

08/24/17

FERN DRIVE SCHOOL

SAFE SCHOOLS ACTION PLAN 2017-18

08/24/17

**FULLERTON SCHOOL DISTRICT
2017-18 SAFE SCHOOLS ACTION PLAN
Name of School: FERN DRIVE**

COMPONENT #1

Personal Characteristics of Students and Staff

Goal: All Students and Staff Members are Provided a Safe Teaching and Learning Environment.

SUCCESS INDICATORS

1. Fern Drive School has a "Safe Schools Plan of Action" in compliance with Senate Bill 187.
2. Fern Drive School has a disaster plan.
3. Fern Drive School consistently follows established discipline policies.
4. At Fern Drive School there is law-related education infused into the academic curriculum frameworks.
5. Fern Drive School has effective strategies to intervene at earliest possible point when students exhibit antisocial behavior.
6. Fern Drive School has a mechanism in place that involves students in addressing school safety issues.
7. Fern Drive School sets standards for adults and students to interact with each other in a caring, supporting manner.

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Success Indicator #1: Fern Drive School has a Safe Schools Plan of Action in compliance with Senate Bill 187.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive's School Site Council will oversee the development of a comprehensive school safety plan relevant to the needs of Fern Drive. The Site Council may delegate this responsibility to a "School Safety Planning Committee" comprised of the principal/designee, one teacher representative of FETA, one parent whose child attends Fern Drive, one classified employee representative of CSEA, and other members, if desired.	Safe Schools: A Planning Guide for Action, OUSD Safe Schools Action Plan, CWA	Completed "Safe Schools Plan of Action," Meeting Notes, and Minutes	School Administrator, Site Council Members	08/14/17	Ongoing
2. Fern Drive shall complete monthly data required by the Uniform Management Information Reporting System (UMIRS), including truancy rates, criminal incidents of violence and drug-related offenses, curricula, programs and services implemented, incidence and prevalence data.	CWA, Safe School Assessment Center, Internet, Local Law Enforcement	Copies of data acquired	School Administrator or Designee, Site Council Members	08/14/17	Ongoing
3. Fern Drive shall confer with and maintain a positive relationship with local law enforcement in the development of the "Safe Schools Action Plan" and the on-going interaction with the school.	Local Law Enforcement, CWA	Minutes of Meeting	Law Enforcement, School Administrator or Designee	08/14/17	Ongoing
4. Fern Drive shall report to the Child Abuse Registry cases of suspected child abuse in compliance with District policies and regulations.	Child Abuse Registry, CWA, Law Enforcement	Completed Child Abuse Reports	School Administrator or Designee, Primary Reporter	08/14/17	Ongoing
5. Fern Drive shall maintain District emergency evacuation preparedness information, shall participate in preparedness drills, and shall implement the District plan in time of an emergency/disaster.	Fire Department, Office of Risk Mgmt, CERT training	District Drill, Preparedness Schedule, School Plan	School Administrator or Designee Staff	08/14/17	Ongoing
6. Fern Drive shall implement District policies on suspension and expulsion as they apply to Sections 48900 and 48915.	CWA	School Suspension forms/records Board Agenda & Board Action	School Admin. Designee, CWA	08/14/17	Ongoing
7. Teachers at Fern Drive shall be notified of dangerous pupils pursuant to Section 49079.	CWA	CWA Notifications, School Susp. Forms	School Admin./Designee Counselors, Clerical Staff	08/14/17	Ongoing

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<p>8. Fern Drive shall implement District policies pertaining to "Sexual Harassment."</p>	<p>CWA</p>	<p>Board action taken, suspensions & conf. held</p>	<p>CWA, School Administrator/ Designee</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>9. Fern Drive shall continue to implement a school-wide dress code, pursuant to Section 35183, that prohibits pupils from wearing gang related apparel.</p>	<p>CWA</p>	<p>School Dress Code, Dress Code Info. to Student/Families</p>	<p>School Administrator/ Designee, Staff</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>10. Fern Drive shall develop and implement procedures for safe ingress and egress of pupils, parents, and school employees to and from school.</p>	<p>Other School Plans, CWA</p>	<p>School Ingress/Egress Plan</p>	<p>School Administrator/ Designee, Staff</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>11. Fern Drive shall maintain a safe and orderly environment conducive to learning.</p>	<p>CWA</p>	<p>School Discipline Records, CWA</p>	<p>School Administrator/ Designee, Staff</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>12. Fern Drive shall communicate and enforce District rules and procedures on school discipline.</p>	<p>Board Policies, Admin. Regulations, and Disciplinary Guidelines</p>	<p>Parent Rights Notif., School Policies & Procedures notif., School Discipline records</p>	<p>School Administrator/ Designee, Staff</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>13. Fern Drive shall submit the "Safe Schools Action Plan" to the office of Child Welfare and Attendance for approval as requested.</p>	<p>CWA and Safe Schools</p>	<p>Copy of Plan</p>	<p>School Administrator/ Designee, CWA</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>14. Fern Drive's Safe Schools Action Plan" will be evaluated annually and amended as needed.</p>	<p>Safe Schools: A Planning Guide for Action</p>	<p>Minutes of Site Council Mtg.</p>	<p>School Administrator/ Designee, Site Council</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>15. Fern Drive's "Safe Schools Action Plan" shall be made available for inspection by the public.</p>	<p>CWA</p>	<p>Plan on File</p>	<p>School Admin/Designee</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>16. Fern Drive will maintain representation at all District "Safe Schools" meetings.</p>	<p>CWA and Safe Schools Committee</p>	<p>Meeting "Sign In" Sheets</p>	<p>School Administrator/ Designee, Site Council</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>17. Fern Drive shall, when requesting student records, include a request for data previous suspensions and expulsions and shall report such information to teachers to whom the student is assigned. Fern Drive will provide the same information to other schools when requested, in writing, to do so.</p>	<p>Previous School</p>	<p>Records Request card and Report of Prior Student Behavior Form</p>	<p>School Office Staff, Principal</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>18. Fern Drive will invite individuals mandated and recommended in E.C. section 35294.8 to participate in the public meeting held prior to the adoption of revisions to its school safety plan.</p>	<p>SSC</p>	<p>Copies of public Meeting Announcements</p>	<p>Principal</p>	<p>08/14/17</p>	<p>Ongoing</p>

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<p>19. Fern Drive shall provide training for students and information for parents regarding the appropriate usage of social media and the internet including, but not limited to, cyberbullying. The training for students will be conducted twice each year at the same time that other schoolwide behavioral expectations are addressed.</p>	<p>CWA, Board Policies, Admin. Regulations</p>	<p>Copies of Agendas, Training Notes</p>	<p>Principal VIP Teachers Classroom Teachers</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>20. Fern Drive Staff and all students participate in an Anti-Bullying campaign. Anti-bullying pledge added to Fern Drive Handbook. All teaching staff address Fern Drive's anti-bullying policy at Back to School Night. Fern Drive school website has Anti-Bullying Campaign link.</p>	<p>CWA, Board Policies, Admin. Regulations</p>	<p>Copies of Agendas, Training Notes, Handbook, Presentations</p>	<p>Principal PBIS Team Classroom Teachers</p>	<p>08/14/17</p>	<p>Ongoing</p>
<p>21. All Fern Drive staff participates in Mandated Reporting training at the beginning of school year.</p>	<p>CWA, Board Policies, Admin. Regulations</p>	<p>Copies of Agendas, Training Notes, Handbook, Presentations</p>	<p>Principal PBIS Team Classroom Teachers</p>	<p>08/14/17</p>	<p>Ongoing</p>

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Success Indicator #2: Fern Drive School has a disaster plan.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive shall maintain in a secure but accessible location the District's "Disaster Preparedness Plan" which shall be implemented in times of emergency and in accordance with the Standardized Emergency Management System (SEMS).	Distr. Risk Maintenance Office, CWA & Safe Schools Committee	Plan in Place	School Administrator/ Designee	08/14/17	Ongoing
2. Fern Drive shall maintain in a secure but accessible location the District's "Crisis Response Plan."	Risk Maintenance Office	Plan in Place	School Administrator/ Designee	08/14/17	Ongoing
3. Fern Drive shall maintain in a secure but accessible location the school's emergency radio, antenna, and inverter. The radios are to remain plugged in, turned on, and tuned to the disaster's emergency frequency.	CWA	The Radio, Antenna And Inverter in Place	School Administrator/ Designee	08/14/17	Ongoing
4. Fern Drive shall maintain in a secure but accessible location disaster preparedness supplies as identified in the District's "Disaster Preparedness Plan."	Health Services, Purchasing, CWA	A listing of supplies on hand	Teachers, School Administrator, Custodian, & Office staff	08/14/17	Ongoing
5. Fern Drive shall identify personnel and assign disaster preparedness "teams" positions as identified in the District's "Disaster Preparedness Plan". Team of 5 attended community emergency response training. (CERT)	CWA, Health Services CERT trainers	"Disaster Preparedness" Team Assign	School Administrator/ Designee	08/14/17	Ongoing
6. Fern Drive shall participate in all District disaster preparedness drills.	Superintendent's Office, CWA	Eval. Of Drills and Participants	School Administrator/ Designee	08/14/17	Ongoing
7. Fern Drive shall conduct regular evacuation drills in compliance with C.C.R. Title 5, Sec. 560 (Fire Drills - each elementary and intermediate school at least once a month and secondary school not less than twice every school year.)	CWA, Fire Department	Log of Evacuation Drills	School Administrator/ Designee	08/14/17	Ongoing

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Success Indicator #3: Fern Drive School consistently follows established discipline policies.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive's "School Rules" and personal standards (Be Respectful, Be Responsible and Be Safe) shall be established, modified and implemented in accordance with approved District policy, regulations and guidelines.	District Policy, Disciplinary Guidelines PBIS Team	Completed School Rules	School Administrator/ Designee	08/14/17	Ongoing
2. Fern Drive's "School Rules" and personal standards (Be Respectful, Be Responsible and Be Safe) shall be communicated to students, parents, and staff.	Board Policies, Parent/Student Handbook, CWA and Law Enforcement PBIS Team	Communications, Classroom Mgmt. Plans, Posters, Letters home, Newsletters, Assemblies	School Administrator/ Designee	08/14/17	Ongoing
3. Fern Drive's PBIS and discipline procedures shall be annually reviewed by the School Site Council, Student Council, and School Staff.	Asst. Superintendent, CWA, other School Procedures PBIS Team	Minutes of Site Council Meetings Agendas	Site Council, School Staff	08/14/17	Ongoing
Ongoing 4. Fern Drive shall notify law enforcement when specific identified Penal Code or Education Code violations occur.	Board Policy, CWA	Files on Individ. Notifications	School Administrator/ Designee	08/14/17	Ongoing
5. Fern Drive's administration shall confer with appropriate staff members, prior to disciplining, suspending or recommending the expulsion of any "504" or "Special Education" student, to determine if the violation is a result of the student's handicapping condition. The student will be provided due process.	CWA, Special Education Department	Evaluation Records	CWA	08/14/17	Ongoing
6. The District shall communicate and refer to appropriate Alternative Education placement students who are expelled under EC 48915 from Fern Drive.	CWA, OCDE Expulsion Plan	Placement, Referrals, Rehabilitation Plans	School Administrator/ Designee	08/14/17	Ongoing

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Fern Drive's Behavior Matrix

	All Settings	Lines	Lunch Areas	Bathrooms	Walkways	Playground	Arrival/Dismissal	Digital Citizenship
Be Respectful	Say "Please", "Thank You", "Excuse Me"	Quietly wait for teacher Walk silently and purposefully	Remain seated until dismissed Talk only to people around you	Honor privacy Use inside voice Wait your turn	Eyes forward	Use equipment properly Include people that want to play with you or your group	Wait quietly	Be kind online Use only the device you have been issued Think before you post
Be Responsible	Keep hands, feet, and belongings to yourself Clean up after yourself Take care of yourself	Line up in a timely manner Have all belongings with you	Eat your own food Pick up trash	Flush toilet Wash hands Use water & paper wisely	Maintain personal space Walk purposefully	Use drinking fountain during recess Play within boundaries Keep sand / woodchips in designated area	Look for your ride and listen for your name. Stay near supervisor	If you use copyrighted material, cite your source Bring your device charged Step in if you see cyberbullying
Be Safe	Pay attention to emergency exits Walk Follow directions	Walk outside of yellow line Walk from your classroom to your destination	Sit with feet under table Leave equipment against the wall	Report any problems Use facilities correctly	Use a quiet voice Stay outside of yellow line.	Squat or freeze when the bell rings-hold the ball Run only on the grass	Arrive after 8:00am Stay away from street Use crosswalks Walk and lock your wheels	Keep your password private Only use trusted and teacher approved websites Only connect with people you know

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Success Indicator #4: At Fern Drive School there is law-related education infused into the academic curriculum frameworks.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive shall work with the Orange County Office of Education and local law enforcement to provide instruction in law-related education.	DATE office, Local Law Enforcement, CWA	Number of Students Instructed	DATE Office, Local Law Enforcement Individual Referrals	08/14/17	Ongoing

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Success Indicator #5: Fern Drive School has effective strategies to intervene at earliest possible point when students exhibit antisocial behavior.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive shall provide to parents/guardians resource information, by regions upon request, of agencies that can provide counseling services.	Current Resource Listing	Resource Lists	CWA, School Administrator/Designee	08/14/17	Ongoing
2. Fern Drive shall implement character trait education throughout the school year. Students are recognized at monthly assemblies.	PBIS Team Administrator	Teacher input Administrator input	Teachers	08/14/17	Ongoing
2. Fern Drive shall encourage teachers to attend workshops on identifying academic risk factors and applying effective strategies in dealing with early anti-social behavior in school.	OCDE, CDE, DATEA Office, Workshop Information PBIS Team	Number of teachers Attending Workshops	CWA, School Administrator/Designee Staff	08/14/17	Ongoing
3. Fern Drive's staff shall work with parents in identifying early mal-adaptive behaviors and developing strategies to address these behaviors.	CWA, Special Education, Psychological Services PBIS Team	Discipl. Referrals, Teacher Telephone logs, Parent Conf. Logs	CWA, School Administrator/Designee Staff	08/14/17	Ongoing
4. Fern Drive shall hold regularly scheduled "Student Intervention Team Meetings." Students with mal-adaptive behaviors shall be placed on the agenda. The team shall include a psychologist and a member of the Special Education Department.	Existing "Student Intervention Team", Psychologist, Special Education	Student Intervention Team Agendas, SIT Summaries	CWA, School Administrator/Designee Staff	08/14/17	Ongoing
5. Fern Drive shall identify students who display gang association, gang membership, or are involved in any gang activity and notify parents.	Local Law Enforcement "Gang Units", CWA, Probation Department	Records of Individual Identifications Safe School Action Log, Newsletters	School Administrator/Designee, CWA, Local Law Enforcement	08/14/17	Ongoing
6. School Psychologist, or the Principal of Fern Drive will immediately notify parents or guardian when it is reported to a staff member that a student has discussed the possibility of suicide.	Psychologist and Student Services	Records of Individual Identifications Safe School Action Log, Newsletters	School Administrator/Designee, CWA, Local Law Enforcement	08/14/17	Ongoing

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Success Indicator #6: Fern Drive School has a mechanism in place that involves students in addressing school safety issues.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive will address student concerns pertaining to school safety issues as shared by principal.	School Staff	Site Council Posters	School Administrator/ Designee, Teachers, Clerical Staff	08/14/17	Ongoing
3. Fern Drive shall assist students and parents in identifying resources in the community that can provide or enhance after-school and evening activities for students and their families.	CWA, Community Based Organizations, Local Law Enforcement	Newsletters, Flyers, other print communication	School Administrator/ Designee, Teachers, Staff	08/14/17	Ongoing

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Success Indicator #7: Fern Drive School sets standards for adults and students to interact with each other in a caring, supporting manner.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive School shall develop strategies to encourage parents/guardians to become pro-actively involved in the education of their children.	School Staff	Connect Ed Meeting Minutes Flyers	School Administration; School Staff	08/14/17	Ongoing
2. Fern Drive School shall encourage parent involvement at all grade levels to solicit volunteers for school related activities.	School Staff	Connect Ed PTA, SSC, DAC/DELAC Meeting Minutes Flyers	School Administration; School Staff	08/14/17	Ongoing
3. Fern Drive School shall encourage all parents to participate in School Site Councils, ELAC, PTA and FSD Advisory Committees.	School Site Council; FSD, Departments; OCDE; CDE; Community Agencies	Connect Ed PTA, SSC, DAC/DELAC Meeting Minutes Flyers	School Administration; School Staff	08/14/17	Ongoing
4. Fern Drive School shall notify parents/guardians as soon as possible when a child begins to exhibit academic or social problems.	School Staff	Phone Logs	School Administration; School Staff	08/14/17	Ongoing
5. Fern Drive School shall provide to students, staff, and parents skills to solve problems and resolve conflicts.	CWA Conflict Resolution Programs School Staff	Communication Records to parents, staff and students	School Administration; School Staff	08/14/17	Ongoing
6. Fern Drive School's staff shall promptly return phone calls to parents, students and community leaders.	School Staff	Phone Logs	School Administration; School Staff	08/14/17	Ongoing
7. Fern Drive School shall hold annual events that bring students; parents and staff members together in a positive environment.	School Staff PTA	PTA Events Calendar	School Administration; School Staff PTA	08/14/17	Ongoing

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**FULLERTON SCHOOL DISTRICT
SAFE SCHOOLS PLAN 2017-18**

Name of School: Fern Drive

COMPONENT #2

The School's Physical Environment

GOAL: ALL STUDENTS ARE SAFE AND SECURE WHILE AT SCHOOL AND AT SCHOOL SPONSORED ACTIVITIES, AND ARE ENCOURAGED TO USE SAFE PRACTICES WHEN TRAVELING TO AND FROM SCHOOL, AND WHEN TRAVELING TO AND FROM SCHOOL RELATED ACTIVITIES.

SUCCESS INDICATORS

1. Fern Drive School has visible law enforcement, staff and parental presence as needed at school, and when special school-sponsored events are held.
2. Students attending Fern Drive School have strategies in place for seeking assistance when they feel threatened or in need of help.
3. Fern Drive School's staff, Safety Committee, or School Site Council surveys the school site and immediate surrounding community areas to identify student safety issues.
4. Fern Drive School shall attend and participate in the District's "Safe Schools Committee Meetings" and shall provide follow-up to Fern Drive School's staff and Site Council members.
5. Fern Drive School is working with parents and community members to promote a crime-free and safe community.
6. Transportation will provide safe delivery and pick-up of students designated to ride.

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Success Indicator #1: Fern Drive School has visible law enforcement, staff and parental presence as needed at school, and when special school-sponsored events are held.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive's administration will arrange for local law enforcement, staff members, and parents to be present during special school sponsored events.	Local Law Enforcement, Staff and Parents	Safe Schools Action Log, Staff Supervision Schedule	School's Administrator/Designee, School Safety Committee	08/14/17	Ongoing
2. Fern Drive shall identify routes used by children going to and from school and school related activities.	School Site Staff and School Administration	Number of Identified Routes	School Site Council or School Site Safety Committee	08/14/17	Ongoing
3. Fern Drive shall implement policies and procedures to secure the school site during school hours.	School staff, Parents, and Transportation	Printed Policies	School Administration and District Maint. Staff	08/14/17	Ongoing
4. Fern Drive shall work with local law enforcement and District administration in responding to potential community threats to the safety of students, staff and parents.	Local Law Enforcement, Fire Department, CWA, School Staff, Parent Association	Evaluation of Individual Situational Responses	School Administration and CWA	08/14/17	Ongoing
5. Crossing guards are available as approved by the City of Fullerton during the times when students are coming to school and when they are dismissed.	District and City of Fullerton	City Records	City and District	08/14/17	Ongoing
6. Pedestrian, bicycle riding, and automobile passenger safety practices are included in the curriculum.	Police Department, School Staff & PTA	Rules Assembly, Walk to School Day	Principal	08/14/17	Ongoing
7. Adult supervision is provided throughout the school day, including recess and lunch periods.	School Site Staff and School	Duty and Noon Aide Schedule	Principal	08/14/17	Ongoing
8. Fire drills and disaster drills are practiced at school	Fullerton Fire Department	School Records of Fire Drills	Principal	08/14/17	Ongoing
9. School rules include safe use of equipment.	P.E. Teacher	Lesson Plan	P.E. Teacher and Aides	08/14/17	Ongoing
10. Chaperones are available for field trips.	Parents	Teacher Notes	Teachers	08/14/17	Ongoing
11. Bus evacuation drills are held annually.	District Transportation Department	Transportation Records	District Transportation Department	08/14/17	Ongoing

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Success Indicator #2: Students attending Fern Drive School have strategies in place for seeking assistance when they feel threatened or in need of help.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Staff and School Site Council will develop strategies for use by students when they feel threatened, bullied, harassed, intimidated or in need of assistance and will disseminate the information to students at a beginning of the year assembly as well as during classroom instruction.	Local Law Enforcement, CWA, Conflict Resolution Programs, Other Schools, Community Resources	Strategies taught	School Staff	08/14/17	Ongoing
2. Fern Drive's staff will discuss strategies to be used when students feel threatened or in need of assistance, and will share with parents at PTA and SSC meetings as well as at Back to School Night presentations.	Local Law Enforcement, CWA, Internet	Lesson plans	Staff	08/14/17	Ongoing
3. "How to respond when threatened, bullied, harassed, intimidated, or in need of assistance will be discussed at the orientation meetings and assemblies each year.	CWA	Agenda for Orientation Meetings & Assemblies	School Staff	08/14/17	Ongoing
4. Fern Drive's staff will provide channels of communication by which students and parents may report incidents involving threats, bullying, harassment, and intimidation, and appropriate steps will be taken to discipline and/or counsel students who engage in such behaviors towards their peers.	Local Law Enforcement, CWA, Conflict Resolution Programs, Community Resources, FSD Website	Phone Logs Discipline Records	School Staff and Administration	08/14/17	Ongoing
5. Fern Drive's staff will work with students and will engage assistance from other school administrators, CWA, and/or local law enforcement agencies for conflicts or bullying incidents involving non-Fern Drive students.	Local Law Enforcement, CWA, Other School Staffs,	Safe Schools Action Log	School Administration	08/14/17	Ongoing
6. Fern Drive PBIS team and administrator will develop an anti-bullying assembly to be presented the first day of school. Students are taught how to identify bullying and how to respond to it in a positive manner.	Administration Teachers PBIS team	Presentation Website	Administration Teachers PBIS team	08/14/17	Ongoing
7. Anti-Bullying Compact placed into Fern Drive Handbook. All families are required to go over the policy with their students, sign and return the policy. FSD Bullying Policy in all classrooms and office areas.	Administration Teachers PBIS team Office	Handbook Compact Bullying Policy	Administration Teachers PBIS team Office	08/14/17	Ongoing
8. Anti-Bullying Campaign linked to Fern Drive Website: http://www.fullertonsd.org/fern/parents-students/fern-drive-anti-bullying-campaign-bullying-is-never-ok/	Administration/Webmaster	Website Link	Administrator/Webmaster	08/14/17	Ongoing

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Success Indicator #3: Fern Drive School's staff, Safety Committee, or School Site Council surveys the school site and immediate surrounding community areas to identify student safety issues.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive's Site Council or School Safety Committee will conduct annual safety inspections of the school plant and surrounding community and will follow-up with a report.	Local Law Enforcement, Fire Department, CWA, "Safe Schools Plan"	Annual Report	School's Administration, Site Council	08/14/17	Ongoing
2. Fern Drive's administration will confer with other area school administrators and law enforcement to identify any problem areas in the community	Other School's Administration, CWA, and Law Enforcement	Safe Schools Action Log	School's Administration	08/14/17	Ongoing
3. Fern Drive will work closely with local law enforcement and CWA to identify locations, including residences, where there is harboring of truants and/or runaways.	Local Law Enforcement, CWA, SARB, and Attendance Offices	Number of Locations Identified, SARB Minutes, Safe Schools Action Log	School's Staff	08/14/17	Ongoing
4. Fern Drive will work closely with local law enforcement agencies and will communicate on issues of any "high risk" crime areas.	Local Law Enforcement, CWA, and Community Agencies	Safe Schools Action Log	School's Administration	08/14/17	Ongoing

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Success Indicator #4: Fern Drive School shall attend and participate in the District's "Safe Schools Committee Meetings" and shall provide follow-up to Fern Drive School's staff and School Site Council members.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive shall have representation at FSD Safe Schools Committee meetings.	CWA and Safe Schools Committee	Meetings Attendance Rosters	School's Administration and Site Council	08/14/17	Ongoing
2. Fern Drive's administration shall ensure that "school safety and security" are placed on the agenda of appropriate meetings, such as School Site Council, PTA, Student Council.	Community Agencies, District Administration and Other Schools	Meeting Agendas	School's Administration and Site Council	08/14/17	Ongoing
3. Fern Drive shall use existing newsletters and communication tools for regular safety and security messages.	District Resources, School Site Communications, FAX and Internet	Messages Communicated	School's Administration and Site Council	08/14/17	Ongoing
4. There shall be an annual report on school safety presented to Fern Drive's Site Council.	CWA, Safe Schools Committee and other School Staff	Minutes of Meeting	School's Administration and Site Council	08/14/17	Ongoing

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Success Indicator #5: Fern Drive School is working with parents and community members to promote a crime-free and safe community.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. School and student safety will be regular items on the School Site Council and Student Council agendas.	CWA and Other School Sites	School Site Council or Student Council Agendas	Site Council	08/14/17	Ongoing
2. Fern Drive shall work closely with local law enforcement on crimes committed in the community by students during school hours, to or from school, or to and from school related activities.	Local Law Enforcement, Crime and Violence Reports	School Safety Action Log	School Administration	08/14/17	Ongoing
3. Fern Drive shall be sensitive and responsive to contacts made by community members pertaining to students and criminal activity.	Local Law Enforcement, CWA and Other Schools	School Safety Action Log	School Staff	08/14/17	Ongoing
4. Fern Drive will interact with social service case workers and probation officers pertaining to student issues.	Probation, Social Services, Local Law Enforcement and CWA	School Safety Action Log	School Administration	08/14/17	Ongoing
5. The staff of Fern Drive will obtain copies and will comply with all judicial orders.	Parents, Guardians, Attorneys, Local Law Enforcement and CWA	Review of Records	School Staff	08/14/17	Ongoing
6. Fern Drive shall report to the appropriate authorities information pertaining to specific community crime, gang activity, substance abuse, weapons violations, graffiti, arson, assaults/potential conflicts and any other potential serious violations.	Local Law Enforcement, Fire Department and CWA	School Safety Action Log	School Administration	08/14/17	Ongoing

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Success Indicator #6: Transportation will provide safe delivery and pick-up of students designated to ride.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. The District shall ensure that bus drivers picking up students from Fern Drive comply with all District, state, and national standards.	District Transportation Department	Bus Driver Procedures	District's Transportation Department	08/14/17	Ongoing
2. The District shall ensure that bus drivers picking up students from Fern Drive have communication equipment to notify police and District of emergencies.	District Transportation Department	Review Bus Equipment	District's Transportation Department	08/14/17	Ongoing
3. The District shall ensure that bus drivers picking up students from Fern Drive receive training in the areas of safety and emergency preparedness.	District Transportation Department	Training Sign-In Sheets (Attendance)	District's Transportation Department	08/14/17	Ongoing
4. The District shall ensure that Fern Drive's bus routes are established and distributed throughout the respective school's purview.	District Transportation Department	Establishment & Distribution of Routes	District's Transportation Department & School Administration	08/14/17	Ongoing
5. Fern Drive's administration will work closely with the District's Transportation Department to resolve discipline problems on school buses and at bus stops.	District Disciplinary Guidelines, District's Transportation Department	Number of Bus Citations Resolved	District's Transportation Department & School Administration	08/14/17	Ongoing

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**FULLERTON SCHOOL DISTRICT
SAFE SCHOOLS PLAN 2017-18
Name of School: Fern Drive**

COMPONENT #3

The School's Social Environment

Goal: District programs and approved community resources are made available to students and parents.

SUCCESS INDICATORS

1. Fern Drive School shall participate in the District's SARB/SART process, and work with families in truancy reduction.
2. Fern Drive School shall provide to families information on available District programs.
3. Fern Drive School shall provide information to "at-risk" families about available community based counseling and support programs.
4. Fern Drive School shall hold events/programs that involve students, parent, educators and community leaders.
5. Fern Drive School complies with the requirements of Title IV, Safe and Drug-Free Schools, of the Federal No Child Left Behind (NCLB) Act of 2001 and the California Tobacco Use Prevention Education (TUPE) Program.

08/24/17

Success Indicator #1: Fern Drive School shall participate in the District's SARB/SART process, and work with families in truancy reduction.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. The Fern Drive's office will work closely with students, parents, staff, and District administrators in communicating attendance records and identifying students with irregular attendance.	CWA, School's Attendance office	School Attendance Records	School's Administrator or Designee	08/14/17	Ongoing
2. The staff of Fern Drive will meet and confer with identified students and parents in order to reduce poor attendance.	CWA and School Staff	Attendance Records, Conference Log	School Office Staff and Teachers	08/14/17	Ongoing
3. After numerous attempts to improve attendance, Fern Drive shall confer with CWA and place students with issues of excessive tardiness, excessive absenteeism, and/or truancy on the School Attendance Review Board's (SARB) agenda.	CWA and School's Attendance Records	Number of referrals to SARB, SARB Agenda	School Administrator or Designee	08/14/17	Ongoing
4. The staff of Fern Drive will assist the SARB in addressing issues of identified truants and follow-up interaction with family members.	SARB, CWA and School's Office Staff	Number of SARB Cases Processed	School Administrator or Designee	08/14/17	Ongoing

08/24/17

Success Indicator #2: Fern Drive School shall provide to families information on available District programs.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. As part of the parent conferencing process, Fern Drive's staff shall inform parents of available District programs that would be appropriate for the student and family.	District Program Administrators and School Sites	To Be Determined	School's Staff	08/14/17	Ongoing
2. As a part of the "Student Intervention Team" process, the staff of Fern Drive shall discuss with parents the district programs available to students who may require modifications pursuant to Section 607 or who may require special education services or programs.	District Program Administrators, Special Education Department	S.I.T. Minutes Follow-up Plans	School's Staff	08/14/17	Ongoing
3. Fern Drive shall include information on District's programs in the school's newsletter and website, and will include contact phone numbers.	District Program Administrators, CWA and other School Sites	School Newsletters	School's Administration and Staff	08/14/17	Ongoing
4. The District shall include information on District programs in the District's Internet Website.	District Program Administrators	Website Information	District Program Administrator	08/14/17	Ongoing

08/24/17

Success Indicator #3: Fern Drive School shall provide information to "at-risk" families about available community based counseling and support programs.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive's staff will provide information to families concerning organizations, which address: health needs, childcare, food, and clothing.	Needlework Guild, Operation School Bell, St. Jude Hospital, Children's Home Society	Guild Records	Principal	08/14/17	Ongoing
2. CWA will provide information on youth resources to at risk students.	CWA, Community Agencies, Local Law Enforcement	Based on individual referrals	CWA	08/14/17	Ongoing
3. Families in need of support in controlling their students will be referred to parenting programs provided by law enforcement and community organizations.	CWA, Local Law Enforcement	Individual Referrals	CWA & School's Administration	08/14/17	Ongoing
4. The releasing of student information at Fern Drive shall be in compliance with the laws of confidentiality.	CWA, District Registrar and School Custodian of Records	To Be Determined	School's Staff	08/14/17	Ongoing

08/24/17

Success Indicator #4: Fern Drive School shall hold events/programs that involve students, parent, educators and community leaders.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. During the course of the school year, Fern Drive School shall plan, communicate, and hold events that involve students, parents, staff, and community leaders.	School Site Council; Community Agencies; FSD Program Administrator; School Staff	Meeting Notes Meeting Agendas Flyers	School Administration	08/14/17	Ongoing
2. Fern Drive School's administration, PTA, School Site Council, ELAC and community leaders will work together to establish and/or maintain an awards recognition program.	School Site Council; Community Agencies; FSD Program Administrator; School Staff	Recognition Programs	School Administration	08/14/17	Ongoing
3. Fern Drive School will establish and maintain a calendar of events that will be coordinated with other community schools to minimize conflicts or events for families.	School Staff; Other Schools' Staff	Calendar of Events	School Staff	08/14/17	Ongoing
4. A summary of Fern Drive School's events shall be presented to the School Site Council and shall be part of the planning process for the following year's events.	School Site Council; School Administration	SSC Minutes	School Staff	08/14/17	Ongoing

08/24/17

Success Indicator #5: Fern Drive School complies with the requirements of Title IV, Safe and Drug-Free Schools, of the Federal No Child Left Behind (NCLB) Act of 2001 and the California Tobacco Use Prevention Education (TUPE) Program.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive provides prevention instruction to meet or exceed mandated time allocations through delivery of research based curriculum and/or intentional asset building activities.	CWA, Health Committee	Teacher plan books	School staff, administration	08/14/17	Ongoing
2. Fern Drive will, with parent permission, provide appropriate referrals for interventions to address an array of needs-counseling, alcohol, drug/tobacco cessation, anger management – with Child Guidance, District Program Staff, Family Resource Center, Western Youth Services or other similar organizations as resources become available.	CWA	Referral forms	School Staff, Administration	08/14/17	Ongoing
3. Fern Drive will provide positive youth development opportunities designed to build resiliency and increase student assets. These will include academic intervention as needed, after school programs, student leadership programs, clubs, etc.	Site Staff, Community Agencies, CWA	Newsletters, flyer, daily bulletin announcements	School Staff, Administration	08/14/17	Ongoing

**FULLERTON SCHOOL DISTRICT
SAFE SCHOOLS PLAN 2017-18
Name of School: Fern Drive**

COMPONENT #4

The School's Culture

Goal: Fern Drive School is a place where students, parents, staff, and community members interact in an atmosphere of mutual respect which enhances the environment for learning.

SUCCESS INDICATORS

1. Fern Drive School's students, parents, and staff will work together to ensure that strategies are in place to build a sense of community within the school so that all can feel pride in their school and feel that they are important members of a team.
2. Fern Drive School will effectively communicate with students, parents, and community members.
3. At Fern Drive School learning and productivity is valued, success is expected of everyone, and class time is used efficiently.
4. Fern Drive School students shall have opportunities to collaborate with the school's staff in decision making process related to the improvement of their school environment.
5. At Fern Drive School students and staff have the skills necessary to resolve conflicts peacefully.
6. At Fern Drive School staff, students, and parents effectively address the challenge of racism, gang crime and violence on or around the school grounds.

08/24/17

Success Indicator #1: Fern Drive School's students, parents, and staff will work together to ensure that strategies are in place to build a sense of community within the school so that all can feel pride in their school and feel that they are important members of a team.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. At Fern Drive, the staff shall create an educational environment that affirms basic life skills, such as respect, trust, honesty, fairness, tolerance, and benevolence.	District Administration	Discipline records	School's Staff	08/14/17	Ongoing
2. The staff of Fern Drive shall promote an understanding of the unique qualities of each individual	District Administration, Special Programs and other school sites.	Back-to-School Night	School's Staff	08/14/17	Ongoing
3. The staff of Fern Drive shall plan, implement, and evaluate events which create opportunities aimed at uniting all students and staff and encouraging them to learn from each other.	District Administration, Special Programs and Other School Sites	Teacher telephone log	School's Staff	08/14/17	Ongoing
4. The staff of Fern Drive will communicate regularly with parents/guardians via newsletters, flyers, etc. and will make concerted effort to provide translations as needed.	Other School Sites, District Translators	Newsletters and Flyers	Staff and Administration	08/14/17	Ongoing

08/24/17

Success Indicator #2: Fern Drive School will effectively communicate with students, parents, and community members.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. Fern Drive will work with students, parents, staff members, and the staff of feeder schools to regularly update data bases and emergency cards with current accurate information.	School Sites, CWA, Warehouse	Database Review	School Staff	08/14/17	Ongoing
2. The staff of Fern Drive shall communicate the daily times that they are available to parents and students and will be accessible.	School Site and Other School Sites	Back-to-School Night	School Staff	08/14/17	Ongoing
3. The staff of Fern Drive shall promptly return phone calls, notes, etc.	School Site and Other School Sites	Teacher telephone log	School Staff	08/14/17	Ongoing
4. The staff of Fern Drive will communicate regularly with parents/guardians via newsletters, flyers, Connect Ed, e-mails, etc. and will make concerted effort to provide translations as needed.	Other School Sites, District Translators	Newsletters and Flyers	Staff and Administration	08/14/17	Ongoing

08/24/17

Success Indicator #3: At Fern Drive School learning and productivity is valued, success is expected of everyone, and class time is used efficiently.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. At Fern Drive students who do not meet standards are provided with educational interventions, which could include summer school, modified educational programs, and/or special help.	District Administration	Student Testing/Proficiency Data, Reporting Process, Data/Forms, School Records	School's Administration and staff	08/14/17	Ongoing
2. The staff of Fern Drive sets high classroom standards and expects students to be "on-task" during instructional time.	School's Administration	Student Testing/Proficiency Data, Reporting Process, Data/Forms, School Records	School's Administration and Staff	08/14/17	Ongoing
3. At Fern Drive, samples of student work are visible and placed in classroom locations for all to see.	School's Staff and Other School's Staff	Visible Work in place	School's Staff	08/14/17	Ongoing
4. At Fern Drive, students are recognized for outstanding performance, good citizenship, punctuality, and/or perfect attendance.	School's Staff and Other School's Staff	Number of Students Recognized	School's Administration and Staff	08/14/17	Ongoing
5. At Fern Drive, disrespect to others is a serious infraction with classroom and/or administrative consequences.	District Administration and School Staff	Number of Student Referrals	School's Administration Staff	08/14/17	Ongoing

08/24/17

Success Indicator #4: Students shall have opportunities to collaborate with the school's staff in decision making process related to the improvement of their school environment.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. At Fern Drive, the school's staff listens to the voice of the students and is sensitive to their needs.	District Administration and Other School Sites	Meeting Attendance Records, Notes of Discussions, Student Council Minutes	School's Staff	08/14/17	Ongoing
2. At Fern Drive there is student representation on planning committees for school activities and events.	District Administration and Other School Sites	Number of Students serving on committees	Administration Staff	08/14/17	Ongoing

08/24/17

Success Indicator #5: At Fern Drive School students and staff have the skills necessary to resolve conflicts peacefully.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. The staff at Fern Drive shall articulate with District program administrators, OCDE staff members, and other school staff to identify and review promising conflict resolution programs and strategies.	CDE, OCDE, District Program Administrators, Community Resources and Other School's Staff	Number of programs identified	School's Staff	08/14/17	Ongoing
2. At Fern Drive, the staff will be proactive in resolving conflicts by listening to students, intervening and contacting parents as appropriate.	District Program Administrators, CWA and other School's Staff	Safe Schools Action Log	School's Staff	08/14/17	Ongoing
3. When a conflict occurs involving students at different schools, Fern Drive's staff will contact the other school and parents and will coordinate the conflict resolution engaging the other school's staff.	District Program Administrators, CWA and Other School's Staff	Safe Schools Action Log	School's Staff	08/14/17	Ongoing

08/24/17

Success Indicator #6: At Fern Drive School staff, students, and parents effectively address the challenge of racism, gang crime and violence on or around the school grounds.

Action Step	Resources	Validation Criteria	Parties Responsible	Start Date	End Date
1. The Administration and staff of Fern Drive will hold parent/student conferences when student problems associated with racism, gang activity, and/or violence on or around the school grounds are identified	Human Relations Commission, Community Resources, District Administration and Other School's Staff	Safe Schools Action Log	School's Administration	08/14/17	Ongoing
2. At Fern Drive, the administration shall involve students, parents, staff members, and community resources in addressing and resolving problems associated with racism, gang activity, and/or violence on or around the school grounds.	Human Relations Commission, Community Resources, District Administration and Other School's Staff	Safe Schools Action Log	School's Administration	08/14/17	Ongoing
3. At Fern Drive, the administration will work closely with the local law enforcement to address issues of community gang activity brought on to the campus.	Human Relations Commission, Community Resources, District Administration and Other School's Staff	Safe Schools Action Log	School's Administration	08/14/17	Ongoing
4. At Fern Drive, the administration will work closely with the local law enforcement to identify articles of gang apparel and other gang indicators and ban those items from Fern Drive.	Local Law Enforcement, Probation Department CWA and Other School's staff	School Discipline Code, Discipline Records, Newsletters	School's Administration	08/14/17	Ongoing
5. Local Law enforcement will be contacted when an incident having overtones of a "Hate Crime" involves F.S.D students.	Local Law Enforcement, Probation Department CWA and Other School's staff	Safe School's Action Log	School's Administration	08/14/17	Ongoing
6. Office of Child Welfare and Attendance will be notified when an incident having overtones of a "Hate Crime" involves F.S.D students.	Local Law Enforcement, Probation Department CWA and Other School's staff	Safe Schools Action Log	School's Administration	08/14/17	Ongoing

Safe School Action Plan

Fern Drive

Submitted: 9/26/17
Date

Fullerton School District Safe School Action Plan Certification

Date: 9/19/17

School Name: Fern Drive

SUPPORT STATEMENT: This document was developed and approved using a collaborative process respectful of representation from all stakeholder groups.

REQUIRED SIGNATURES

Principal/Designee:
Classified Representative:
Certificated Representative:
Parents:

PRINT NAME	SIGNATURE
<u>Julie Brandon</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>[Signature]</u>
<u>Tracy Madias</u>	<u>[Signature]</u>

LAW ENFORCEMENT

FPD/Local Jurisdictional Agency: _____

OTHER SAFE SCHOOL TEAM MEMBERS

Position	
_____	<u>[Signature]</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

Fullerton School District
Safe School Action Plan Certification
2017-2018

Bullying Prevention Mission Statement: It is the right of everyone at Fern Drive School to be honored and respected for who they are no matter their differences. Therefore it is the responsibility of everyone in our community to ensure bullying and harassment is identified, confronted and resolved immediately.

Baseline Data and Resources: The Fern Drive School community has noticed increasing incidents of students engaging in bullying type behaviors and have sought out ways to address this issue. We are continually research various programs and gathering input from teachers, staff, and parents to help us determine next steps. Additionally, the school holds regular emergency drills with follow up discussion to ensure the highest level of readiness in the event of an actual emergency.

What program(s) are you currently using? Fern Drive currently uses PBIS strategies school-wide, as well as Anti-Bullying assemblies integrated within PBIS. The entire student body attends an Anti-Bullying assembly the first day of school. All teachers have been trained in the Anti-Bullying protocols, and all families have been made aware of the policy at Back to School Night, the Fern Drive website, as well as through our Fern Drive Handbook. An anti-bullying compact is signed by each student/family.

During October, the school has a month long focus on Bullying Awareness, and at each assembly, Student Council presents anti-bullying information. Students pledge to "Stomp Out Bullying" and are given proactive ways to do that.

The school behavior expectations are "Be Respectful, Be Responsible, Be Safe". At Fern Drive, we discuss these expectations with the students at the beginning of the year behavior assembly and once again in January when students return from the winter break. All students participate in an interactive rotation through different parts of our campus. Staff members demonstrate for the students what being respectful, responsible, and safe looks like in each area. These expectations are also revisited on an on-going basis by classroom teachers. An anti-bullying assembly is also held for students at the beginning of the year.

Who are the person(s) responsible to implement your program? All staff members on campus are responsible for implementing Fern Drive's bully prevention/behavior program. Additionally, parents are encouraged to reinforce these principles with their children. It is our belief that children benefit from hearing the same

clear and consistent message from the adults they have contact with at home and at school.

Who is responsible to oversee the program and evaluate if it is being

successful? The principal and the PBIS team oversee the program, evaluate its success, and plan next steps. Discipline records and anecdotal data are reviewed on a regular basis as part of this process. We are also incorporating this practice in our efforts to become certified as a High Reliability School for 2017-18.

What activities are you planning on implementing for the 2017-2018

school year? We will continue to utilize our PBIS schoolwide discipline system. Teachers will also teach lessons from the the anti-bullying program currently in use. Teachers and playground supervisors will reinforce behavior standards in the classroom and on the playground. School-wide rules are in place (“Be Respectful, Be Responsible, Be Safe”). Extra recess incentives are in place for students making positive behavior choices, and a progressive discipline system is utilized when students do not follow school or class rules. School-wide monthly assemblies recognize positive behavior. And weekly spirit assemblies continuously reinforce anti-bullying and positive behavior expectations as well. Additionally, at the beginning of the school year, all students attend an anti-bullying assembly.

New to the 2017-18 school year are our weekly “Shout Outs” that celebrate student/teacher success with each monthly character traits. Staff/students scan a QR code and are able to leave “real life” events where someone was embodying Fern’s monthly character trait. These events are shared with the entire school each Friday afternoon during student council announcements.

What strategies will you be implementing with staff, students and

parents to build a safe bully-free environment? Strategies will include building on current implementations and sharing information about positive behavior through leadership team meetings, staff meetings, parent meetings, and student assemblies. The Leadership Team and the PBIS Team will continue to oversee the development of our schoolwide plan.

What tools will you use to measure if you have achieved your goal of a

bully-free environment? Measurement tools will include the examination of monthly behavior referrals (Office Discipline Referrals) and data, as well as the observation of behaviors on the campus. Dialogue with the Leadership Team and whole staff about grade level behavior and a bully-free environment will also be used. Additionally, student surveys have been developed and are periodically implemented.

Who are the partners that will help you achieve your goal of a bully-

free environment? A bully-free environment can only be achieved if the entire Fern Drive community works together to promote positive choices and responsible, safe

choices behavior. This includes staff members, parents, students, and community members.

What other materials or resources will you be using to support your anti-bullying program? Fern Drive maintains a strong relationship with the Fullerton School District office of Child Welfare and Attendance which is used as a resource for our behavior and anti-bullying program. Other community resources are utilized as necessary.

How will you communicate to parents and community what your program is doing to ensure the safety of all students? Fern Drive will continue to build schoolwide and community-wide awareness of the importance of a bully free environment. Information will be communicated to parents and community members through flyers, Connect Ed phone system, and the school website. Anti-bullying policies will also be shared with parent groups such as School Site Council and PTA during regularly scheduled meetings.