



Fairwood Explorer Elementary

COMPREHENSIVE SCHOOL SAFETY PLAN

EFFECTIVE DATES December 15, 2022- December 15, 2023

Rachelle Romander
Principal/Administrator

Plan Developed By	Title
Rachelle Romander	Principal
Shana Riehl	Assistant Principal
Monica Aggarwal	School Site Council Chairperson
Melanie Guiang	Parent Representative
Stephany Haskins	Parent Representative
Angela Ribeiro	Parent Representative
Abhirup Banerjee	Parent Representative
Elizabeth Hernandez	Instructional Coach
Yaëlle Levine	SEO TOSA
Dulce Reid	Administrative Assistant I

Public Hearing Date

December 15, 2022

Date Adopted by School Site Council

October 27, 2022

Note Regarding COVID-19:

The 2021 – 2022 Comprehensive School Safety Plan has been reviewed and updated for in-person school in accordance with the California Department of Public Health (CDPH).

The safety protocols for the reopening of school campuses are aligned with the CDPH, and we continue to place health and safety as one of our highest priorities in maintaining the safety of our school.

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Comprehensive School Safety Plan

December 2022-December 2023

Membership Fairwood Explorer Elementary

School Site Council or Delegated School Safety Planning Committee Members Date: 10/27/22	Principal or designee	Classified Employee	Teacher Rep of Certificated Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
Rachelle Romander	X								
Shana Riehl	X		X						
Yaëlle Levine			X						
Elizabeth Hernandez			X						
Dulce Ried		X							
Monica Aggarwal				X					
Stephany Haskins				X					
Melanie Guiang				X					
Angela Ribeiro				X					
Abhirup Banerjee				X					
Spencer Chen					X				

*Optional members

Fairwood Explorer Elementary Vision

Fairwood Explorer Elementary will foster a safe, positive, and challenging learning environment to prepare our students to be productive citizens by providing a strong foundation in academic, social and emotional competencies.

Fairwood Explorer is an outstanding school with a kindergarten through fifth grade student population. We have a strong academic focus, yet firmly believe in the education of the whole child. Our curriculum is standards-based, well-balanced, and student-centered.

We believe that the diversity that exists among our community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.

In Sunnyvale School District, we believe that equity leads to learning without limits.

We commit to:

- Working together with families, staff, students, and community to address the individual supports that each student requires in order to flourish.
- Mitigating structural barriers and bias that hinder students' ability to thrive and creating a system where success is not determined by identity factors.
- Engaging in reflective practices, including two-way communication with all stakeholders, evaluation of resource allocation, and examination of policy and practice.
- Empowering all learners by recognizing the cultural assets that students and communities hold in order to provide a tailored education with supports, access, and opportunities so they reach their full, unique potential.

A Place to Learn and Grow (Learning Environment)

Located in the heart of Silicon Valley, Fairwood has an enrollment of diverse students. Our school community reflects a wide range of occupations, family structures, and socio-economic levels. Regardless of background, at Fairwood Explorer we believe that all children can learn.

Fairwood Explorer works to provide children with the basic academic tools they will need to become productive, responsible citizens. Our students work toward established standards for performance, behavior, attendance, and student work as we emphasize proficiency in academic skills, parental involvement, and personal responsibility.

Fairwood Explorer comprises a community of administrators, teachers, parents, and students willing to work, change and grow as we work together to provide each child with a quality education. We truly believe that it takes a collaborative effort to enable all students to meet the social, multicultural, and technological challenges of the twenty-first century. Fairwood Explorer is committed to the belief that: 1) Students and learning are our primary responsibility. 2) Parents should be active participants in their child's education. 3) Those affected by decisions should be involved in the decision making process. 4) We should encourage and reward innovations and work for continuous improvement.

What We Teach (Curriculum)

A variety of reading/language arts core and intervention curricula are used at all levels to provide specific, targeted support. A balanced mathematics approach is used to ensure academic achievement in mathematical procedures, problem-solving and conceptual understanding. We provide students with a rich, balanced curriculum which also includes social studies, science, and the visual/performing arts. Appropriate English language instruction is provided to all students. We have full and consistent implementation of standards-based ELD instruction for all English Learners at all grade levels.

How We Teach and Learn (Instruction)

Instruction is tailored to students needs. Teachers use a variety of individual, small and large group instruction based on specific goals and students' learning styles. Hands-on learning is frequently used to ensure students are able to apply their learning to develop conceptual understanding and develop an awareness of the applications for learning. Frequent monitoring of student progress ensures students are successful, and have access to appropriate interventions when needed. Project Based Learning units (PBLs) have been created to support real world application of skills.

The Ways We Work (Professional Growth, Planning and Environment)

Fairwood Explorer staff members deepen their instructional expertise through targeted professional development and the use of powerful, research-based practices. Working in grade-level professional learning communities, teachers take time to develop and administer common assessments, analyze student work, set goals, plan and implement targeted instruction, and evaluate results as part of an ongoing cycle.

Foundations for Learning (Parent Involvement and Student Support)

Parent involvement is a high priority at Fairwood Explorer. We work with families to create productive home-school relationships to strengthen a safe and orderly school environment as we develop well-adjusted, responsible, young citizens. Parents have the opportunity to contribute in various ways: Fairwood Explorer Alliance, School Site Council, ELAC (English Learner Action Committee), Coffee with the Principal, and DELAC (District ELAC). We also encourage parents to actively participate in their children's education. Working with Project Cornerstone's Asset Building Champions program, parents volunteer in classrooms reading stories focused on building developmental assets and decreasing bullying. Parents participating in the Fairwood Explorer program volunteer weekly in their children's class. Parents are provided with frequent reports on their children's progress in English and Spanish.

Comprehensive School Safety Plan

December 2022--December 2023

Data Analysis Fairwood Explorer Elementary

Data Source	2019-2020	2020-2021	2021-2022
Attendance Rates			
Average Daily Attendance	95.8%	98.2%	94.7%
Chronic Absenteeism Rate	NA	NA	NA
School Climate Survey Data			
Suspensions	0	0	0
Expulsions	0	0	0
Referrals	15*	NA	30

Data Source: CALPADS, PowerSchool, SWIS

* Data through 3/13/2021

Conclusions from Data:

In the 2021-2022 school year, we saw a decrease in average daily attendance. Much of this change could be attributed to COVID quarantine policies put into place for child and staff safety. We also saw an increase in student referrals. In analyzing these data, we found that 7 of the referrals were attributed to one student and an additional 6 referrals were attributed to another student. In both of these cases, the students frequently engaged in unwanted physical contact or aggression. The school administration and teachers worked closely with families to develop these students' social skills, which decreased behaviors over the course of the year.

Conclusions from Parent, Teacher and Student Input:

Overall, the fall 2022 Panorama Survey data demonstrates a decrease in student feelings of belonging and self-efficacy. Based purely on the data, it is difficult to conclude what caused this, but some possible explanations could be the increase absenteeism from the previous year, the limited number of community based activities families were able to participate in last year, or the decreased volunteerism due to volunteer restrictions. As many of these return to normal, we hope to see an increase in these areas in the spring.

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance. Panorama Survey, Discipline records, attendance records, PBIS team input.

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

- 1) Project Cornerstone ABC and Positive Discipline ensure that teachers and students have a common vocabulary for addressing issues of bullying and school climate.
- 2) Teachers have implemented daily morning meetings and closing circles to support students' social-emotional well-being.
- 3) Weekly SEL lessons are provided in every class to support students in building their social skill and emotional intelligence.
- 4) Every classroom is incorporating a calming corner into their classroom to support students in coping with strong emotions.
- 5) Students are being provided more opportunities to voice ideas and inform programs through Student Council, Panorama Survey, and check-ins with the administrators.
- 6) Parent involvement on campus has been able to increase now that COVID restrictions are being released. This has supported more opportunities for small group learning and enrichment.

Areas we wish to change:

We would like to build our students' sense of cultural awareness.

Comprehensive School Safety Plan
December 2022-December 2023
Goals, Strategies and Activities
For Ensuring A Safe And Orderly Environment
Component I - People and Programs
Fairwood Explorer Elementary

Component I: People and Programs (Have at least one goal, measurable objective and activity for each component)	
Goal #1 Fairwood teachers will support students in developing their self-management strategies through ongoing SEL Lessons and monthly character trait education.	
Measurable Objective: By June, 2023, the percent of students reporting positive self-management skills will increase from 66% to 70% based on the spring 2022 Panorama Survey.	
Action Steps	
Who will take the lead	Principal and PBIS Team
Completion Date and Budget	June 2023 Parent Education \$2000 Student Council Advisors: \$1200.00
Resources Needed	See above
How we will Monitor and evaluate	Classroom observations, Staff Lesson Plans, Professional Development Agendas, Parent Education Agendas, Panorama Survey Data

Comprehensive School Safety Plan

December 2022-December 2023

Goals, Strategies And Activities For Ensuring A Safe And Orderly Environment Component II – Place Fairwood Explorer Elementary

Component II: Place (Have at least one goal, measurable objective and activity for each component)	
Goal #2 All staff will be trained on appropriate responses to emergencies.	
Measurable Objective: By June 2023, Fairwood staff will be trained on appropriate emergency response procedures.	
Action Steps 1.) Staff will receive ICS training at the start of the school year. 2.) Staff will receive lockdown drill training from the Department of Public Safety at the start of the school year. 3.) Staff will review emergency evacuation procedures for fires, earthquakes, and lockdowns. 4.) Staff and students will participate in a monthly emergency drill to practice evacuation procedures. 5.) Feedback on drills will be provided to staff for continuous improvement. 6.) Emergency procedures and maps will be available in all rooms on campus. 7.) Emergency Supply Backpacks will be inventoried and replenished at the start of each school year.	
Who will take the lead	Principal
Completion Date and Budget	June 2023
Resources Needed	Emergency Supply Backpacks, Evacuation Maps, ICS and DPS training
How we will Monitor and evaluate	Emergency drills will be evaluated for speed of response and following evacuation procedures. Feedback will be provided to staff as a group and individually, as needed.

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Communication of the Plan Fairwood Explorer Elementary

<p>Method for Communicating Plan and Notifying Public: Ed Code 32288</p>	<p>Date of Public Hearing</p> <p>Site of Public Hearing District Office Boardroom</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"> • 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 • All persons who have indicated they want to be notified 	
	<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 • 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 5 of any schools that have not complied with Ed Code 32288 	
<p>Review of Progress for Last Year</p>	<p>Name: School Site Council</p>	<p>Date: 10/27/22</p>
<p>Law Enforcement Review</p>	<p>Name: Spencer Chen</p>	<p>Date: 10/31/22</p>
<p>Site Council Approval</p>	<p>Name: Monica Aggarwal</p>	<p>Date: 10/27/22</p>
<p>School Board Approval</p>	<p>Name: Bridget Watson</p>	<p>Date: December 15, 2022</p>

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Evaluation of the Plan Fairwood Explorer Elementary

How was the previous plan monitored?

- Principal and staff collaboration on the plan
- Parent feedback and recommendations
- Staff feedback and recommendations
- School site council discussions and action items throughout the year

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

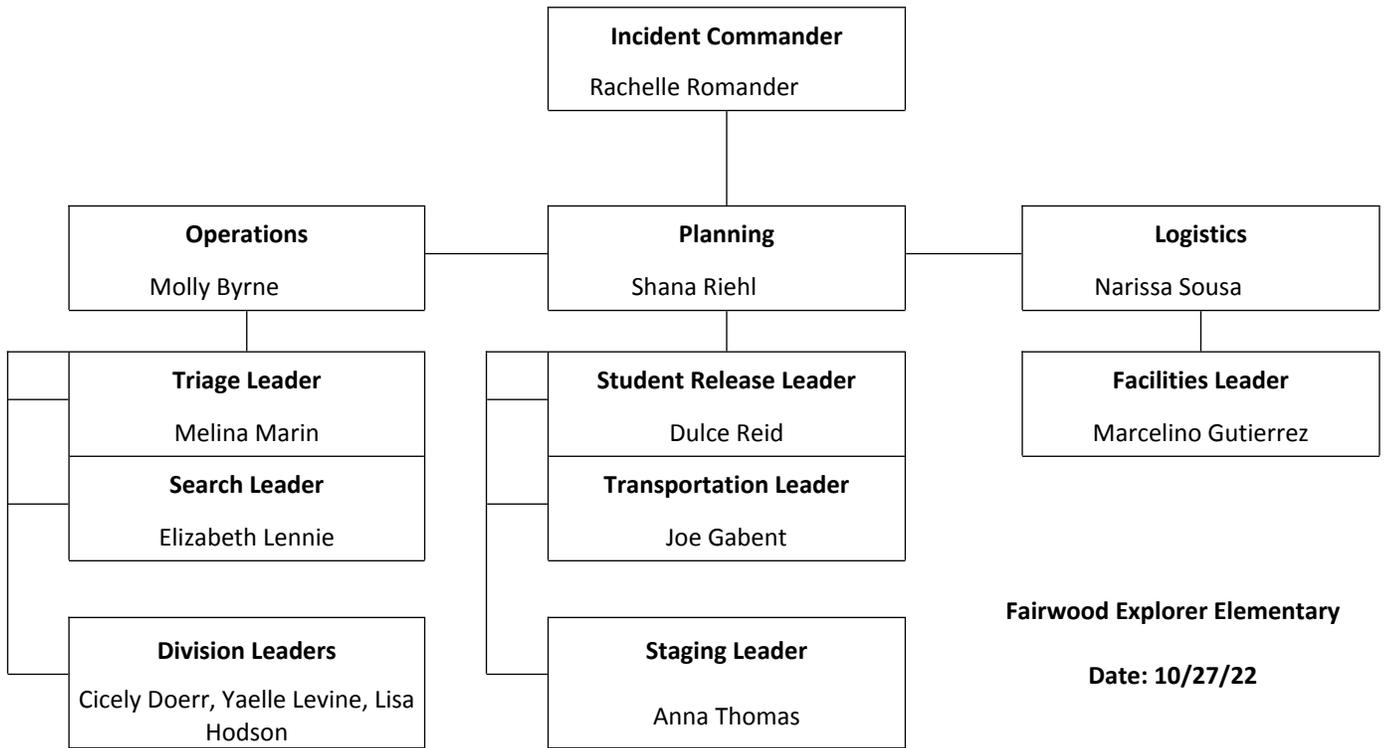
The goal was to have weekly SEL Lessons for all students. We met this goal.

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

The goal was to provide 6 community events during the year. We met this goal.

Incident Command (IC) Structure, School Sites

IC Structure Chart



Fairwood Explorer Elementary

Date: 10/27/22

Site Plans, Exercise & Drill Completion Log

Drills are mandated and required by the Sunnyvale SD Board Policies. Please log your school's participation/completion of the following exercises and drills. Thank you.

- Radio Communications Tests: Once a year.
- Fire Drills: Once a Month.
- Earthquake: Four times a year.
- Code Red: Supported by local law enforcement

Also, please indicate below your school safety and disaster plan updates.

Plan	Date Updated	Principal's Signature
Site Safety Plan	October 27, 2022	
School Disaster Plan	October 27, 2022	
Radio Communication	October 27, 2022	
Fire Drill	October 27, 2022	
Eathquake Drill	October 27, 2022	
Lockdown Drill	October 27, 2022	

Please maintain this log in the front of your School Disaster Plan for quick reference and audit. Thank you.

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
August 25, 2022	9:45	9:49	X	X				
September 21, 2022	1:30	1:35	X	X				

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
October 13, 2022	1:00	1:08	X			X		<i>Rachelle L...</i>
October 20, 2022	10:25	10:29	X	X	X			<i>Rachelle L...</i>
November 29, 2022	9:00	9:04	X	X				
December 20, 2022	1:30	1:34	X	X	X			
January 25, 2023	10:20	10:24	X	X				
February 13, 2023	11:00	11:04	X	X	X			
March 27, 2023	1:45	1:49	X	X				
April 26, 2023	9:45	9:49	X	X	X			
May 11, 2023	11:00 a.m.	11:05	X	X				

Re-Unification Sites

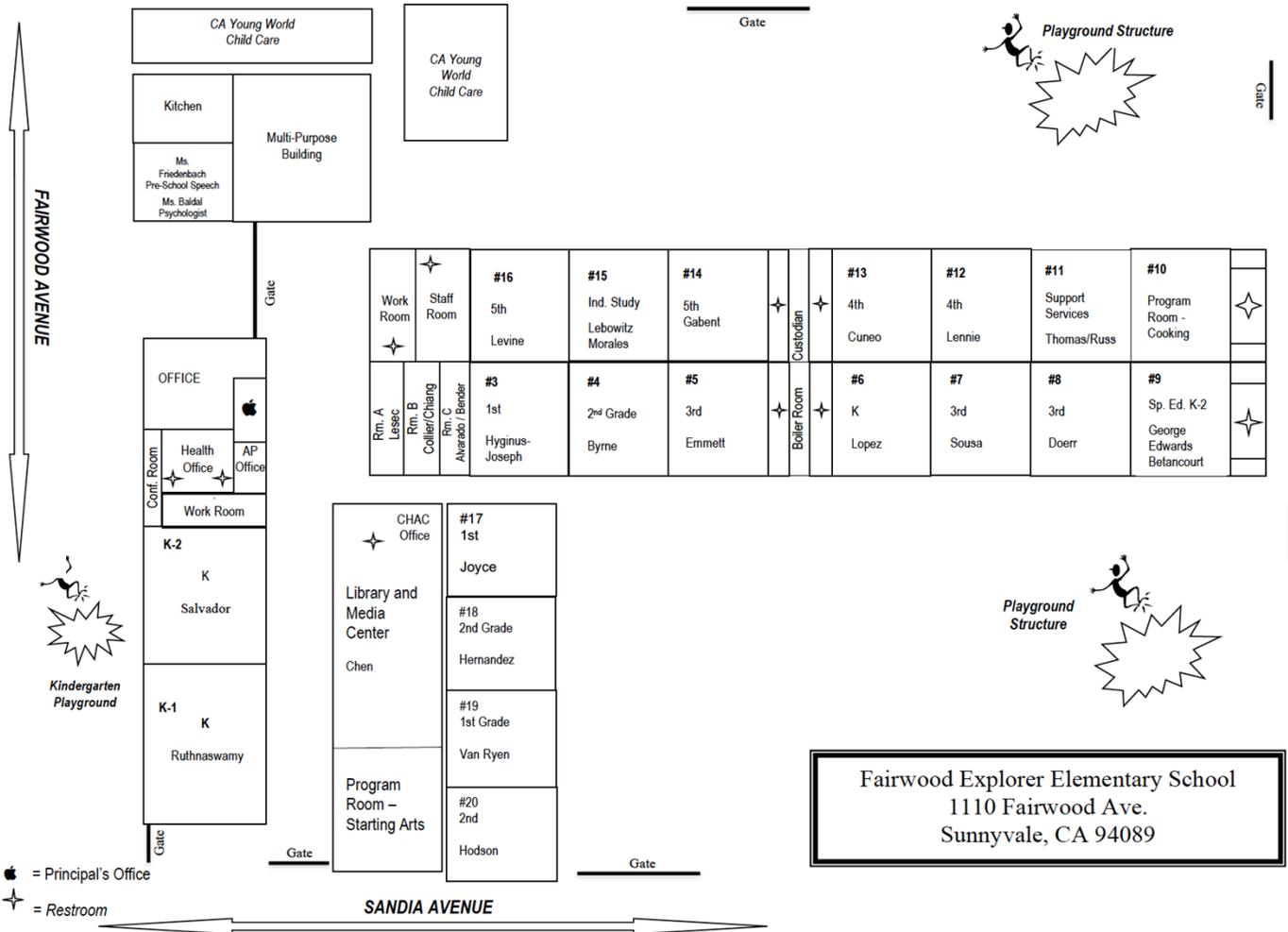
The following is the off-campus re-unification site our school will use in case of evacuation due, for example, to a campus intruder or damaged structures:

The Valley Faith United Methodist Church is located at 1251 Sandia Ave.

Administration Back Up/Notification

Always notify the district office when time permits regarding a serious incident.

School Site Map



School Contact Information

Name	Work	Pager/Cell
Principal Rachelle Romander		
Assistant Principal Shana Riehl		
Custodian Marcelino Gutierrez		
Operations Coordinator Molly Byrne		
Logistics Coordinator Narissa Sousa		
Planning Coordinator Shana Riehl		
Head of Triage Melina Marin		

Chain of Command

Fill in the names of the persons assigned to each position

Fairwood Explorer Elementary

Updated: 10-27-22

Role	Name	Cell #	Title
Incident Commander	Rachelle Romander		Principal
Planning	Shana Riehl		Assistant Principal
Logistics	Narissa Sousa		Teacher
Triage Leader	Melina Marin		Administrative Assistant II
Student Release Leader	Dulce Reid		Administrative Assistant I
Facilities Leader	Marcelino Gutierrez		Custodian
Search Leader	Elizabeth Lennie		Teacher
Transportation Leader	Joe Gabent		Teacher
Division Leaders	Cicely Doerr, Yaelle Levine, Lisa Hodson		Teachers
Staging Leader	Anna Thomas		Teacher

Safe Ingress and Egress

Getting to School:

In keeping with Sunnyvale School District's goal of fostering awareness among our students, we strongly urge families to use means of transporting children to school other than driving. We encourage activities such as walking, bicycling with helmets, and scootering with helmets. If children are to be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone's responsibility to know the traffic laws surrounding the school, including appropriate speed limits (15 mph when children are present) and to obey them. Children are encouraged to follow all crossing guard directions and to use the sidewalks. The best and safest way to arrive and pick up is to allow plenty of time for travel, parking, or drop off/pick up.

Crossing Guards:

Public Safety provides trained Crossing Guards upon availability at various locations around the school, to allow for safe travel every school day, during arrival and departure times. See next page titled, "School/School District Support" for specific locations.

Walking:

We recommend that parents and guardians accompany TK, kindergarten and primary grades (1st -3rd) students to and from school in walking groups. Walking groups for older children (i.e. walking school buses) will foster independence and increase safety. Parents are encouraged to consult the walking routes map for your school to determine the safest routes to school. Teach, and lead by example, how to cross streets safely:

- At intersections
- In crosswalks when available
- With pedestrian crossing signal at light-signal controlled intersections
- With crossing guard assistance when available

Children must wear the required protective gear when bicycling or using a scooter and follow applicable laws and the directions of the crossing guards. Per California Law, helmets are required for all children under the age of 18.

Using the Passenger Drop-Off and Pick up Zone:

Drop off children and pick them up in the designated passenger drop off and pick up zones. DO NOT leave cars parked or unattended or double/tripled parked. If children are not present for pick up, continue out of the area, come back around, or park on the street in a legal parking spot, and walk up to find them. DO NOT BLOCK anyone parked in a designated handicap parking space or neighborhood driveway. Please keep traffic flowing.

Follow the directives of school staff and volunteer curb assistants (where available) in the drop off/pick up areas. Stop before the crosswalk at the entrances to the school roundabouts or driveways to wait for any pedestrians using the crosswalk. Drive as far as possible in a single file line along the drive or curb before picking up or dropping off.

See next page titled, "School/School District Support" for specific directions and locations of your school.

School/School District Support:

To support the goal of fostering environmental awareness among our students, the School/School District will annually:

- o Survey students and/or parents to determine mode of travel to school. A simple survey will aid in planning for addressing transportation issues.
- o Educate, inform, and train students, parents, and staff about safe travel to and from school.
- o Review safe ingress and egress plan and procedures with staff.

Fairwood Explorer Elementary

	Primary Location (Day to Day Operations)	Secondary Location (Emergency Plan)
Street Access Points	Fairwood Elementary is accessible from Fairwood Ave. and Sandia Ave	The Valley Faith United Methodist Church is located at 1251 Sandia Ave.
Parent/Student Drop off & pick up	Round-about area on Fairwood Ave., school parking lot, loading zone on Sandia	Driveway of United Methodist Church
Bus Drop off & pick up	Front of school Bus Parking Zone	During an emergency, the Manager of Operations will determine pick up and drop off procedures.
Public Entrance to School Site for Visitors	Signs are posted at the entry requiring all persons to check in with front desk.	
Student/Staff Evacuation (by walking)	Students and staff will exit school and line up on blacktop area as per clipboard (school map).	Students and staff will exit school and walk to the Valley United Methodist Church
Student/Staff Evacuation (by bus)	Student and staff will exit at the front of the building and proceed to bus loading zone if emergency allows	Depending on the nature of the emergency, the safest location will be determined. Valley Faith Church is the secondary evacuation location for student/staff by bus.
Crossing Guard	4-Way intersection at Sandia Ave and Fairwood Ave.	

School Evacuation Map