

Evergreen School District

O. B. Whaley Elementary School Comprehensive School Safety Plan

Effective Dates: 2021-2022

Principal/Administrator: Linda Mora

Plan Developed By	Title
Linda Mora	Principal
Amanda Roajas	Media Assistant
Khanh Trinh	Teacher
Virginia Jaeger	Teacher
Suchita Gathoo	Teacher
Nancy Keo	Parent
Leveni Hansen	Parent
Melissa Martinez	Parent
Tina Arballo	Parent
Michelle Thai	Parent

Public Meeting Date: 2/15/2022

Date Adopted by School Site Council:

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Committee Members

Name of Members	Principal	Classified Employee	Teacher Re. of Cert. Employees	Parent or Community Member	Law Enforcement	Secondary Students	Other
Linda Mora	X						
Amanda Rojas		X					
Khanh Trinh			X				
Virginia Jaeger			X				
Suchita Gathoo			X				
Nancy Keo				X			
Leveni Hansen				X			
Melissa Martinez				X			
Tina Arballo				X			
Michelle Thai				X			
Captain Todd Trayer					X		

Vision/Mission Statement

Otis Butler Whaley Elementary School will be a safe environment for all members of the school community. O.B. Whaley Elementary School provides a rigorous, challenging educational environment that allows all students to develop their ability to communicate effectively, think critically, analyze, problem solve, and apply what is learned in a technical and global world.

Data Analysis

Data Source	2017-18	2018-19	2019-20
California Health Kids Survey			
Suspensions	X	X	X
Expulsions			
Local Crime data	X	X	X
Other Community data	X	X	X
UMIRS/Other			
Youth Truth Survey	X	X	X
School Safety Surveys	X	X	X

Conclusions from Data:

There is a decrease in the number of student referrals, suspensions and concerns about student safety. Parent and family participation at events are generally well attended; however, with COVID protocols, all events are over Zoom, Parent participation remains constant and has changed little.

Conclusions from Parent, Teacher and Student Input:

- Students and staff feel safe at school.
- The Whaley staff cares about the students.
- Staff feel respected by the community.
- There is good overall morale.
- There is a need for education and prevention programs on verbal bullying
- There is a need for education on cyberbullying, defining bullying and harassment,
- Encourage greater parent participation on surveys

Overall, Referrals to the office from staff are at a low. Graffiti and vandalism remain low; however, it is the one thing that is noticed by students, parents and staff. During the survey in October/November, 2021, 71% of staff report that they have seen or heard about bullying on campus. Students report 33% of seeing or hearing; however, 65% report that this is not a problem. Seventy-eight percent of parents do not report this as a problem. With regard to harassment, overall, students are treated respectfully regarding gender, learning disability, clothing and religion. While overall, students are treated respectfully at school, 28% of students report students being put down because of learning difficulties. 24% of students report an issue of students being put down because of gender, which is something that has been talked about at school in more recent times. Twenty-three percent of students report seeing or knowing of students who have been put down because of their clothing and 21% of students report being put down When asked about emergency procedures, community, staff, and students are aware of all the drills.

Student Input:

Students report feeling safe at school. Students need greater reinforcements regarding lockdown procedures with regard to run, hide and defend. Students are encouraged by new programs peacemakers and our friendship garden and look forward to application. Students are aware of PBIS rules and matrix and are excited to trade in their "Whaley Way to Go's" to play in our new game room. Students work to wear masks to reduce opportunities for infection spread

Teacher/Staff Input:

Teachers report that emergency and safety drills are performed regularly. Teachers work to implement all changing safety protocols regarding COVID. All teachers participate in pool testing

Parent Input:

Nearly all families (-5) participate in pool and antigen testing. Parents continue to inform us in the event of illness and trust that we are doing the best for their student. Work to gain even greater participation in school opportunities.

Other:

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.

- EESD School Safety Survey, October and November 2021 5th and 6th January 2022
- www.crimemapping.com (Local Crime Data)
- PowerSchool Attendance and Suspension as well as other forms of Data
- School-wide Interventions and Support Data

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

The school theme is "Be the difference", which includes "Be amazing", "Be brave", "Be inspiring", "Be unstoppable," and "Be YOU!" This positive message is displayed throughout the school campus.

Students, staff, and parents at O.B. Whaley School create a friendly and inviting environment for the community.

Administration and staff identified a school-wide focus of STEAM (Science, Technology, Engineering, Art and Mathematics). Professional development is aligned to the school-wide focus.

Project Cornerstone is implemented as a component of our Safe and Drug Free Schools/TUPE (Tobacco Use Prevention Education) sequential health curriculum.

We are implementing Positive Behavioral Interventions & Supports (PBIS). PBIS and school rules matrices are in every classroom and posted throughout the school

OB Whaley partners with Soul Shoppe which teaches children how to identify, control anger, and to resolve conflicts as they arise in school. Soul Shoppe works with students four times throughout the school year.

OB Whaley is a certified Peacemaker School

The cultural background of all students is acknowledged, respected, and incorporated into the school curriculum and activities such as the Multicultural Fashion Show and Multicultural Music & Dance Program.

O. B. Whaley has comprehensive disaster preparedness plans. These plans provide specific written procedures to follow in the event of a fire or an earthquake. Monthly drills are conducted to rehearse procedures. The Emergency Response Team conducts an evaluation immediately after each drill. An emergency procedure map is posted at each exit in the school.

A positive school culture is promoted by recognizing the outstanding efforts and contributions of our school community. Awards include Honor Roll, Most Improved, Perfect Attendance, along with incentives for Accelerated Reader (AR), Whaley Way to Gos, and Walk N' Roll. Staff and volunteers are also recognized through Whaley Way to Go, kudos at Staff Meetings and in the Staff Bulletin.

Technology is now available at a ratio of one device for every student

Whaley offers a variety of programs throughout the school day: Multicultural Music and Dance, Music for Minors, Band, A and The District's Art Program, Speech and Debate as well as a host of other enrichment opportunities including social and emotional well-being (SEL), Music and Art Classes within the classroom in addition to Music for Minors.

Areas we wish to Change:

Reduce the incidences of verbal bullying. Empower students to be upstanders and practice restorative practices for resolving conflict as they arise

Work with students to resolve unkind behavior regarding clothing, race, gender, and learning disabilities

Increase student confidence in Run, Hide, Defend emergency procedures, as well as improve safety areas for students around the vicinity of our campus.

Goals Strategies and Activities

Component I – People and Programs

Goal

Student leadership (Student Council, Project Cornerstone, Soul Shoppe and Peacemakers, in conjunction with staff, will be instrumental in promoting a positive, safe school community. The emphasis will be given to addressing verbal bullying and/or unkind language towards others.

Administration, teachers, and support staff will continue to actively encourage increased family involvement in all aspects of the school (e.g., PTA, School Site Council/District Advisory Committee (DAC), English Learner Advisory Committee (ELAC)/District English Learner Advisory Committee, Cafecitos and Family Nights- COVID permitting).

Measurable Objective:

By February of 2023, 92% of students will agree that school is a positive and safe learning environment as documented by survey results. (3% increase)

By February of 2023, attendance at events/committees such as Back-to-School-Night, Open House, Parent-Teacher-Student Conferences, STEAM & Literacy Nights, Cafecitos, English Language Advisory Committee (ELAC) will continue to increase by 10% as evidenced on sign in sheets and Zoom registration links.

Action Steps:

1.0 Continue with Tier 3 PBIS and Student Recognition Program to promote positive behavior and needed interventions for student issues.
2.0 Implement school wide social emotional learning program.
3.0 After School Programs and Enrichment for Students a. Intervention b. Dance c. Multicultural Fashion Show d. Speech and Debate
4.0 After School Programs and Enrichment for Students a. Intervention b. Dance c. Multicultural Fashion Show d. Speech and Debate

Who will take the lead? Principal, PBIS Team,

Completion Date and Budget

- March 2023
- \$ 20,000 funded by Title 1, Donation and District enrichment

Resources Needed

How we will Monitor and evaluate? Student Records- Powerschool
Teacher Records-PBIS Binder and Monthly specialist meetings

Data from PBIS Meetings
Second Step SEL Curriculum
Soul Shoppe Assemblies
Peacemaker Training
Participation Rosters and Attendance for extra curricular opportunities
Student Leadership
Observation

Component II – Place

Goal

In response to COVID-19, maintain, establish and evaluate safety expectations as directed by the Santa Clara County Public Health Department.

Establish protocol for ensuring clean campus in and around the school daily.

Increase student confidence on Run, Hide (Code Red), and Defend procedures.

Measurable Objective:

By March 2023, 90% of students will demonstrate an understanding of how to proceed in Run, Hide (Code Red), and Defend disaster situation as determined by the EESD School Safety Student survey (increase).

COVID-19 safety procedures and protocols are in place for all students, staff, and community and subject to change according to Santa Clara County Public Health Department and ESD COVID 19 Prevention Plan

Action Steps:

1.0. Align safety protocols with PBIS Expectations Matrix. Establish and provide visitor guidelines for all families coming to school. Continue to communicate procedures to families and community as we begin returning physically to school.

2.0 Work to increase safety measures for campus wide sanitizing: Continue to review custodial assignments, Increase installation of hand sanitizers at all work stations as needed. Insure that students keep safe distance from one another. Establish safe eating areas for returning students between days 6-10.

3.0 Maintain school grounds for student safety and beautification.

a. Contact City of San Jose to have a school-wide beautification day.

b. Create a schedule and map for classes to help with beautification each month.

c. Request push gates near the upper grade playground-

d. Purchase additional and new market umbrellas to keep separate our student returning early from COVID and to cover all picnic tables

3.0 Request Sunshade to allow students optimal opportunities for continued outdoor seating.

Who will take the lead?

- Principal, Teachers and Staff, District Operations/Maintenance, Director of Safety

Completion Date and Budget

- March 2023

Per Santa Clara County Health Department Orders- we will ensure that all protocols are in place

Explore Funding opportunities for Sunshade structure and for the push gates on the western side of the school toward the playground.

Fund the purchase of market umbrellas and stands for picnic benches outside not to exceed \$4000 (Site Funds)

Resources Needed

Santa Clara County COVID-19 Protocols and Signs.

Emergency supply kit refills supplied by PTA and include response to COVID-19 protocols as well.

Continued communication with District Personnel.

How we will Monitor and evaluate? School and Santa Clara County Public Health Department will monitor updates. Updates will be implemented and monitored weekly as prescribed
Observation of all beautification and safety projects as implemented

Communication

<p>Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i></p>	<p>Date of Public Meeting: 2/15/2022 Site of Public Meeting: Zoom Conferencing-OB Whaley</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 <p>All persons who have indicated they want to be notified</p> <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 <p>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 15 of any schools that have not complied with Ed Code 32281</p>
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	Name	Date
Review of Progress for Last Year	Linda Mora	02/15/2022
Law Enforcement Review	Captain Todd Trayer	03/01/2022
Site Council Approval	Nancy Keo	02/15/2022
School Board Approval	ESD Board	03/10/2022

Evaluation

How was the previous plan monitored?

- Parent, Student and Staff feedback.
- Reviewed during a School Site Council, Staff Meeting, and Parent Meeting

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

Whaley has currently trained all staff in PBIS and has completed year 2 of PBIS Training. We have created a team and named a coach and facilitator for PBIS team. 2021-2022 Currently, the PBIS team is in Year 3 of training. The PBIS team meets monthly to monitor and discuss progress. Currently, all teachers have been included in our Check in and Check Out (CICO) and we will be meeting to discuss student improvements. Soul Shoppe and Second Step curriculum have been implemented to assist and support students resolving conflicts and antibullying

PTA continues to support our students during the pandemic and supports a host of terrific opportunities for gathering together as a school community.

Translators were available at all parent events, and Spanish and Vietnamese translations of key documents were provided for parents.

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

Sanitizers were placed in all classrooms and work spaces. Custodial schedules were reevaluated and new protocols according to Santa Clara County Public Health Department were put in place. Peacemaker Path to be designed on playground. Friendship Garden created

ANNUAL REPORT ON THE STATUS OF THE PLAN (See Attached SARC)

**Evergreen School District
CAMPUS EMERGENCY ASSIGNMENT SHEET
OB Whaley 2021-2022**

This will help you ensure that you have coverage for all critical positions during a school emergency. Ensure that each position is assigned as early as possible in the school year and that all positions are assigned, even if you think that it will not be necessary to fill the positions during an actual emergency. To guard against the absence of key personnel when an emergency threatens, it is strongly recommended that backup personnel also be assigned and that key personnel are cross-trained in critical job requirements.

Position	Staff Assigned	Backup Personnel
Incident Commander	Linda Mora	1. Andrea Fangolino 2. Mercy Pimentel
Safety Officer	Diana Nakano	1. Merida Bautista 2. Shelby Devlin
Public Information Officer	Cheryl Larson	1. Jeff Beckley 2. Anthony Lombardi
Liaison Officer	Maria Kettmann	1. Amanda Rojas 2. Carolyn Mostek
Operations Section Chief	Mercy Pimentel	1. Satinder Bainwait 2. Suchita Gathoo
Site Facility Check/Security	Jesse Hernandez	1. Hema Rambhia 2. Amanda Rojas
Search & Rescue Team Leader	Amanda Rojas	1. Shannon Dale 2. Carolyn Mostek
S&R Team #1	Carolyn Drewry	1. Amanda Rojas 2. Eli Diaz
S&R Team #2	Hema Rambhia	1. Merida Bautista 2. Cynthia Howard
Medical Team Leader	Satinder Bainwait	1. Hema Rambhia 2. Cynthia Howard
Triage	Jeff Beckley	1. Nicci Austin 2. Mario Bonilla
Treatment	Carolyn Mostek	1. Nicci Austin 2. Rachel Porter
Psychological First Aid	Shelby Devlin	1. Hannah Dawley 2. Cynthia Howard
Morgue	Shannon Dale	1. Virginia Jaeger 2. Ngan Bui
Student Care Director	Andrea Fangolino	1. Maria Kettmann 2. Khanh Trinh
Student Release Coordinator	Cindy Brown	1. Merida Bautista 2. Christine Bryant

CAMPUS EMERGENCY ASSIGNMENT SHEET (continued)

Position	Staff Assigned	Backup Personnel
Planning Section Chief	Abigail Wong	1. Katie Mayers 2. Andrea Fanglione
Documentation	Katie Mayers	1. Shannon Dale 2. Maria Murillo
Situation Analysis	Alexis Kaput	1. Maria Murillo 2. Anthony Lombardi
Logistics Section Chief	Virginia Jaeger	1. Diana Nakano 2. Cheryl Larson
Supplies/Facilities	Merida Bautista	1. Eli Diaz 2. Cindy Brown
Staffing	Khanh Trinh	1. Diane Diep 2. Katie Mayers
Communications	Cindy Brown	1. Rachel Porter 2. Cheryl Larson
Finance/Administration Section Chief	Carolyn Drewry	1. Khanh Trinh 2. Shannon Dale
Timekeeping	Christine Bryant	1. Maria Murillo 2. Carolyn Mostek
Purchasing	Jeff Beckley	1. Hema Rambhia 2. Ngan Bui

*updated 8/30/21

O.B. Whaley

Earthquake Evacuation Procedure

1. The earthquake drill signal will be an announcement. The time may or may not be announced in advance.
2. All individuals in the school should duck and cover at the signal.
3. When the announcement is made (or when the ground stops shaking) the **Emergency Team Members** should:
 - Report to flagpole area, in front of school
 - Once directed, report to assigned areas, evaluate the safety of routes and areas, warn teachers of any danger, assess injuries, and get assistance, if needed
 - Collect the “inside” Emergency Reporting Form from the teacher at the time you check the classroom and give the teacher the okay to begin dismissing students (groups of 5-6)
 - Once all have evacuated, collect the “outside” Emergency Reporting Form from teachers and give to the administration.
 - Report back to the flagpole.
4. After a few minutes (or in a real earthquake when the ground stops shaking) the **teacher** should:
 - **Open the outside door. Lights OFF.**
 - Verbally take role while in an earthquake-safe position
 - Fill out Emergency Reporting Form to account for all students and give to emergency team member when they arrive to evacuate; report any injuries to the team member; and give assistance as needed
 - Have students stay in safe position and remain quiet until deemed safe to evacuate
 - When given permission by emergency team member, dismiss 5-6 students at a time to evacuation area
 - Take roll again once in evacuation area, fill out “outside” Emergency Reporting Form, and place nametags on students
5. Once everybody has been evacuated from the building, any adults not responsible for a class should report to the flagpole area in front of school, including the emergency team.
6. Team members will assess building before giving the all-clear signal (announcement) for students to return back to class.
7. All teachers should keep their classes together on the field/assigned evacuation area until the all-clear signal is given. Children should sit if possible.
8. In the event of a “real” earthquake, the Student Release Coordinator may begin checking out students to their parents as per the instructions of the Principal.

O. B. Whaley
Run, Hide, Defend Procedures/Code Blue
(Formally called Code Red)

Conducting the Run, Hide, Defend Drill:

- “This is a Run, Hide, Defend Drill.” Immediately close your doors and begin lockdown.
- Allow about 5-10 minutes. The Emergency Team will begin to check rooms once they receive clearance.

High Level (Code Red) Drill Procedures:

- Lock Door
- Cover windows
- Barricade door
- Build interior barricade
- Turn off lights
- Turn on computer to access email
- If possible, have your cell phone nearby
- Students and staff should get behind interior barricade and wait quietly
- Wait for more information and instructions
- Staging areas: **Liberty Baptist School, Mission de la Casa, and Chuck E Cheese**
- PE classes run to pre-designated gates or safe area and remain there during drill
- Emergency Team will note: door barricade, windows covered, lights, interior barricade, teacher/students behind barricade
- If students are outside at P.E. or recess on the upper grade playground, hide behind the backstop (green, wood part of the baseball field). This area is still within school grounds. If students are on the primary or Kinder playground evacuate to the nearest classroom if possible. Use your best judgment. You may need to exit the campus and head to your staging area.
- Wait for more information and stay inside until the “All Clear” signal

Evacuation Code:

- Phone call to room: “Is this Mr./Ms./Mrs. _____?” or information will be asked by police/emergency team at door
- ½ of the code will be given, and we will wait for response (see Loan for sum number)
- If the response is not correct, we will assume there is a problem in the classroom

Evaluation Process:

- All rooms will be checked during drill
- Drill will take 15-20 minutes
- If necessary, Loan will meet with staff members who are not clear on procedures
- Discuss results of drill with staff

Code Blue: Low level lockdown – students and staff can continue their day-to-day activities INDOORS, behind locked doors)

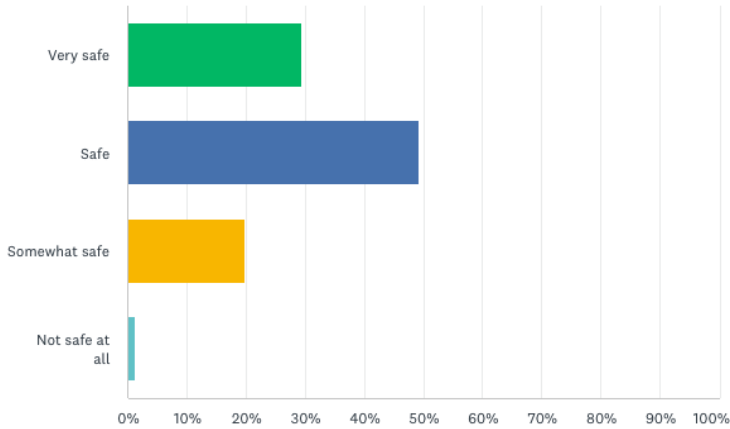
- Get everyone inside immediately
- **LOCK door**
- Stay inside until the “ALL CLEAR” is given by an administrator
- If situation escalates, a Code Red Level may be activated

Q2



How safe do you feel at school?

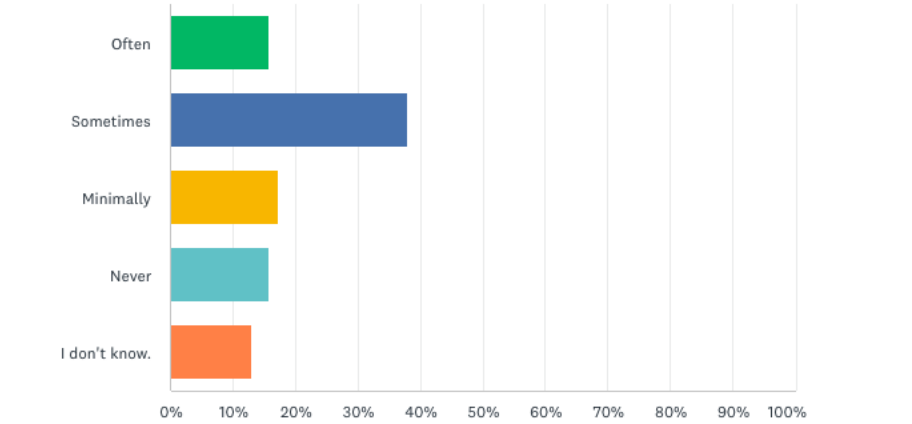
Answered: 146 Skipped: 1



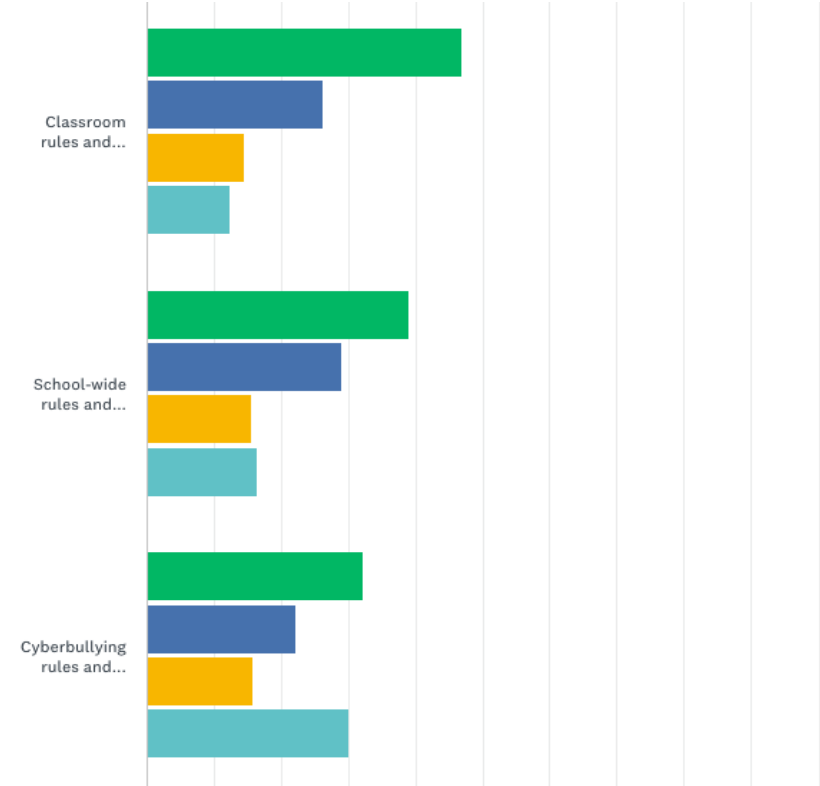
	I SEE THIS HAPPENING A LOT AT MY SCHOOL.	I SEE THIS HAPPENING SOMETIMES AT MY SCHOOL.	I HEAR OTHER STUDENTS TALK ABOUT THIS HAPPENING AT MY SCHOOL.	I NEVER HEAR OR SEE THIS HAPPENING AT MY SCHOOL.	I DON'T KNOW	TOTAL
Bullying	12.50% 18	36.11% 52	12.50% 18	15.28% 22	23.61% 34	144
Harassment, and intimidation	9.92% 13	19.85% 26	12.98% 17	29.77% 39	27.48% 36	131
Fights and assault	13.77% 19	38.41% 53	21.01% 29	14.49% 20	12.32% 17	138
Student interest in gangs	12.59% 17	8.89% 12	6.67% 9	42.96% 58	28.89% 39	135
Illegal weapons	3.03% 4	2.27% 3	6.06% 8	53.03% 70	35.61% 47	132
Graffiti and vandalism	6.98% 9	13.18% 17	9.30% 12	41.09% 53	29.46% 38	129
People trespassing on campus	7.30% 10	23.36% 32	16.79% 23	31.39% 43	21.17% 29	137

How often do you hear or see any act of bullying at your school? Definition of bullying: When someone is being hurt either by words or actions on purpose, usually more than once, feels bad because of it, and has a hard time stopping what is happening to them. Types of bullying include: physical, verbal, emotional, social, and cyberbullying.

Answered: 145 Skipped: 2

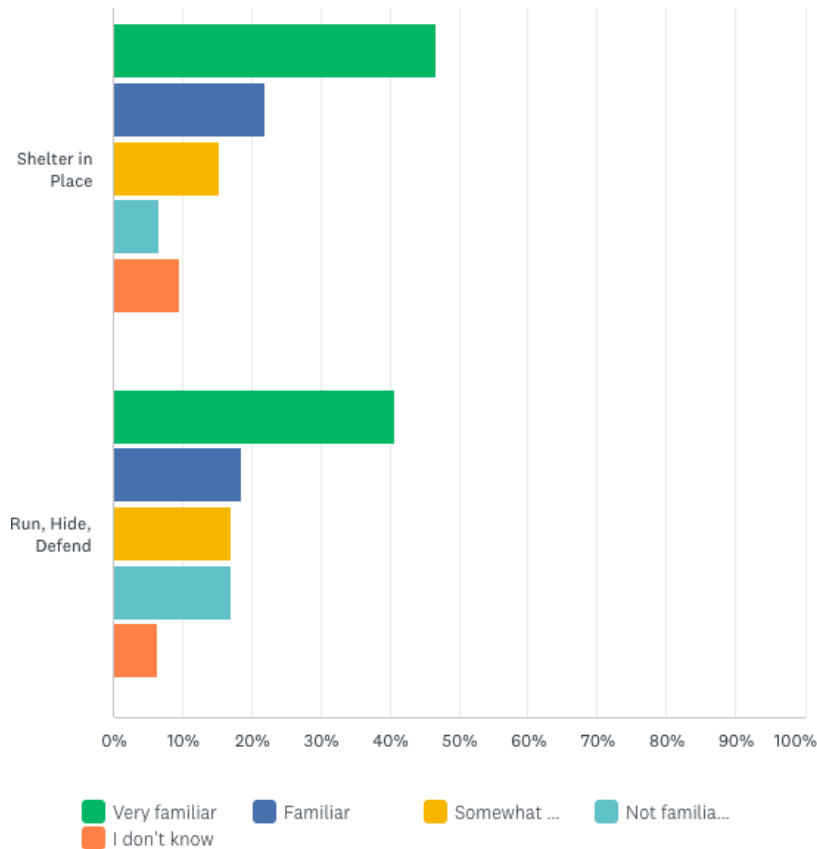
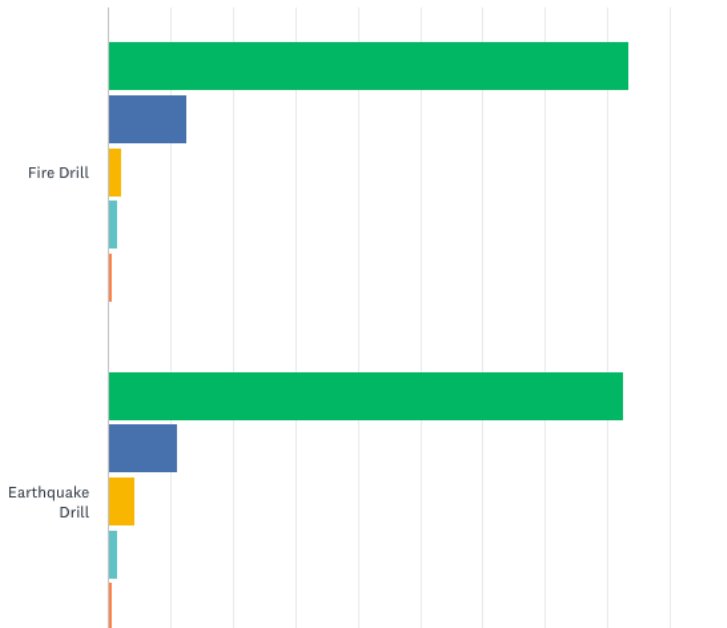


How familiar are you with the following?



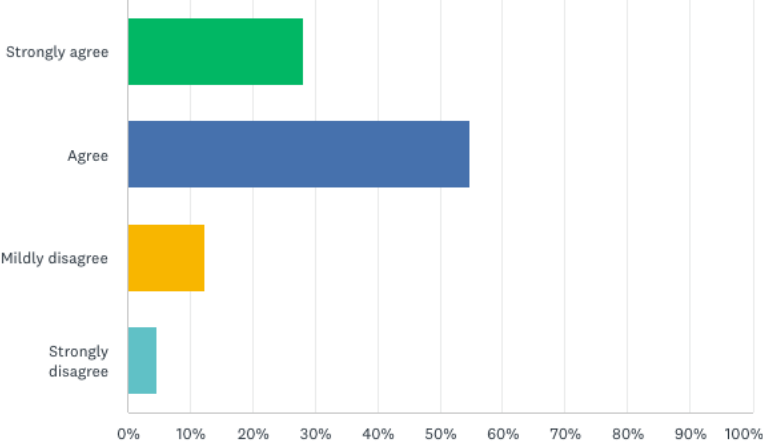
How well do you understand your schools Emergency procedures?

Answered: 146 Skipped: 1



The school has a way to recognize and reinforce positive behavior among students.

Answered: 146 Skipped: 1



O.B. Whaley

Fire Evacuation Procedure

1. The signal for a fire drill is a loud electronic chirping sound. ALL individuals in the school are to exit the room when the alarm is sounded.
2. When the alarm sounds, the **teacher** should:
 - Get class roll and emergency packet
 - Evacuate and **CLOSE the outside door. Keep door UNLOCKED.**
Lights OFF. (All Classes will meet at the grass on the upper playground)
 - Accompany students in a straight line to assigned evacuation area
 - Take roll once in evacuation area
 - Complete the “outside” Emergency Reporting Form - report any injuries or missing students to the emergency team member. Please show your red/green card. Green indicates that all students are present and all ok. Red indicates injury or missing student and you will be attended to by a member of the Emergency Response Team
 - Assist with injuries if needed
 - Wait for further directions
3. When the alarm sounds the **Emergency Team Members** should:
 - Report to flagpole area, in front of school
 - Once directed, report to assigned areas and check for successful evacuation, assess student injuries, and inform teachers of any dangers
 - Collect completed emergency forms from the teachers and give to administration
 - Report back to the flagpole for further assessment and directions, as needed
4. An “all clear” signal (announcement) will be given when students will return to class.
5. In the event of a “real” fire, the Student Release Coordinator may begin checking out students to their parents as per the instructions of the principal.

Staff Supervision Responsibilities

1. Take roll and complete emergency reporting form
2. Report any missing students
3. Acquire first aid for any injured student or staff member
4. Alleviate emotional trauma
5. Restore order
6. Protect students from hazards
7. Keep students on campus until released to their parents
8. Lessen hysteria/stress through the use of planned activities

WHALEY "WHALE" DONE!

STUDENT INCENTIVES

- 5 Whaley Way to Go's = Game Room
- 15 Whaley Way to Go's = Whale tail necklace
- 20 Whaley Way to Go's = Whale plush animal
- 25 Whaley Way to Go's = Nothing Bundt Cake Bundtlet
- 30 Whaley Way to Go's = In-n-Out
- 35 Whaley Way to Go's = Jamba Juice



TEACHER INCENTIVES

- 15 Whaley Way to Go's = A ream of paper
- 20 Whaley Way to Go's = A can of soda and chips
- 35 Whaley Way to Go's = 1 day of recess duty relief
- 50 Whaley Way to Go's = Lunch on us (\$10 or less, local)
- 100 Whaley Way to Go's = 1 week of recess duty relief*



*one redemption per calendar year

*Weekly raffle for Whaley Way to Go prizes

OB Whaley School Safe Ingress/Egress Procedures

There are two entrances for students in grades K-6 to enter the school grounds. Students walk from either the entrance to the school on the south end of the school at Tierra Buena and/or enter through the west side of the campus on Alvin Avenue. Students walk into the campus and wait in front of one of two locked gates. Kindergarten through Second grade students line up in front of the gate closest to the office (south) and third through sixth grade students line up at one of two locked gates: between the library and the office (north) and/or the gate at the cafeteria and library (east). All other gates that allow access to the entrance of the school are locked during the school day to ensure safe entrance or exit for all of our students. At 8:15 a.m., the gates are unlocked and students enter the campus and line up at their assigned classroom line. At 8:30 a.m., all of our gates are locked and students enter and exit the campus through the school office.

Pickup of students occurs at 2:09 p.m. for kindergartners. For grades one through three at 2:23 p.m. and at 2:38 p.m. for grades four through six. Parents/Guardians of kindergarten students pick up students in front of the south gate. Parents/Guardians wait outside this gate closest to the office and are excused individually as soon as the appropriate guardian has been identified. Students in Grades 1-3 are escorted to the school gate at the south end of the campus on Tierra Buena and are either picked up by a parent who is waiting outside the campus or they walk home. Students in grades 4-6 are excused at 2:38 p.m. and exit through the the northern or eastern gate and exit on to Alvin Avenue and/or Tierra Buena where they walk home.

The few cars who drive to campus park outside the campus and students meet their ride as they exit on school sidewalk on Alvin or at the sidewalk on Tierra Buena. Students who have not been picked up after 15 minutes are escorted toward the office where a phone call is made home for a pickup.

Supervision of Students

School administration and teaching staff place a high priority on providing adequate adult supervision on campus before, during and after school. As students arrive on campus each morning, teachers are strategically assigned to designated entrance areas and the playground. During recess, teachers supervise playground activity. Noon supervisors monitor lunchtime activity in the cafeteria and on the playground. At the end of the day when students are dismissed, teachers, principal, and other staff assist with the monitoring of student behavior to ensure a safe and orderly departure.



Evergreen School District

COVID-19 Site Safety Checklist

Site: _____ Admin: _____ Date: _____

Complete this checklist monthly. Refer to [CDPH guidelines](#) and [Safety MOU](#) for details.
Make a copy of this checklist [here](#) and share with COVID-19 Designee Aaron Brengard.

- Masks/PPE
 - Mask required signage posted
 - All entrances (sandwich board and/or signage)
 - All classrooms doors ([this](#) or similar posted)
 - Common space ([this](#) or similar posted)
 - PPE available in all classrooms (hand sanitation, gloves, soap, extra masks, etc)
 - Additional PPE on hand (masks, gloves, isolation PPE, as needed)
[Order additional PPE](#) by emailing ppe@eesd.org
- Ventilation
 - Ventilation: Verify HVAC systems are operational and fans scheduled on during school/site hours of use [STEAM LAB - working on it](#)
 - Communicate process for requesting HVAC maintenance with staff
 - Verify HVAC systems have proper access to allow for filter quarterly replacement [STEAM Lab - working on it](#)
- Cleaning and disinfecting
 - Verify approved supplies in classrooms and common spaces
 - Disinfectant
 - Paper towels
 - Verify all cleaning equipment functioning properly (w/ custodian)
 - Cleaning schedule established, revise as needed
- Handwashing hygiene
 - Signage ([this](#) or similar) posted
 - All classroom/office sinks
 - A bathroom sinks
 - Hand sanitations available in all classrooms and other common spaces
 - Six portable hand washing stations stocked and fully functional
- Communication
 - Visitor/volunteer policy
 - Post volunteer/visitor site policy, revise as needed.
 - Communicate visitor and spectator/social gathering policy with staff and parents.
 - Review modified quarantine substitute limits with staff, especially office staff (no modified quarantine class can be split)

- COVID-19 Testing
 - Create and implement a rotating testing schedule (elementary and middle)
 - Order testing supplies as needed from [Concentric](#) (elementary)
 - Establish a system for verification of unvaccinated employees every 7 days



O.B. Whaley Elementary School

Expected School Site Behaviors
The Whaley Way



AREA	BE RESPONSIBLE	BE RESPECTFUL	BE SAFE
Hallways	<ul style="list-style-type: none">• Stay in your line• Pick up trash	<ul style="list-style-type: none">• Walk quietly• Hold playground equipment• Hold the door open for others	<ul style="list-style-type: none">• Always walk• Keep your distance• Keep hands and feet to yourself• Be aware of your surroundings
Library	<ul style="list-style-type: none">• Treat books with care• Use bookshelf markers• Return your books on time• Pay for damaged or lost books	<ul style="list-style-type: none">• Exchange books at designated times• Use quiet voices• Push in chairs when leaving• Use your manners	<ul style="list-style-type: none">• Only enter when an adult is present• Wear a mask• Always walk
Bathroom	<ul style="list-style-type: none">• Do your business and leave• Use toilet/urinal appropriately• Flush after every use• Wash and dry your hands	<ul style="list-style-type: none">• Place trash in containers• Use a quiet voice• Maintain privacy in stalls• Keep to yourself and wait your turn	<ul style="list-style-type: none">• Always walk• Wash your hands• Keep water in the sink
Bus Area/ Front of School	<ul style="list-style-type: none">•• Close the gates after entering• Look before walking• Go directly home• Know where you are being picked up	<ul style="list-style-type: none">• Wait quietly and calmly• Greet others	<ul style="list-style-type: none">• Always walk• Stay on the sidewalk• Be aware of your surroundings

School Activities	<ul style="list-style-type: none"> • Listen actively • Be prepared with your belongings 	<ul style="list-style-type: none"> • Stay on your place for the entire activity • Raise your hand to ask or answer questions 	<ul style="list-style-type: none"> • Stay with your group • Follow school, bus, and venue rules • Stay in a single file line • Wear a mask
AREA	<u>BE RESPONSIBLE</u>	<u>BE RESPECTFUL</u>	<u>BE SAFE</u>
Patio	<ul style="list-style-type: none"> • Stay in assigned area until dismissed • Place trash in containers 	<ul style="list-style-type: none"> • Keep the noise level to a minimum • Raise your hand for help 	<ul style="list-style-type: none"> • Always walk • Be seated on benches • Keep hands and feet to yourself • Eat your own food only
Cafeteria/ Cafe Speed Line	<ul style="list-style-type: none"> • Stay in ABC order • Pay attention to Ms. Shannan/Ms. Maria • Stay seated at class table until excused • Make good food choices 	<ul style="list-style-type: none"> • Take one of each item • Use your manners • Clean up after yourself • Raise your hand for help • Be kind to all • Use six inch voices 	<ul style="list-style-type: none"> • Always walk • Eat your own food • Keep hands and feet to yourself
Playground	<ul style="list-style-type: none"> • Ask for help from an adult when needed • Use equipment properly • Help others when they are hurt • Walk to class line when the bell rings 	<ul style="list-style-type: none"> • Clean up garbage • Take turns • Use appropriate and kind language • Invite others to play • Leave nature alone • Keep your hands to yourself 	<ul style="list-style-type: none"> • Eat your own snacks only, and in designated area • Always walk • Play safely • Alert yard duty of unsafe behaviors • Go down the slide only • Wear a mask
Office	<ul style="list-style-type: none"> • Use a quiet voice • Be patient • Use appropriate doors • Check in with the secretary • Carry a pass 	<ul style="list-style-type: none"> • Use "Ms.," "Mrs." or "Mr." when talking to adults • Say "Please" and "Thank You" and "Excuse Me" • Speak and sit quietly 	<ul style="list-style-type: none"> • Always walk • Keep hands and feet to yourself • Use chairs and furniture correctly • Check in with main office staff before entering health office

Classroom	<ul style="list-style-type: none">• Listen with your whole body• Come prepared• Stay on task• Follow routines and procedures• Keep your work area clean• Do your BEST!	<ul style="list-style-type: none">• Treat each other kindly• Raise your hand• Participate• One voice at a time• Call people by their name	<ul style="list-style-type: none">• Wear a mask• Wash your hands• Always walk• Use materials properly and with care• Keep hands and feet to yourself• Hand objects to classmates