



# Carrillo Elementary School

*A community of lifelong passionate learners with a strong sense of citizenship*

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## CARRILLO SCHOOL SAFETY PLAN ASSURANCES

*On October 6, 1997, Governor Wilson signed Senate Bill 187, Chapter 736 of the statutes into law. This bill referred to as the Comprehensive School Safety Plan Act, requires each school district to ensure that all its school write a Comprehensive School Safety Plan. Carrillo Elementary School's Safety Plan is a document to be used by the school to ensure the safety of all students, staff, and visiting community members. This plan was developed and approved by the Carrillo School Site Council in October of this year. The essential components addressed within this plan are listed below and include procedures and programs that are currently in place at Carrillo Elementary.*

### CHARACTERISTICS OF STUDENTS AND STAFF:

- Structured Teacher Collaboration Time – weekly time for teachers to collaborate
- The Student Study Team, along with classroom teachers, provides emotional and educational assistance for students considered at risk.
- Lunch bunch and social skills groups offer a structured and supported environment for students to develop peer relationships and coping skills.
- Students receive awards for academic achievements and citizenship.
- Students receive Carrillo Care Awards for helping others, demonstrating responsibility, caring for the school, exemplifying the school adopted character traits, and living the Carrillo Way...  
Doing the right thing, because it's the right thing to do, even when no one is watching.
- "Campus of Kindness" Initiative, led by student Ambassadors infuses school-wide acts of kindness in daily routines.

- Carrillo Ambassadors, Student Council, Second Step Program, and our Character Education Program provide students the opportunity to develop responsibility skills.
- Upstander training to be led by the site social worker and assistant principal.
- Character program - [characterlab.org](http://characterlab.org).
- Character Lab Flag Salutes to promote positive behavior and character development held throughout the school year.

#### **PHYSICAL ENVIRONMENT:**

- Disaster plan, procedures, and safety drills are newly redesigned and rehearsed to ensure the safety of all students in the event of a disaster, fire, or armed intruder. District secure campus protocols are followed to prevent access of unauthorized adults on campus.
- Visitors to Carrillo Elementary School must show picture identification, identify approved destination, sign in and out every visit using Ident-A-Kid software program and wear visible visitor badges.
- Student checkout procedures are clearly posted and are adhered to. Individuals checking out students prior to the end of the academic day must provide picture ID.
- California Ed. Code and SMUSD board policies regarding behavior, suspension, and expulsion are communicated to students, staff, and parents. The automated phone system allows us to communicate with the entire Carrillo Elementary School community in a matter of minutes. Parents may opt in for *remind* text messaging system.
- Mandated reporting policies on child abuse, dangerous students, and sexual harassment are presented via online training course completed by all staff members on an annual

basis. All staff presents certificate from training course verifying that they have received information on mandated reporting procedures.

- School Discipline Procedures/Character Program are communicated to students and parents at the start of each new school year in writing and may be accessed via the Carrillo Parent Handbook.
- Evacuation procedures are posted in all classrooms and staff is trained on procedures. Monthly drills are implemented.
- All interior doors are outfitted with sliding mechanisms to allow them to be quickly locked and secured in the event of an intruder on campus.

## **SCHOOL CULTURE:**

### **Mission Statement.**

- Our character education program and monthly flag salute presentations address character traits presented through [characterlab.org](http://characterlab.org). Student citizens are recognized for their adherence to these habits. • Student “Ambassadors” promote acts of kindness on campus through school-wide activities and volunteer opportunities.
- The “Second Step” curriculum and our “21 Days of Kindness,” Ability Awareness Week and Red Ribbon Week activities reinforce character, school culture, and resiliency skills.
- Student Council fosters involvement and shared decision-making.
- Our school social worker offers social skills groups to children in need.
- Lunch bunch offers opportunities for structured and facilitated play during recess times.

- The Carrillo Elementary Leadership Team, Grade Level Teams, and Committee Teams meet several times during the school year to ensure that students' safety, emotional, & academic needs are met.
- Students enjoy access to science labs, music, technology, running club, reading incentive awards, etc.
- Carrillo Elementary enjoys an active PTO that focuses all decision-making, activities, and resources toward all children's well being.

*The Carrillo Elementary Safe Schools Plan is a working document that helps create an environment where children can feel safe and secure.*

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Pope', followed by a horizontal line extending to the right.

Gary Pope  
Principal