

Washington Elementary School District
Strategic Action Plan
2015–2018
School Safety Plan
Updated July 2015

Vision: The Washington Elementary School District is committed to achieving excellence for every child, every day, every opportunity.

Mission: The mission of the Washington Elementary School District is student achievement, preparing all students to become responsible, successful contributors to our diverse society.

Values That Are Relevant to This Plan:

- We value the health, safety and welfare of our students, parents, community and staff.
- We value teachers who teach by example, principals who lead by example and support staff who serve by example.
- We value professional development that directly impacts student achievement.
- We value building relationships between each school and the community it serves.

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Outcome	Strategy/Activity	Party(ies) Responsible	Accountability Measures	Timeline (start/end date)
1.0 WESD facilities are safe and secure learning and working environments.	<ul style="list-style-type: none"> • Perform continuous facility safety and security assessments seven days per week. 	<ul style="list-style-type: none"> • District Safety Officers 	<ul style="list-style-type: none"> • Shift logs • Incident reports 	July 2015– June 2016
	<ul style="list-style-type: none"> • Continue use of the District-wide training and tracking system, with an extensive library of training materials for staff to complete as assigned by a supervisor. 	<ul style="list-style-type: none"> • Director of Safety and Security • District Safety Coordinator 	<ul style="list-style-type: none"> • Tracking of all completed required trainings by appropriate administrator 	
	<ul style="list-style-type: none"> • Form a District-level safety committee to review and recommend updates to the safety manual. 	<ul style="list-style-type: none"> • Director of Safety and Security • District Safety Coordinator 	<ul style="list-style-type: none"> • Committee meeting agendas, minutes and sign-in sheets 	
	<ul style="list-style-type: none"> • Ensure that staff understand and practice safe and appropriate work practices. • Develop an annual training schedule of mandatory safety classes for personnel. 	<ul style="list-style-type: none"> • Director of Safety and Security • WESD Safety Committee 	<ul style="list-style-type: none"> • Training certificates • Attendance logs • Risk management reports 	
	<ul style="list-style-type: none"> • Monitor all renovation and new construction projects to ensure that Crime Prevention Through Environmental Design (CPTED) <i>design</i> strategies are employed. 	<ul style="list-style-type: none"> • Director of Capital Projects and Maintenance • Director of Safety and Security 	<ul style="list-style-type: none"> • Final architectural construction documents • Reduction in incidents • Safer, more secure campuses 	
	<ul style="list-style-type: none"> • Monitor all existing facilities to ensure that Crime Prevention Through Environmental Design (CPTED) <i>maintenance</i> strategies are employed. 		<ul style="list-style-type: none"> • Attractive and well maintained buildings and grounds at every facility 	
	<ul style="list-style-type: none"> • Educate and train all staff members on Crisis Team emergency procedures, and conduct drills and exercises at all District schools and facilities. 	<ul style="list-style-type: none"> • Director of Safety and Security • District and Site Crisis Teams 	<ul style="list-style-type: none"> • Meeting agendas, minutes and attendance logs • Training certificates • Records of drills and exercises 	
	<ul style="list-style-type: none"> • Update the “emergency information” link at wesdschools.org, when necessary, to continue to provide specific information regarding the Health and Safety Hotline, emergency management and various ways to immediately report safety and security related matters to District staff, i.e., 	<ul style="list-style-type: none"> • Director of Safety and Security • District Safety Officers 	<ul style="list-style-type: none"> • Promotion of the after-hours phone number and Web page in District communications • Promotion of the after-hours phone number and Web page with site councils and community block watch groups 	

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	<p>phone and e-mail, 24 hours per day, seven days per week.</p> <ul style="list-style-type: none"> • Continue anti-bullying programs and training for staff. 	<ul style="list-style-type: none"> • Administrator of Social Services 	<ul style="list-style-type: none"> • Training materials • Program-specific school materials • In-service tracking 	
	<ul style="list-style-type: none"> • Maintain a computer-based child abuse reporting video training module for District employees and volunteers. • Require that all District employees and volunteers view the child abuse reporting training video annually and sign off to acknowledge having done so. 	<ul style="list-style-type: none"> • Director of Human Resources • Human Resources Project Specialist • District Legal Counsel • Administrator of Social Services 	<ul style="list-style-type: none"> • Training video • Training completion sign-off sheets 	
	<ul style="list-style-type: none"> • Maintain a District safety and security roving patrol protocol that will provide District-level response to schools during times of crisis. 	<ul style="list-style-type: none"> • Director of Safety and Security • District Safety Officers 	<ul style="list-style-type: none"> • Tracking of responses to schools and types of emergency calls received • Daily log books • Safety and security incident reports 	
2.0 WESD District and site Crisis Teams ensure effective incident management.	<ul style="list-style-type: none"> • Coordinate Incident Command Systems (ICS) training for newly hired District and site Crisis Team members. 	<ul style="list-style-type: none"> • Director of Safety and Security • District and Site Crisis Teams 	<ul style="list-style-type: none"> • ICS training certificates 	July 2015–Sept 2016
	<ul style="list-style-type: none"> • Maintain Continuity of Operations Plans (COOP) at the District level. 		<ul style="list-style-type: none"> • Review and update of COOP 	July 2015–June 2016
	<ul style="list-style-type: none"> • Continue every other month Crisis Team meetings at District and site levels. 	<ul style="list-style-type: none"> • District Crisis Team 	<ul style="list-style-type: none"> • Meeting agendas, minutes and attendance logs • Review of crisis log 	September 2015–June 2016
	<ul style="list-style-type: none"> • Maintain a District-wide pandemic flu plan. 		<ul style="list-style-type: none"> • Pandemic flu plan and training materials • Meeting agendas, minutes and attendance logs 	July 2015–June 2016
	<ul style="list-style-type: none"> • Maintain a District-wide special needs crisis plan. 		<ul style="list-style-type: none"> • Special needs plan and training materials • Meeting agendas, minutes and attendance logs 	
	<ul style="list-style-type: none"> • Maintain a District-wide grief counseling plan. 	<ul style="list-style-type: none"> • Administrator of Social Services • Social Workers 	<ul style="list-style-type: none"> • Grief counseling plan and training materials • Meeting agendas, minutes and attendance logs 	

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<p>3.0 WESD District and site Crisis Teams ensure effective recovery from incidents.</p>	<ul style="list-style-type: none"> • Implement Critical Incident Stress Debriefing (CISD) teams. 	<ul style="list-style-type: none"> • District and Site Crisis Teams 	<ul style="list-style-type: none"> • Timely return to normal operations • Lessened evidence of post-traumatic stress 	<p>August 2015–June 2016</p>
<p>4.0 WESD staff support individual student and family social service needs.</p>	<ul style="list-style-type: none"> • Continue advocacy through assistance with assessment, counseling, support groups, translations services and crisis intervention. • Develop and implement a mentoring program for at-risk youths. 	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Director of Safety and Security • District Safety Officers 	<ul style="list-style-type: none"> • District-level reporting mechanism, e.g., log, database 	<p>July 2015–June 2016</p>
<p>5.0 WESD assists schools with truant students and maintains a working relationship with the City of Phoenix Prosecutors Office.</p>	<ul style="list-style-type: none"> • Maintain a Truancy Prevention Unit (TPU) to respond to truancy referrals from schools. • Communicate with and provide assistance to students and parents/guardians. • Monitor attendance of identified truant. • Partner with community resources to effectively address truancy issues. 	<ul style="list-style-type: none"> • Director of Safety and Security • District Safety Officers • Principals • School Attendance Staff 	<ul style="list-style-type: none"> • Truancy reduction reports • Attendance reports • Tardy reports 	<p>August 2015–June 2016</p>
<p>6.0 WESD connects students and families to community resources.</p>	<ul style="list-style-type: none"> • Foster effective and ongoing communication between school and community resources. • Secure and maintain fiscal resources, e.g., grants, scholarships. • Maintain collaboration with other governmental agencies that focus on children and families, e.g., Juvenile Justice, Child Protective Services, in order to facilitate academic success. 	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Administrator of Title I Services • ELL Program Coach • Administrator of Social Services 	<ul style="list-style-type: none"> • Improved attendance, academic achievement and school participation for students served • Grants, scholarships, etc. • Meeting agendas from collaboration meetings 	<p>July 2015–June 2016</p>
<p>7.0 WESD creates and maintains long-term solutions to neighborhood challenges.</p>	<ul style="list-style-type: none"> • Cultivate and foster ongoing partnerships with public and private entities, including public safety partners and community groups; collaboratively initiate creative solutions to local concerns. 	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Administrator of Title I Services 	<ul style="list-style-type: none"> • Evidence of local challenges being resolved, e.g., CPS reports, crime reports, etc. 	<p>July 2015–June 2016</p>

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		<ul style="list-style-type: none"> • ELL Program Coach • Director of Safety and Security 			
8.0	WESD staff actively promote schools as centers of communities.	<ul style="list-style-type: none"> • Provide basic services, out-of-school-time enrichment opportunities, parent education and leadership activities at school sites. 	<ul style="list-style-type: none"> • Site-based Social Services Professionals • Administrator of Title I Services • ELL Program Coach • Administrator of After-school Programs 	<ul style="list-style-type: none"> • Membership information • Attendance logs • Educational materials 	July 2015–June 2016

Fiscal Resources:

- M&O Funds
- Title IV Funds
- Bond Funds
- Other grants to be identified

Acknowledgement of Accomplishment (Celebrations):

- Recognition at Governing Board meetings
- Receipt of grants
- Department meetings and celebrations

Accomplishments to Date:

- Installed tubular steel security fencing and gates to better secure the school perimeters and redirect visitor traffic
- Installed “half doors” in school office areas to better control visitor access
- Installed additional surveillance systems
- Developed District-wide pandemic flu plan, special needs crisis plan and grief counseling plan
- Produced lockdown training video
- Received 1,736 truancy referrals from schools, and made 2,099 related contacts during 2014–2015 school year; Arizona Department of Education and several school districts have expressed interest in WESD’s Truancy Prevention Unit.
- Designed and constructed numerous site improvements that focused on making pedestrian and vehicular routes safer and more efficient
- Implemented Rachel’s Challenge at six schools as part of their anti-bullying campaigns
- Developed a computer-based child abuse reporting video training module, and implemented the requirement that all District employees and volunteers view it annually
- Hired and trained four additional District safety officers, who are patrolling WESD schools on a daily basis
- Implemented around-the-clock weekend shift coverage by hiring two new weekend District safety officers

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- Completed door hardware replacements at nine schools, fire and security system replacements at two schools, intercom replacements at five schools and the addition of speed bumps at one school
- Completed site-wide roofing replacements at two schools, playground equipment replacements at eight schools, and site-wide carpeting replacements at three schools
- Installed accessible concrete ramps and sidewalks at one school
- Installed new parking lot lighting at one school

Future Outcomes:

- Create and maintain safer, more secure and more attractive school facilities.
- Create a culture of safety among staff.
- Have an updated, approved Continuity of Operations Plan (COOP) at the District and site levels in place.
- Cultivate relationships with community groups and public safety partners.
- Implement a mentoring program for at-risk youths.