning of each school year to all parents and pupils.

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for pupils, parents and school employees. To ensure the safety of pupils and staff, all visitors to the campus, shall register immediately upon entering any school building or grounds when school is in session.

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences for Maple Elementary School are specifically described in this Comprehensive Safe School Plan include: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Maple Elementary School.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Maple Elementary School employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include: classrooms equipped with intercom and a security system operational during non-school hours.

Community involvement is encouraged to help increase school safety. Maple Elementary School has a bilingual parent liaison to aid communication between the school and parents. The parent liaison maintains a log of the parent volunteers and coordinates with administration when parent volunteers are needed for various school events. In addition, Maple Elementary offers computer-based English as a Second Language (ESL) classes, computer classes, and parenting classes to parents and other community members. The parent center is open to parents between the hours of 8:00 a.m. to 2:30 p.m.

SCHOOL CLIMATE

The School's Social Environment

Leadership at [Maple Elementary School](#) is a shared process. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing [Maple Elementary School](#) toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

Disaster Procedures, Routine and Emergency

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Disaster Plan - **EDP** has been developed and provided as a separate document for each school site within the Hesperia Unified School District. The plan is reviewed at the beginning of each school year. This plan also contains information regarding available district and outside agency resources, emergency disaster procedures and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

Classroom Organization and Structure

[Maple Elementary School](#) teachers provide a varied learning environment in their classrooms. Teachers use a variety of teaching strategies including: the use of manipulatives to build students' conceptual understanding of various concepts, realia, guided reading, hands-on activities, structured student-to-student interaction, sentence frames, Kagan Strategies and varied authentic assessments.

The teachers at [Maple Elementary School](#) are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Classrooms and teachers provide safe, orderly learning environment, enhance the experience of learning, and promote positive interactions amongst pupil and staff. Instructional time is maximized and disruptions are minimized.

The School's Cultural Environment

There is a high level of cohesiveness among the staff members at [Maple Elementary School](#). Cooperation and support between teachers and the administration is evident. Efforts are made by the administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Pupils are encouraged to bring problems to the principal, assistant principal, counselor, teacher or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

The academic and behavior efforts of pupils are recognized and rewarded. To this end, Maple Elementary implements "Mountain Lion Pride," a behavior incentive program and School-Wide Positive Behaviors and Supports. Mountain Lion Pride offers students the opportunity to be recognized for their good citizenship, work habits. Students who qualify for this program participate in various activities and assemblies. Students who

demonstrate R.O.A.R (respect, ownership, Attitude, and responsibility) are recognized for their positive behaviors through weekly the use “PAW” tickets. These “PAW” tickets are raffled weekly and students who are drawn for this raffle pick a prize of their choice. Some of these prizes are: lunch with the principal, extra recess with a friend, prize box, restaurant certificates, and a lunch fast pass. Students with perfect attendance are recognized each semester and an attendance incentive program called, “Let us give a cheer, everyone is here!” Students can earn a popcorn party if their entire class is present for 30 days (non-consecutive). Maple will hold awards assemblies at each semester. The awards consist of Academic Excellence (grades 1-2), Principal’s Honor Roll (GPA 3.5+), Honor Roll (3.0-3.4), Lionheart award (citizenship), ROARing Achievement (excellence in a subject), Innovation award, and Most improved.

SUMMARY OF SITE SAFETY ASSESSMENT DATA

Accomplishments/Areas of Pride (**STRENGTHS**)

1. Maple Elementary has implemented “Mountain Lion Pride,” an incentive program for students who display “ROAR” behavior– Respect, Ownership, Attitude, and Responsibility,
2. Recognition for perfect attendance.
3. Maple Elementary is in the third year of implementation of School-Wide Positive Behavior and Supports (SWPBIS). Maple has earned the Bronze and Silver Awards for successful implementation of SWPBIS.
4. Our school has organized various programs and assemblies, such as Student Council, Spirit Day Fridays, and various educational and character building assemblies.

Findings & Desired Improvements (**CONCERNS / RECOMMENDATIONS**)

1. Since the school was opened in 1983, various safety concerns arise as a result of daily use, environmental conditions, and age of the buildings. In addition, the quad area, which accommodates lunches, assemblies, and other student activities, is an open structure and does not provide much shelter from environmental factors for students.
2. Due to the age of the school, and bell scheduling systems need to be updated.
3. The lack of classrooms to accommodate services for students.
4. There is usually heavy vehicular and pedestrian traffic when students come to school at the beginning of the day and during dismissal. Therefore, it is important to help parents understand the importance of cooperating with traffic signals and rules during those times.
5. Making sure that our school is a bully-free environment.

Priorities/Goals

1. Continue to monitor safety issues through daily monitoring and monthly safety inspections.
2. As safety issues arise, continue to document and notify appropriate personnel to fix concerns.
3. Involve school staff, students, and parents in maintaining a safe environment when arriving and leaving school.
4. Update our telephone, alarm, and bell scheduling systems.

Bus Route Map

2017-2018

- Electrical Box
- Sayre P
Champs
- Talbert O
Champs
- DeSouza N
3rd
- Wassif M
3rd
- Martin L
3rd
- Williams K
3rd
- Eddy J
4th
- Patti I
4th
- Valdez H
4th
- Griffin G
5th
- Prasad F
5th
- Osuna E
5th
- Redona D
6th
- O'Reilly C
6th
- Ortega B
5-6 GATE
- Inman A
6th

Boyd Q Champs	Monica R Champs	Band/ Motor Sensory Lab S
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Restrooms

Custodial 15/16	Gutierrez 2 nd 14	Bouskill 3 rd 13	Computer Lab 12
Hunt 2 nd 17	Science Pod		Psych./ Meetings
Victor 2 nd 18			
De La O 2 nd 19			
Storage	Gnerre 2 nd 20	Ramirez Kinder 21	Parent Center 22

**Quad/
Café
Area**

Cohen Kinder 11	Spreen K-1 Combo 10	Alcala 1 st 9	Counseling 8 Speech 7
Vickie Holman Memorial Library			Nevin 1 st 6
			Yancey 1 st 5
			Berg 1 st 4
Sandoval/ Vinson Learning Ctr 1	Marquez Learning Ctr 2	Peña 1 st 3	Storage

Townsend
TK/Kinder
K-3

Morgue

Cass Kinder K-2	Waters Kinder K-1
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Bike
Shed

- Stage
- Workroom
- Lounge
- OFFICE

Phone Power Supply

Request Gate
Bus Gate

Reunion Gate
Crosswalk Gate



Safe School Compliance

Mandatory Policies to Include in Plan:

Child Abuse Reporting and Procedures

Suspected Child Abuse Reporting Procedures

Suspension and Expulsion/Due Process

Procedures for Notifying Teachers about Dangerous Pupils

Sexual Harassment Policy

School Wide Dress Code

Procedure for Safe Ingress to and Egress from School

Procedures to Ensure A Safe and Orderly Environment

Rules and Procedures on School Discipline

Integrated Pest Management Plan

Other School Site Policies

HESPERIA UNIFIED SCHOOL DISTRICT

MAPLE ELEMENTARY SCHOOL

COMPREHENSIVE SCHOOLS SAFETY PLAN:

School Site Council Evaluation and Public Hearing Certification

2017-2018 UPDATE

California law requires the Comprehensive Safe School Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by [Maple Elementary School](#) and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive Safe School Plan. Notice for public comment was provided on _____ at [the front office](#). Notice was provided by Esther Kim, Assistant Principal.

[Maple Elementary School](#)'s "school site council" has evaluated our Comprehensive Safe School Plan and has determined the following:

The plan [has](#) been properly implemented [and no amendments are needed](#).

Signatures of [Maple Elementary School's](#) Site Council Members

Alex Cristales/Principal

April Camarena/Parent

Signature Date
Stacey Patti/Teacher

Signature Date
Katrina Croy/Parent

Signature Date
Terri Eddy/Teacher

Signature Date
Megan Gratton/Parent

Signature Date
Jeffrey Hunt/Teacher

Signature Date
Angela Greer/Parent

Signature Date
Carolina Ortiz/ Classified

Signature Date
Irma Madlonado/Parent

Signature Date

Signature Date