

Hamilton Unified School District  
**Safe Schools Committee**  
**Hamilton Elementary School's Safe School Action Plan**

1

Goal #1

All students are safe and secure while at school, when traveling, to and from school and when traveling to and from school related activities.

2

Goal #2

All students and staff members are provided a safe teaching and learning environment.

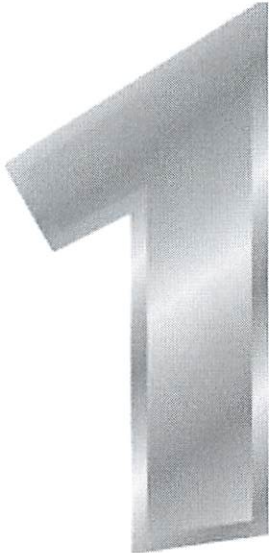
Note: Action steps must be reviewed and updated annually. Site Council Approval: 1/11/2022

Updated and reported to school board:

## Hamilton Elementary School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school,  
And when traveling to and from school related activities.

The School's Physical Environment  
(The physical setting and condition of the school)



Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Objective 2: Students attending Hamilton Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.

Objective 3: Hamilton Elementary Staff will be continuously trained on safety protocols and procedures.

Note: Action steps must be reviewed and updated annually. Site Council Approval: 1/11/2022  
Updated and reported to school board:

### Hamilton Elementary School's Safe School Action Plan

Goal 1: All students are safe and secure while at school, when traveling to and from school, and when traveling to and from school related activities.

Objective 1: Hamilton Elementary School shall have visible law enforcement, staff and parental presence.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School administration will encourage local law enforcement, staff members, and parents to be visible at all times during which students are en route to and from school especially during drop off and pick up times	Law Enforcement.; CHP; Staff; Parents	Visible presence	Site Administration; Law Enforcement.	At implementation of plan	On-going
Hamilton Elementary School shall conduct two regular safety meetings and include invitations to local law enforcement, fire dept., parents, community agencies and district officials.	School and District Administration;	Minutes of Meetings, Agendas	School and District Administration	“	“
Hamilton Elementary School shall implement board policies and procedures to secure the school site during and after school hours.	Board of Education Board Policies; Law Enforcement, Fire Dept.	Daily Monitoring	Site Administration; Plant Manager; District Maintenance Staff	“	“
Hamilton Elementary School shall work closely with local law enforcement, fire department and district administration in responding to potential community threats to the safety of students, staff and parents.	Law Enforcement; Fire Dept.; District Administration	Evaluation of Individual Situation Responses	Site Administration; Sherriff, Fire Department	“	“
Continued promotion and use of a District anonymous “Tip Line”	School and District Administration;				
Front fencing and gates for increased security.	District				
Curbsmart Silent Dismissal to support drop-off and pick-up	School Admin and support staff	Summary reports			

--	--	--	--	--	--	--

**Objective 2: Students attending Hamilton Elementary School will have strategies in place to be able to respond when they feel threatened or in need of assistance.**

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School's administration will provide strategies to all staff members. A portion of the school day will be used to teach these strategies to the students.	Site Administration; Counselors; Staff, Law Enforcement, Fire Dept.	Strategies taught	School Staff	At implementation of plan	On-going
Hamilton Elementary School's staff will place an article in the school's newsletter outlining the steps to respond to a threat. Parents will be asked to discuss the article with their children.	Site Administration; Counselors; Case Manager/Family Coordinator; Facilitators, Law Enforcement	Newsletter	Site Administration	"	Annual
All students and families at Hamilton Elementary School will have access to an adult staff member who they can talk to and share any potential problems or situations that could escalate into a genuine conflict.	Faculty; Staff; Site Administration; Counselors; Case Manager/Family Coordinator	Regular communication at staff mtgs.	Site Employees	"	On-going
Hamilton Elementary School staff will work with students and will engage assistance from other school administrations, and/or local law enforcement agencies for conflict involving non-district schools.	Other schools' administration; Sheriff's Dept., Law Enforcement	Record of loitering incidents	Site Administration; Sheriff's Dept. Law Enforcement	"	"
The Healthy Kids Survey will be distributed to Hamilton Elementary School students to solicit their opinions in regards to what is needed to make the school safer and more conducive of learning.	CHKS survey instrument	Distribution and results of survey	Administration; Safe School Committee	"	"

Objective 3: Hamilton Elementary Staff will be continuously trained on safety protocols and procedures.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School's administration will provide strategies to obtain "muscle memory" on safety procedures at staff meetings.	Site Administration; Counselors; Staff, Law Enforcement, Fire Dept.	Agendas/Strategies Taught	School Staff	At implementation of plan	On-going
Hamilton Elementary School Staff will practice "What If?" Scenarios at Staff Meetings.	Site Administration; Counselors; Staff, Law Enforcement, Fire Dept.	Agendas/Strategies Taught	School Staff	At implementation of plan	On-Going
Hamilton Elementary School will periodically complete the Safe School Self-Assessment in order to practice safety protocols and procedures.	School Administration; Safe School Self-Assessment Form	Safe School Self-Assessment Form	Administration; School Staff	"	"
Hamilton Elementary School will notify community and staff when student or school safety is a concern in accordance with HIPPA, and other privacy rules and regulations in coordination with Law Enforcement.		Written communications	Superintendent; Law Enforcement; Fire Dept.	"	"
Emergency toilets are available for every classroom in the event of a lockdown.					

## Hamilton Elementary School's Safe School Action Plan

Goal 2: All students and staff members are provided a safe teaching and learning environment.

The School's Physical Environment  
(The physical setting and condition of the school)



Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Objective 2: Hamilton Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Note: Action steps must be reviewed and updated annually. Site Council Approval 1/11/2022

Hamilton Elementary School's Safe School Action Plan

Goal 2: All students and staff members are provided a safe teaching and learning environment.

Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall provide to parents/guardians information of agencies that can provide counseling services.		Completed Directory	Counselors; Administrations	At implementation of plan	On-going
Hamilton Elementary School shall provide to staff identified effective research-based strategies that address anti-social behavior in grades K-8.		Completed Material; Documentation	Site Administration; Counselors		“
Hamilton Elementary School shall encourage staff to attend workshops/conferences on identifying academic risk factors and applying effective strategies in dealing with anti-social behavior in schools.		Staff attending workshops	Site Administration; Staff		“
Hamilton Elementary School’s staff shall work with parents in identifying maladaptive behaviors and developing strategies to address these behaviors.		Number of parent conferences	“		
Hamilton Elementary School shall hold regularly scheduled “Student Study Team (SST) Meetings.”		SST Agendas and minutes	Site Administration; Counselors; School Psychologist		“
Students with maladaptive behaviors shall be placed on the agenda. The team may include a psychologist, administrator, teacher(s), and a counselor. (A member of the Special Education Department, the student, and parent will be encouraged to attend.)					
Calming Room available as a Tier 3 intervention to support students’ socio-emotional needs..		Sign-in sheets		Fall 2021	



Calming boxes available in every classroom Tk-8.			Site Admin, support staff, paraprofessionals	“  “  “	
--	--	--	--	---------------------	--

Objective 1: Hamilton Elementary School has effective strategies to intervene at the earliest possible point when students exhibit anti-social behavior. (cont.)

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall identify students who display gang association, gang membership or are involved in any gang activity.	Law Enforcement; Probation, Administration, Counselors	Individual Identifications	Site Administration; Law Enforcement	At implementation of plan	On-going
Hamilton Elementary School's staff shall contact the counselor or the school psychologist when it is reported to a staff member that a student has discussed the possibility of suicide.	Counselor Dept.; School Psychologist; Mental Health Dept., GCOE	Individual Referrals	Staff, Administration	“  “	“  “

Hamilton Elementary School will utilize the District SAS Team (SMART and Safe) to respond to students who exhibit anti-social behavior.	Counselors; Glenn County Mental Health; GCOE; Case Manager/Parent/Family Coordinator	Individual Referrals	Staff, Administration		
---	--	----------------------	-----------------------	--	--

Objective 2: Hamilton Elementary School sets a standard for adults and students to interact with each other in a caring, supportive manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
Hamilton Elementary School shall develop strategies to encourage parents/guardians to be proactively involved in the education of their children.	District sponsored parenting classes; Parent Newsletter Website; Site Council Meetings	Strategies implemented	Site Administration; Faculty; Counselor ; Site Council	At implementation of plan	On-going
Hamilton Elementary School shall encourage parents to volunteer for school-related activities.	Booster Clubs; Parent Volunteer List  Superintendent, School Site Council;	Extent of Parent Involvement and Volunteers	Site Administration and Staff; Site council  District/Site Administration;	“  “	“  “

<p>Hamilton Elementary School shall encourage all parents to participate on its School Site Council, and other committees (ELAC/DELAC).</p> <p>Hamilton Elementary School teachers and counselors shall notify parents/guardians when a student begins to exhibit academic or social problems.</p> <p>Hamilton Elementary School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.</p> <p>Hamilton Elementary School's staff shall promptly return phone calls to parents, students and community leaders.</p> <p>Hamilton Elementary School shall hold annual events that bring students, parents and staff members together in a positive environment.</p>	<p>Site Administration; Staff, Counselors, and Administration</p> <p>GCOE, Crisis phone line, counselors</p> <p>Existing Communication system</p> <p>Parent Nights; Assemblies; parent/teacher conference</p>	<p>Amount of Parent Participation</p> <p>Faculty Logs; AERIES documentation</p> <p>Documentation of participation in available services Records of registered complaints</p> <p>Back-to School; Open House; Assemblies</p>	<p>Faculty; Counselors; Administrators</p> <p>Site Administration and Counselors</p> <p>Faculty; Staff; Counselors; Site Administrators Site Administration; Site Council</p>	<p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>	<p>“</p> <p>“</p> <p>“</p> <p>Annual Review</p>
--	---	--	---	--	---

Hamilton Elementary School

Safety Plan Signature Page

The undersigned members of the Hamilton Elementary School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

A handwritten signature in blue ink, appearing to read "K. Thomas", written over a horizontal line.

Principal

A handwritten signature in blue ink, reading "Vanessa Ortiz by Zoom", written over a horizontal line.

President, School Site Council

\_\_\_\_\_  
Law Enforcement Representative

\_\_\_\_\_  
Fire Department