

Torrance Unified School District

Arlington Elementary School's Safe School Action Plan 2009-2010

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
<p>1. Arlington Elementary School "School Site Council" will oversee the development of a comprehensive school safety plan relevant to the needs of Arlington Elementary School. The Site Council may delegate this responsibility to a "School Safety Planning Committee" comprised of the principal/principal designee, one teacher representative, one parent whose child attends Arlington Elementary School, one classified employee, and other members, if desired. Prior to adopting the plan, the council or committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion on the school safety plan.</p>	<p>District Policy CWA Torrance Unified School District Safe Schools Planning Committee</p>	<p>Completed "Safe Schools Plan of Action"</p>	<p>School Administration & Site Council Members</p>	<p>1/10</p>	<p>4/10</p>
<p>2. Arlington Elementary School shall complete quarterly California Safe Schools Assessment Reports, shall assess the current status of school crimes, and shall identify appropriate strategies and programs that will provide or maintain a high level of school safety. The SSC will be apprised of Arlington's Safe School Action Plan.</p>	<p>Internet, Local Law Enforcement</p>	<p>Minutes of Site Council, Crime Reports</p>	<p>School Administration, & Site Council Members</p>	<p>1/10</p>	<p>On-Going</p>
<p>3. Arlington Elementary School shall confer with and maintain a positive relationship with local law enforcement, in the development of the "Safe School Action Plan" and the on-going interactions with the school.</p>	<p>Local Law - School Resource Officer and CWA</p>	<p>Annual Sign-off</p>	<p>Law Enforcement, and School Administration</p>	<p>2/10</p>	<p>On-Going</p>
<p>4. Arlington Elementary School shall report to the appropriate agency cases of suspected child abuse in compliance with district policies and regulations.</p>	<p>Child Abuse Hotline, CWA, Children Services, Law Enforcement</p>	<p>CWA Records</p>	<p>School Administration, Primary Reporter, Law Enforcement & CWA</p>	<p>9/09</p>	<p>On-Going</p>
<p>5. Arlington Elementary School shall maintain district emergency evacuation preparedness information, shall participate in all preparedness drills, and shall implement the district's plan in time of an emergency/disaster.</p>	<p>Fire Department, Superintendent's Office, CWA, City Disaster Coordinator</p>	<p>SEMS Notebook Preparedness Materials, CWA, Safety Drill, Calendar</p>	<p>School Administration</p>	<p>9/09</p>	<p>On-Going</p>

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6. Arlington Elementary School shall implement district policies on suspension and expulsion as they apply to E.C. Sections 48900 and 48915.	CWA	Monthly Suspension Report	School Administration, Counselors & Clerical Staff	9/09	On-Going
7. Teachers at Arlington Elementary School shall be notified of dangerous pupils pursuant to E.C. Section 49079.	CWA	CWA Notifications, Monthly Suspension Reports	CWA and School Administration	9/09	On-Going
8. Arlington Elementary School shall implement district policies pertaining to "Sexual Harassment."	CWA, Special Services	Log of Incidents, Record of Action Taken, Suspensions, & Conferences Held	School Administration & Staff	9/09	On-Going
9. Arlington Elementary School shall continue to implement a school-wide dress code, pursuant to E.C. Section 35183, that prohibits pupils from wearing gang related apparel.	Assistant Supt., CWA Special Services	Dress Code Published and Enforced	School Administration & Staff	9/09	On-Going
10. Arlington Elementary School shall develop and implement procedures for safe ingress and egress of pupils, parents, and school employees to and from school. During school hours, access to campus is through the designated front gate facing Van Ness Avenue. A sign is posted just outside the office notifying all visitors that they are to sign-in, obtain a visitor's badge to wear while on campus, and sign out upon leaving. All District employees are to wear their badge. If an adult is on campus without a visitor's or employee's badge, he/she will be asked what business they need to conduct at Arlington and asked to check in at the office. There is a sign-out sheet in the office for students who are picked up prior to the end of the school day or late.	Other School Plans, CWA, Law Enforcement	Maps and/or Directions	School Administration, Law Enforcement & Transportation	9/09	On-Going

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11. Arlington Elementary School shall maintain a safe and orderly environment conducive to learning.	Community Board, Assistant Supt, CWA/SARB, Special Services Special Projects	Suspension Records, Safe School Report, SBCP Plan	School Administration/Staff	9/09	On-Going
12. Arlington Elementary School shall communicate and enforce district rules and procedures on school discipline. This will include following the Board approved <i>Discipline Policy for Grade K-5</i> .	Board Policies, Administrative Rules, and Disciplinary Guidelines	School Handbook Postings, and Parent Sign-offs	School Administration, CWA & Special Services	9/09	On-Going
13. Arlington Elementary School's "Safe School Action Plan" will be evaluated annually and amended, as needed.	SSC, CWA, Safe Schools' Committee Deputy Superintendent	Board Agenda & Board Action	School Administration & CWA	9/09	Annually
14. Arlington Elementary School shall submit the site council approved "Safe School Action Plan" to Administrative Services for district and board review prior to final district approval.	Safe Schools: A Planning Guide for Action	Minutes of Site Council's Meeting	School Administration & Site Council	9/09	Annually
15. Arlington Elementary School's "Safe School Action Plan" shall be made available for inspection by the public.	CWA & Administrative Services	Plan Available in Public Information	School Administration	9/09	On-Going

Reviewed by: Dr. Vicki Roloff 1/15/10
Principal Date

Mrs. Medali Ramaley 1/25/10
School Site Council Chairperson Date

Detective Nick Gambiani 2/5/10
School Resource Officer Date