

# **Comprehensive School Safety Plan**

## **HENRY DALTON ELEMENTARY SCHOOL**

### **General School Information**

#### **Mission Statement**

At Henry Dalton Elementary School we believe that students, parents and staff members working together as partners will ensure that learning and achievement are encouraged and highly valued, and that positive social behavior is expected.

- Students have the right to learn; teachers have the right to teach.
- Students and staff members have the right to a safe, civil, and productive school environment.
- Students have the right to expect a calm, friendly environment, with clear behavioral expectations and discipline policies that are consistently and fairly administered.

#### **School Climate**

Students at Henry Dalton Elementary School are guided by rules and expectations that promote citizenship, responsibility, caring, fairness, trustworthiness and respect. The school's discipline philosophy promotes a safe, civil and productive school environment providing a solid foundation on which to build an effective school. The school incorporates strategies from the Positive Behavior Intervention and Support program. Henry Dalton Elementary School provides an environment that is conducive to learning. Students place a high value on safety and learning time by following the school and classroom behavior matrices. Henry Dalton Bobcats remember to:

- Be Positive
- Act with Respect
- Work Together
- Be Safe

**The school's discipline program is to provide students with opportunities to learn self-discipline through a system of consistent rewards and consequences for their behavior.**

- Develop ongoing, age-appropriate self-discipline
- Provide an environment that builds and enhances each child's self-esteem
- Expect all student to follow behavior expectation as outlined by the school and classroom matrices
- Help students develop problem-solving techniques
- Help students appreciate the uniqueness of each individual

#### **Policies and Procedures to Ensure a Safe and Orderly Environment**

The School-wide Discipline Plan includes school and classroom rules and consequences. School rules are posted in common areas and classroom rules are posted in each room and discussed with the students in order to ensure understanding and compliance. School-wide rules are reviewed with all students on a regular basis.

#### **Consequences**

Henry Dalton Bobcats may earn the following consequences if they do not follow the Discipline Plan:

- Classroom consequence
- A conference or counseling with the student, by the teacher or principal
- A detention, served at recess, lunchtime or before/after school
- Placement on an individual behavior contract

- A conference with the parent/student/teacher/principal
- A suspension from class or from school
- A social adjustment to another school
- Expulsion from the school

### Reward Program

A reward system is an integral part of our student academic/behavior program. Students are encouraged to be responsible at school. Henry Dalton Bobcats may earn the following recognition:

- Classroom certificates, recognition and other awards
- Notes/phone call home
- Praise for good work and behavior
- PAWS Tickets that may be used to redeem rewards, which include raffle prizes, special activities and privileges.

### Attendance

California attendance laws are very specific regarding parents' responsibility of ensuring their students arrive to school on time every day. Excessive absences may result in a referral to Azusa Unified School District's A.C.T (Abolish Chronic Truancy) team.

### Maintenance & Repair

A scheduled maintenance program is administered by Azusa Unified School District to ensure that school grounds and facilities remain in excellent repair. A work order process is used when issues arise that require attention. Emergency repairs are given the highest priority; repair requests are completed efficiently and in the order in which they are received.

### Cleaning Process

During the day and in the evenings, two custodians ensure classrooms, restrooms and campus grounds are kept clean and safe. Azusa Unified School District administers a scheduled maintenance program to ensure that classrooms and facilities are maintained to a degree of adequacy that provides a suitable learning environment.

### Student Population

2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	1.1
Asian	2.8
Filipino	1.1
Hispanic or Latino	87.7
White	4.2
Two or More Races	0.7
Socioeconomically Disadvantaged	84.5
English Learners	32.4
Students with Disabilities	11.3
Foster Youth	2.1
Homeless	3.9

## School Safety

Parents and students are reminded of the constant need to be very careful when arriving and leaving school.

### Arrival

- When arriving to school by car, please drop off students in the yellow zone along Pasadena Avenue. Please pull all the way forward to drop off your student. The orange coned off areas are for car line use ONLY and no parking zones. Please do not leave your vehicle in the car line when dropping off your students. Make sure your child has all necessary items prior to getting out of the car.
- The parking lot is for staff and visitors who are not immediately picking up or dropping off students.

Quick reminder- students will be marked tardy if they arrive to class after 8:15am.

### Student Pick up and Drop Off on Pasadena Avenue



### Dismissal

- When picking up your student, please make sure you stay in the carline. Do not leave your car unattended. Please do not leave your vehicle in the car line when picking up your students. The staff will make sure your child arrives to your car in a timely manner.
- Once your child is in your car, please move forward and exit the line immediately. Unless there is extreme traffic we will require **ALL pick up and drop offs** to use the car line. It is important that we are patient as working together really helps the process.

- If you are walking to pick up your child or are parked across the street, please use the cross walk when crossing the street

**For the safety of our children, drivers in the parking lot MUST:**

- Be very cautious
- Drive very slowly
- Be considerate of other drivers
- Follow the directions of the parking lot arrows
- Never leave children unattended in the vehicle

Parking Lot is not safe for student pick up and drop off.



**For the safety of our children, drivers NEVER:**

- Park and leave your car unattended in the drop off/pick up lane
- Move the orange cones
- Allow your children to get out of the car in the lane of traffic
- Enter from the exit only driveway
- Leave children unattended in the vehicle



## Wheeled Transportation Policy

- Bicycles, scooters and skateboards are allowed for students in the third grade or above
- Students using a bicycle, scooter or skateboard must always wear an approved helmet
- Bicycles, scooters and skateboards must be left and locked in the bike rack
- Walk bicycles, scooters and skateboards while on campus
- **Skate shoes and roller blades are not allowed on school grounds at any time**

## Emergency Procedures

Henry Dalton Elementary School has a disaster plan in the event of an emergency situation. This is a district wide program designed to provide temporary shelter and assistance to our students. Regular drills are held to assure that students and staff are aware of their roles in an emergency situation. During an actual emergency, gates will be locked and students will be released from the North parking lot, unless you are notified otherwise. To ensure an accurate account for every student and maintain their safety, we ask that you please adhere to the following procedures to pick-up your child in case of an emergency disaster:

1. Arrive to school or another designated site immediately after instructed to do so. This communication will be done through our typical means of contacting parents (phone message, email, text and alert through the AUSD app).
2. Form one line (please remember that all the other parents are also there to pick up their children).
3. Adults must show their ID and give the name of the child/children they are picking up. Students will only be released to parents or designees on the emergency card.
4. Wait for your child/children in the waiting area. Your child will be escorted to the waiting area by a school employee or designee.
5. Safety is the number one priority. Please be patient with the process, because our precautions may result in an extended waiting period.

The most likely place for the Reunion Gate (location to pick up your student) in the event of an emergency will be the gate at the far end of the parking lot near the field.



It is vital that your contact information and all information on the emergency card is current. Any time there is a change of address, phone number or contact, notify the school office immediately. You are encouraged to add multiple adults to the emergency card, even if you think you will not ever need them, in case of unusual circumstances.