



RICHLAND ELEMENTARY  
910 Borden Rd.  
San Marcos, CA 92069  
(760)290-2400

**Richland's Safety Assurance  
Comprehensive Safety Plan  
2018-2019**

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*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 schools write a Comprehensive School Safety Plan.*

The 2018-2019 Comprehensive Safety Plan for Richland Elementary School was developed to ensure all pre-kindergarten through fifth grade students, staff, and community members are safe on campus. This plan is relevant to the needs of our population as well as the resources of our school and incorporates three essential components which include: (1) characteristics of our students and staff, (2) creating a safe physical environment for our students and staff, and (3) providing strategies to teach every student the essential resiliency skills and build our school culture. The plan was written in conjunction with the school site council and was approved at a meeting of the School Site Council on November 13, 2018. Local law enforcement and city officials were consulted during the development of the plan and the approval process to assist the administration in designing safety, disaster, behavior and reporting plans for a site serving over eight hundred students.

**Richland Elementary School has many programs available to support our students and staff. These programs help to create a positive environment and include the following:**

- A school counselor provides counseling services in small groups to students in need and Second Step classroom lessons for all students within a class.
- Our school psychologist teaches Zones of Regulation in general education classrooms.
- Richland is a Professional Development Campus, which includes staff development on the Essential Elements of Instruction.
- Grade level teams meet weekly to collaborate, support one another, and to plan instruction.
- A weekly "Friday Focus" is given to staff and includes news, notes and reminders.
- Richland provides enrichment opportunities to our students through the Gifted and Talented Program, monthly STEAM days, Maker's Space/Innovation Lab, Mustang Friends, Student Council, Safe School Ambassadors and Safety Patrol.
- A college bound culture is part of Richland. Each classroom has adopted a college and promotes a "college culture." This includes students in grades one through five setting goals for themselves and taking ownership of and responsibility for their learning.

**Assure a Safe Physical Environment:**

- Richland is a closed campus. All visitors to Richland sign in electronically using IdentAKid visitor management software and must wear visitor badges at all times while on campus.
- Student checkout procedures are clearly posted and adhered to.
- California Ed. Code and SMUSD board policies regarding suspension and expulsion are communicated to students, staff, and parents.
- A School-wide Discipline Plan is updated and communicated to students, staff, and parents at the start of each new school year during Back to School Night and is posted on the school's website.
- Evacuation procedures are posted in all classrooms and staff is trained on procedures. Monthly drills are implemented.
- During the first 2 weeks of school, all students learn the same behavior expectation on the same day. Topics include playground behavior, bathroom etiquette and walking in the hallways. This ensures consistency of discipline and a common language for adults and children. Teachers review behavior expectations weekly with their classes.
- Data is kept regarding school wide behavior and it is shared monthly among staff.
- Mandated reporting policies on child abuse, dangerous students, and sexual harassment are presented to the staff at the beginning of the school year.

**Assuring an Emotionally Nurturing Environment**

- The Student Success Team provides emotional and educational assistance for students considered At - Risk.
- Groups of students are trained annually and meet regularly throughout the year to develop conflict resolution strategies through Richland's Safe Schools Ambassadors program.
- A school counselor provides counseling to students individually, in small groups and to classes.
- Mustang Mentors matches caring adults to students in need of behavior and emotional support.
- Mustang Friends pairs students with special needs with same age peers to develop social and play skills.
- Students are honored as the classroom Student of the Month for exemplifying the 7 Habits of Happy Kids.
- The school counselor is available to all students during recesses and lunches three days a week.
- Adult supervised, structured play opportunities are provided to students during recesses.
- The school psychologist works with teachers to provide behavior support to students.

Sincerely,

Julie Barbara  
Principal