CRITERION 1: Assessment of current status of school crime and site response to crime data

To obtain crime data for the vicinity surrounding your school site go to [www.crimemapping.com](http://www.crimemapping.com) and customize the dates for a period of six (6) months and adjust the Search Radius to a radius that gives sufficient information to answer the criteria. Click Trend Report icon. Please document the following:

The school police department has recommended the school to use the tool Crime mapping building for Safer Communities to find out the crime data surrounding our school.

Base on the website [http://www.crimemapping.com](http://www.crimemapping.com). In a range of dates May 1, 2023 – October 22, 2023 and the time used was during Primetime (before and after school hour program) and School Hours. The report has been created within a 1/2 mile radius from our site.

The Principal and San Diego Unified School District work with School Police and San Diego Police Department to stay up to date on community safety. Staff supervisor is at all access points before and after school. To support students, the Principal will have a Behavior Expectations Assembly the first week of the school year. Jones has adopted Positive Behavior Intervention and Supports (PBIS) system SPLASH and implementing the Leader in Me. Teachers follow up with classroom conversations to build understanding around expectations. The Principal has created a traffic safety brochure to send home to families and keep on the website. The Safety Patrol in partnership with SDPD support safe routes to school. Announcements or new information will be shared through flyers and the family newsletter. Jones staff talk about safety around the school at staff meetings, the focus is to be vigilant around the school to protect the students, staff, and property.
CRITERION 2: Child Abuse Reporting Procedures
This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. Please describe below how you provide in-service training for your staff and students:

The abuse reporting procedure was conducted this school year through the Safe Schools Portal. The Human Resources Department and Safe Schools Portal tracks the completion of this training for all employees.

All the employees at Jones were required to review the following topics:

- Legal obligation to report known or suspected instances of child abuse or neglect
- Prohibition of bullying and intimidation
- Nondiscrimination of Transgender students
- Prohibition of sexual harassment
- Nondiscrimination in employment
- Drug-Free Workplace Policy
- Universal Precautions (Blood Borne Pathogens)-Minor First Aid Procedures
- Automated External Defibrillator (AED) Locations
- Staff use of District data communications networks and the Internet
- Options Based Response

CRITERION 3: Disaster Procedures, Routine, and Emergency
The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a Confidential version is kept in the site’s Emergency Response Box and reviewed annually with site staff.

Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a confidential version is kept in the site’s Emergency Response Box and reviewed annually with site staff.

Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

The Principal at Jones has created a Safety Committee that gets together periodically and work together to improve the School Safety Plan. The staff has been trained by the Principal and refreshed yearly through the SafeSchools Portal on the SDUSD Options Based Response. Online training will continue through the Annual Employee Notification.

The Committee has updated the school emergency bell system, phone tree, Safety Command Organization Chart, School Evacuation Map (Confidential and Public).

Each staff that has a position in the Command Organization Chart has received a detail explanation of his/her position and a short version of the position description. Staff have walkie talkies in each classroom to ensure communication if phone/internet is down.

The school will have the first Modified Earthquake Drill on October 19, 2023. During this Drill all stakeholders on site will participate including Prime Time (After School Program), students, Staff, and San Diego Unified School Police.
Routine Fire Drills will happen on a monthly basis. The Safety Committee has planned two Lock down Drills with the participation of all the students, and staff. The Safety Committee will get together to plan all the details for this upcoming drill.

CRITERION 4: Policies and Acts Related to Suspension, Expulsion, or Mandatory Expulsion
This mandate is outlined in Administrative Procedures 6290 and 6295, and “Report on Suspension” form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

Describe below details on how staff is in-serviced on these procedures and how the community is informed of the process (parent conferences, student handbooks, etc.):

Jones has a Family and a Staff Handbook. The Principal shares the policies with the parents of new students during the new student orientation meeting before the first day of school and at Back-to-School Night.

All students receive a hard copy of the current Family Handbook during the first week of school or during enrollment. The family handbook also has been posted on our school website https://jones.sandiegounified.org/.

The staff receives a copy of the handbook with the suspension expulsion policies before school starts during the first staff meeting.

Jones Handbook information:
JONES INTERVENTION AND DISCIPLINE POLICY
The following are guidelines for interventions and student discipline; the final determination of what is necessary and appropriate is at the discretion of Jones’s Principal. In all instances where staff interventions are necessary, guidance and counseling will also be provided as needed to redirect and resolve student behavior.

Minor Infractions
Most student concerns are resolved through one-to-one counseling with a Jones staff member, teacher, counselor or school administrator.

Minor infractions include, but are not limited to:
• Disruptive
• Verbal conflicts with other students
• Unsafe actions or behavior
• Failure to follow school, classroom, or playground rules

Minor infractions may require one or more of the following interventions for the purposes of redirecting or resolving misbehavior:
Verbal apology
Letter of apology
Reflection writing
Time-out
Temporary move to another classroom (buddy room) for time-away
Lunch clean-up
Parent communication
Being removed or withheld from an activity for a short period of time
Loss of privilege (assembly, field trip)

Serious Infractions
In recurring or more serious instances, students may be sent to the office with a formal written referral to be placed in the student’s permanent record. Serious infractions include, but are not limited to:
• Ongoing or repeated student behavior concerns
• Fighting, assaults, or acts of violence
• Defiant or disruptive behavior causing a major disruption of Jones activities
• Attempts to cause damage to school or private property
• Minor damage to school or private property*
• Habitual, Repeated, or Chronic use of Obscenity, Profanity, or Vulgarity
• Sexual Harassment
• Threats and Intimidation
• Harassment
*Parents may be held financially responsible for costs or damages resulting from inappropriate student actions or behavior

Bullying
Types of conduct which are prohibited in the district and which may constitute bullying include but are not limited to:

• Touching or bothering other students if they don’t want you to. “I was only playing” is not a good reason
• Teasing or making fun of other students
• Joining in when someone else is teasing or bullying a student
• Purposefully cornering someone or blocking normal movements
• Intentionally pushing, bumping or knocking a student to the ground
• Any hostile or aggressive conduct towards a student for the purpose of intimidation
• Cyber bullying is a specific type of bullying using electronic devices and media to embarrass, harass, intimidate or threaten someone using cell phones, computers, and video cameras.

This includes but is not limited to bullying through email, text messages, blogs, videos, websites or phone calls.

SUSPENSION
If a student’s behavior is a threat to the safety, health or emotional wellbeing of others, and previous methods of prevention and intervention have not been successful, that student will be suspended in accordance with district policy and state law.
The following may be grounds for suspension:
Continued willful disobedience or persistent defiance of proper authorities, policies, rules and regulations of the school.
Willful destruction or defacing of school property.
Behavior which is incompatible with the rights, welfare, safety of others.
Continued behavior that is disruptive of the learning environment.

This is a more formal discipline approach and, in the event of a suspension, a parent conference may be required prior to reinstatement to help ensure the physical and emotional safety of all Jones students and staff.

Serious infractions may require any interventions used for minor infractions and/or one or more of the following interventions for the purposes of redirecting or resolving misbehavior:
Detention
Parent conference
In-school suspension
Formal suspension
Parental presence in class

This is a more formal discipline approach and, in the event of a suspension, a parent conference may be required prior to reinstatement to help ensure the physical and emotional safety of all Jones students and staff.

Severe Infractions
If a student’s behavior is a threat to the safety, health, or emotional wellbeing of others, and previous methods of prevention and intervention have not been successful, that student may be suspended and recommended
for expulsion from Jones in accordance with this behavior policy.

Please note that violations of the San Diego Unified School District’s Zero Tolerance Policy may result in the immediate suspension and recommendation for expulsion from Jones as outlined in the Zero Tolerance Policy.

Parents should read, sign and return Zero Tolerance Policy located in the back of the handbook.

Actions which may result in suspension, calling school police, and/or recommendation for expulsion include, but are not limited to:

- Assault and Battery
- Habitual, Repeated, or Chronic Fighting or Acts of Violence against another Person
- Possession or Distribution of Weapons • Possession or Distribution of Imitation Firearms or Weapons
- Robbery or Extortion
- Threats Against School Officials or Property (Damage >$1000)
- Major Damage to School or Private Property*
- Attempted Theft or Theft of Property
- Sexual Harassment
- Hate Violence
- Threats and Intimidation
- Possession, Distribution, or Use of Tobacco Products
- Possession, Distribution, or Abuse of Drugs, Alcohol, or Intoxicants of Any Kind
- Possession, Distribution, or Abuse of any Substance in Lieu of Alcohol/Controlled Substances
- Abuse, Misuse, or Distribution of Prescription Drugs
- Possession or Distribution of Drug Paraphernalia
- Habitual, Repeated, or Chronic use of Obscenity, Profanity, or Vulgarity
- Habitual, Repeated, or Chronic Disruption and Defiance

*Parents may be held financially responsible for costs or damages resulting from inappropriate student actions or behavior.

This mandate is outlined in Administrative Procedures 6290 and 6295, and “Report on Suspension” form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

**CRITERION 5: Notification to Teachers of Dangerous Students**

To meet this mandate, refer to Administrative Procedure 4613 and incorporate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students’ rights be respected as well.

Describe below how staff is notified of students considered dangerous or troublesome:

School staff who interface directly or provide direct services to a student considered dangerous or troublesome are informed face to face by the site administrator. A group meeting is held with the team of staff who will be working with the student, to review existing support plans or develop a new one. A meeting is held with the parents and student to set expectations for behavior.

**CRITERION 6: Discrimination, Harassment, Intimidation, Sexual Harassment and Hate Violence Policy**

Administrative Procedure 0108, 0112 and 6290.

Describe below how staff is in-serviced on this policy:

At the beginning of the year all the staff at Jones are required to take an online training facilitated by HR on the Safe Schools Portal.
**CRITERION 7: The Provisions of Any Schoolwide Dress Code**

*Administrative Procedure 0108, 0112 and 6290.*

Describe below how staff is in-serviced on this policy:

The Dress code at Jones Elementary has been written in the Family and Staff Handbook and it is distributed to the parents/guardians and staff every School year during the orientation day or the first week of school.

Family and Staff Handbook: Dress Code at Jones Elementary School:
The students and staff at Jones Elementary School expect everyone to have high standards of conduct and appearance. Clothing should be suitable and comfortable for normal school activities. Clothing and accessories cannot detract or interfere with the teaching and learning in the classroom.

- Clothing must be tasteful, neat, and clean
- Shoes must be appropriate for P.E. and the playground. (Daily)
- Clothing needs to cover undergarments at all times

If your child comes to school in clothing or accessories that distract from learning, has inappropriate language, promotes violence or hate, or encourages the use of illegal substances; they will be sent to the nurse’s office and returned to class once appropriate clothing has been delivered.

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**CRITERION 8: Procedures to Ensure Safety of Students, Staff, and Parents/Guardians While Going To and From School**

In order to meet this criterion, refer to district’s emergency procedures. You should refer to current site maps and Crimemapping.com data. Verify the safe and proper avenues of travel for students, staff, and parents.

Describe below your plan in case of an accident, fire, earthquake, or other emergency affects these routes:

The campus has multiple egress points for evacuation of the site. Staff have keys to unlock these points in case of emergency.

To ensure the safety of students and parents to and from school Jones school utilizes Safety Patrol Officers. The Safety Patrol Officers are students that are directed by the San Diego Unified School Police. These students monitor the traffic on the corner of Greyling Avenue and Polland Street. The staff parking lot is closed to traffic during student arrival and dismissal to increase walking/biking safety on route to/from school. Safety Patrol also reports cars parked illegally, cars parked overtime in designated areas, etc. The police officer meets with Safety Patrol weekly and reports the incidents to the police officer.

The Principal or a designated staff member stands at the gates of the school each morning and after school as students enter and exit. School police frequently patrol the area before and after school to support safe ingress and egress of pedestrians and vehicles.

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**CRITERION 9: Safe and Orderly School Environment**

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to *Administrative Procedure 6270* and incorporate these policies.

Describe how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also how you work with local fire and law enforcement authorities. Include details on what
you are doing to improve communication, both with the partners in your school community and between on-campus organizations or groups of students.

Principal’s and teachers’ responsibility to maintain good discipline in the school and classrooms. This will ensure a proper learning environment.

Pupils shall comply with regulations, pursue the required course of study, and submit to the authority of teachers in the school. Ed Code (48908)

Parents/guardians are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children.

Staff receive weekly communication updates through Staff Bulletin/Updates. Staff, families, and community partners receive weekly update through the Dolphin Updates Newsletter.

**CRITERION 10: Assisted Rescue Protocols**

During natural disasters, fires, or black-outs, equipment used to assist individuals between elevate floors, stages, or multi-level walkways may become inoperable. Blind, mental disability, etc.

Please describe the site’s plans to assist individuals with limited mobility. Include the equipment used, the training conducted with staff on the use of such equipment and where the equipment is stored in preparation of an emergency.

The Jones staff includes medically trained individuals as well as staff assigned to support students with disabilities. In the event of a disaster or emergency, these staff are responsible for assisting individuals/students with disabilities to safety. When on site, monthly fire drills and an annual disaster drill are conducted to practice the safe evacuation of all students and staff. Our health room contains a stretcher and a wheelchair which could be utilized if needed to safely transport pupils or adults to an evacuation area. There are no stairways to negotiate on the Jones campus.

**CRITERION 11: School Safety Committee Formation**

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district’s own police department.

Describe below when and where the presentation to your School Site Council was conducted. If it was not held during a School Site Council meeting, describe how it was presented. The meeting must provide an opportunity for members of the public to share an opinion of the plan. Include how you announced the meeting to your school community. Your plan must include a list of people on your school safety committee, their role, and how their participation was coordinated in developing your plan.

The Safety Plan was presented to our SSC/SGT meeting in the fall. The members of the SSC/SGT were given an opportunity to provide feedback regarding the plan. The SSC/SGT are open to the public and contacted via e-mail and through the school’s website, the meeting date and topic is placed in the agenda and shared by the same means in advance.
CRITERION 12: School Site Governance Team
Recent school district and SDEA labor agreements guarantees for the option of utilizing Site Governance Team (SGT) as the School Safety Planning Committee. If the Site Governance Team is not designated as the School Safety Planning Committee, the Site Governance Team must be given the opportunity to provide annual input for the CSSP. Additionally all SDEA unit members shall be informed and given a copy of the existing written school safety plan within ten (10) workdays of the date of reporting to their work location (See SDEA Article 11.6).

The SGT is utilized as the School Safety Planning Committee. The School Site Council will assume responsibility of review and approval of the Comprehensive School Safety Plan.

CRITERION 13: Options Base Response:
The SDUSD Board adopted the San Diego County Office of Education approved training protocols for an active shooter, Options Based Response. The 2019 SDEA and school district contract agreement Section 11.6.6, and CA ED Code 23282 (a)(2)(J) requires site administrators to create site specific plan for an active shooter and to train assigned teachers and staff in the Options Based Response. Site administrators shall participate in the Options Based Response Train the Trainer Program, or to designate a staff member to take the training. Upon completion of training, teachers and staff should be trained in the plan and protocols. Documentation should be maintain at the site level when training was provided to staff.

Describe details how your teacher and staff are trained in the protocols.

Site Principal has participated in the Options Based Response Train the Trainer Program and shared that learning with site staff. At the beginning of the year all the staff at Jones take an online Options Based Response training facilitated by HR in the Safe School Portal.

CRITERION 14: Pandemic
When operating during a pandemic (e.g. COVID-19), Schools Districts are required to follow guidance from the San Diego Health and Human Services and state; in accordance with CDC. It is the responsibility of the school sites to follow district policy and create a plan to ensure the safety of students and staff. Your plan shall follow district policy and include specific guidance that best fits your school site taking the following considerations: campus size, population, design, special educational needs, etc.

Describe the site’s response plan during a pandemic. Include a list of safety protocols and Personal Protective Equipment (PPE) required. Additionally, describe how staff, students, visitors, and parents will be trained and informed on these protocols.

The site follows all district required Health & Safety guidelines and protocols. When changes are made staff and families are informed through School Messenger, Class Dojo, information meetings, etc.