

ABC Unified School District

Safe School Action Plan

Fedde International Studies Academy Middle School

Submitted By: Thuy Vi Nguyen-Paquier

Date: February 28, 2018

ABC Unified School District

Child Welfare and Attendance

Safe School Action Plan Certification

School Name: Fedde International Studies Academy Middle School

Date: February 28, 2018

<u>Required Signatures</u>	<u>Print Name</u>	<u>Signature</u>
Principal/Designee:	Ricardo Lois	_____
Classified Representative:	Olivia Perez	_____
Certified Representative:	Thuy Vi Nguyen-Paquier	_____
Parent:		_____

LAW ENFORCEMENT
LA County Sheriff Department

Cerritos, California

Other Safe School Team Members	
<u>Name</u>	<u>Position</u>
Eduardo Barba	Teacher
Chad Laines	Teacher
John Laird	Teacher
Dionne Rodgers	Teacher

This is a public document and will be readily available for inspection at the school site and at the District Office.

The Safe School Action Plan is part of the Comprehensive Safe School Plan and will be evaluated and amended by the school site council or school safety planning committee prior to March 1 of every year.

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Mission Statement:

Fedde Academy students will develop a deep understanding of essential knowledge, critical thought, communication, collaboration, and creativity through a rigorous curriculum to better prepare students to compete in a global economy. To achieve this, Fedde staff will provide developmentally appropriate instruction and maintain high academic standards within a supportive, safe, and engaging learning environment. We want to educate global minded scholars. We aim to further develop responsible, compassionate citizens with meaningful community service and parent involvement through our academically rigorous curricula. Fedde International Studies Academy has something for every student and family. Our academic program aims to not only provide students a strong foundation of core knowledge, but to also contextualize that learning within the empirical world and to create well-rounded learners.

Baseline Data and Resources:

Fedde International Studies Academy Middle School provides a safe, clean environment for students, staff and volunteers. The school in consultation with the Los Angeles County Office of Education has developed a comprehensive Safe School Plan. The safety plan provides students and staff with procedures ensuring a safe and orderly learning environment.

Our school is a closed campus school. During school hours, the entrance is secured to ensure that visitors check in with the office. All visitors are required to sign in and wear visitors' badges during their stay. While the school welcomes visits by parents and community members, anyone wishing to be on campus during school hours should notify school staff twenty-four hours in advance. Supervisors and teachers monitor both students and the campus as a whole.

In addition, Fedde Academy has worked extensively to ensure the safety of our students in the time of crisis such as fire, earthquakes, or other possible disasters through trainings at staff meetings and professional development opportunities. We also developed a communication system to notify parents and guardians of emergency situations. We hold monthly drills to prepare students and parents. The School Safety Committee also meets on a monthly basis to review site safety

concerns, identify potential hazards, and discuss the monthly drills. Our school has an Emergency Organizational Plan listing each staff member's roles and description of roles. Emergency supplies are inventoried and re-stocked on a regular basis.

Custodial Supervisors perform regular site inspections. ABC Unified School District employs an aggressive preventative maintenance program that ensures all schools are maintained at an efficient operating level. Custodial staff follows a detailed checklist to ascertain the condition of the school, make on the spot corrections, and schedule needed maintenance.

Areas Needing Change:

Fedde International Studies Academy Middle School needs to improve in two areas. The first area that needs improvement is to include an active shooting procedure and policy in our safety plan. The second area of improvement is to ensure that all students and staff members are familiar and trained in following all school safety procedures. The two areas needing change will be addressed at the Safety Committee meetings.

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COMPONENT ONE	8/17-6/18		Person(s) Responsible
Goal 1: To develop an active shooter policy and procedure.			
<p>1. Objective- Staff members and students will become familiar with the active shooter procedures and improve the security of the school.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. Evaluate the accessibility of the school to a potential intruder 2. Secure the perimeter of the school and place any work orders needed 3. Identify and notify staff of any at risk students, staff members, or parents 4. Attend an active shooter training 5. Safety Committee along with administration devise a active shooter policy and procedures based on the training 6. Inform and train the staff and students about the active shooter policy and procedures 7. Inform parents of the active shooter policy procedures through the school's website and parent meetings 8. Implement the active shooter procedures during quarterly drills 			Administration and staff

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COMPONENT TWO	8/17-6/18		Person(s) Responsible
			Principal, Administration and Staff
Goal 1: To ensure that all students and staff members are familiar and trained in following all school safety procedures.			
<p>1. Objective- By June 2018, students, parents, and staff will understand the emergency procedures and will have practiced for emergency events through monthly drills.</p> <p>Activities:</p> <ol style="list-style-type: none"> 1. September, all students attend a rules assembly in which procedures for earthquake, fire and lock-down drills are covered. 2. August-September, copies of the Emergency Organizational Plan are distributed and reviewed with all certificated and classified staff. 3. November, copies of the Safe School Action Plan will be distributed to all staff members and submitted to the school district. 4. Ensure that all staff members are familiar with their assigned responsibilities in the event of an emergency through a disaster drill simulation. 5. August- September, a meeting is held with all new staff members to review the Emergency Organizational Plan. 6. A copy of the Emergency Organizational Plan is placed and included in each substitute teacher's folder for easy access and reference in the event of a drill or actual emergency. 7. Throughout the year, staff members assist with the identification of items in the classrooms 			

<p>that need repair or constitute a hazard to students and staff by completing work orders.</p> <ol style="list-style-type: none">8. On a yearly basis, the fire extinguishers are tested and re-charged as required by the Fire Marshall.9. Fire Marshall and the Director of Maintenance and Operations conduct an inspection of the campus; work orders are submitted for any items that need immediate repair.10. Each year, the Emergency Communication program GroupMe containing the telephone numbers of each staff member is updated.11. An Evacuation Escape Route map will be posted in each classroom on campus.12. School activities such as Gotcha Week, AVID and Red Ribbon Week contribute to student safety and well being.13. A safe and peaceful campus is one of the major goals of each staff member at Fedde.14. Staff, students, and sometimes parents will participate in the monthly emergency drills.			
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