## Goal Four: Albuquerque Public Schools will provide a safe and supportive climate for learning and working that maximizes student achievement

**Action Plan 1 – Continued site safety plan for staff, students and the community**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 1.1 Meet with all administration offices and all schools<br><br>Review site safety plan and procedures<br><br>Create and implement checklist for principals | Chief Tellez | School Police<br>Chief Tellez | Meet during summer for 260-day employees, annually<br><br>Meet with principals at their level meetings, annually | -Site safety plan filed with school police;  100 percent complete;  will update annually<br>-Completed checklist for principals/Received updated CD which includes protocol |
| 1.2 Follow up with administration offices (260-day staff) regarding site safety plan | Chief Tellez | School Police | Summer, annually | -Meet with all employees (once a year) -Ongoing |
| 1.3  Develop a site safety plan for ALL APS facilities including M&O, Aztec, Lincoln Complex, Food Services, KNME, Montgomery Complex | Chief Tellez | School Police | Three-Year Plan (School Year 2014-2015) | -2015 All APS facilities will have a site safety plan and will be updated every year |
| 1.4  Updates regarding site safety plan | Chief Tellez | School Police | October 15, annually | -Keep in touch with staff through email, letter and/or meetings<br>-Update schools through principals at their level meetings<br>-100 percent compliance |
| 1.5  Work with principals at level meetings to ensure site safety plan is implemented | Chief Tellez | Chief Tellez<br>Student, Family and Community Supports | Level meetings | -Presentation to all principals at level meetings<br>-Provide checklist<br>-Plan for principal support<br>-Completed and will be ongoing |
| 1.6  Provide resources available to | Student, Family | School Police | Ongoing | -Updates at principal level |

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| schools and updates; (District updates are formatted to a CD) | and Community Supports: Kristine Meurer | Student, Family and Community Supports | | -Completed and will be ongoing |
| 1.7  Schools provide their site safety plan on a CD; provide completed CD to: School Police and Student, Family and Community Supports | Chief Tellez | Schools need to provide the site safety plan on a CD to proper departments listed on action steps | Beginning of each new school year | -Updated CD is on file with: School Police, appropriate associate superintendent, and Student, Family and Community Supports Department |
| 1.8   Superintendent's  leadership team member will be notified regarding who is not in compliance | Chief Tellez | Superintendent's leadership team and principals | Beginning of each new school year | -CDs are on file |
| 1.9  Present report to leadership | Chief Tellez | Brad Winter and Chief Tellez | Semi-annual report | -100 percent compliance by October annually - Present at leadership meeting |
| 1.10 Continue to update, revise and drill "Command Incident Response Team" | Chief Tellez | Brad Winter and Chief Tellez | Ongoing | -100 percent compliance by October annually -Completed and update as needed; present to leadership team |

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**Action Plan 2.0 – Continue to develop a district-managed plan against bullying that will foster a safe, respectful and fear-free environment**

*Definition:* Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. Bullying results in the victim feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability. Bullying often takes place in a social context.

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 2.1 [G3: AP 5.0, 6.0, 7.0]<br>Schedule two community meetings to receive input regarding "Bullying Prevention in Schools and Community"<br><br>Invite parents and students who have spoken at board meetings as well as the community at large | Brad Winter<br>Chief Steve Tellez<br>Darlene Saavedra<br>Student, Family and Community Supports<br>Communications | ✓ Coordinate with Board Services Office for public forum speakers<br>✓ Communications Department to promote the meetings<br>✓ Schools to distribute information about the meetings | August 7 and 8, 2012 | -Compile data received from the community meetings to review<br>-Leadership to review with presentation of results at a board meeting |
| 2.2 Gather student Input on bullying prevention and intervention: SuperSAC, Safe School Ambassadors | Brad Winter<br><br>Kristine Meurer | SuperSAC students to provide input<br><br>Student, Family and Community Supports will gather information | May 16, 2012<br><br>May 27, 2012 | -Gather data by May 16<br>Gather information by May 27, 2012 - Completed and data given to bullying coordinator |
| 2.3 Present recommendation of "District-Wide Bullying Programs" to leadership. | Brad Winter, to coordinate with superintendent, leadership team | Compliance support from superintendent and leadership team | July 1, 2012 | -Recommendation presented to leadership at meeting of July 27, 2012 - Completed |
| 2.4 Develop an implementation plan and timeline for the district-wide bullying prevention plan | Brad Winter<br>Kristine Meurer | Staffing | School Year 2013 | -School Year 2013<br>-Bullying coordinator will review bullying prevention plan and make recommendation to the |

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|---|---|---|---|---|
| | | | | administration<br>-Administration will take recommendation to the board |
| 2.5   Develop a data collection plan for producing a yearly report to present to the Board of Education | Chief Tellez | Student, Family and Community Supports to coordinate with RDA/SIS (Student Information Systems) | School Year 2013 | -Yearly reporting to Board of Education - Present at June 5, 2013 board meeting |
| 2.6  [G2: AP 1.0: AS 1.1, 1.3, 1.5; G2: AP 6.0]<br>Provide professional development around bullying prevention, cyber bullying, policy, and program to educate staff, school police and students | Chief Steve Tellez; Kristine Meurer | Meeting with Student, Family and Community Supports to develop a plan of action; secure resources for professional development; coordinate with Human Resources to communicate to staff | Ongoing | -Documented participation: announcements, annual reports, blackboard training/train the trainer expansion |
| 2.7  Communicate with principals twice a year regarding any updates or changes made to the bullying prevention plan and programs | Chief Tellez<br><br>Kristine Meurer | Provide communication information to School Police,  Student, Family and Community Supports, school staff, principals, all associate superintendents; via web site;<br>Updates/changes processed and available | Twice a year | -School-level meetings<br>-Site visits |
| 2.8  [G2: AP9.0]All school and district personnel (including substitutes), will be required to receive Blackboard training regarding bullying prevention | Chief Tellez | School Police staffing<br>Superintendent's leadership team for compliance support with schools<br>Student, Family and Community Supports staffing, information resources, grant support<br>Communications Department for outreach and awareness<br>Principals for all compliance, outreach and awareness<br>Human Resources Department training with Blackboard | Yearly | -Once a year HR verification of training |

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| 2.9 G2: AP 1.0: AS 1.1, 1.3, 1.5] Implement procedures to be used at school level in communicating with media | Brad Winter | Communications Department to develop bullying related collateral material; associated costs with this<br><br>Distribution of collateral material; associated costs with this<br><br>Student, Family and Community Supports to provide web site information and resources, grant funding | September 1, 2012 | -September 1, 2012 |

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**Action Plan 3.0 – Continue to work on APS having its own police department; ensure that staff, students and the community have the consistent, immediate attention and follow policies set forth by the APS Board of Education**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 3.1 Advocate a legislator to sponsor the bill legislating that APS can have its own police department | Chief Steve Tellez and APS Government Affairs | APS government affairs liaison/team to provide clear and concise information to legislators; APS school police to support government affairs team | Ongoing | -Passage of legislation Legislative Session 2013 - Tabled during legislative session |
| 3.2 Get support for the bill for APS to have a stand-alone police department | Chief Steve Tellez | Legislators, community and APS Government Affairs liaison | Ongoing | -Ongoing through Legislative Session of 2013 - Tabled but will try again at 2014 legislative session |
| 3.3 [G2: AP1.0: AS 1.1, 1.3, 1.5] Create a database of trainings for APS police and security personnel | Chief Tellez | Create the database in coordination with Information Technology and Human Resources<br><br>HR support to record professional development | Ongoing | -Review monthly - Ongoing |
| 3.4 [G2: AP9.0] Track trainings (both required trainings by the state, and non-required trainings)<br><br>Trainings to include but not limited to: De-escalation training, mediation training, SRO-specific (School Resource Officer) training | Chief Tellez | Training resources provided by Student, Family and Community Supports Grant (Safe Schools Healthy Students Grant Though June 2013) | Ongoing | -Review monthly -Ongoing |
| 3.5 40 hours of state-mandated trainings per year | Chief Tellez | Certified instructors from school police (using Department of Public Safety (DPS) curriculums) | Ongoing | -Review monthly -Mandated trainings and other training participation on file at APS School Police |

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| 3.6  Other trainings: Firearm training, active shooter training, simulation firearm training, lockdown training. | Chief Tellez | School police (four per year; state only requires two) | Ongoing | -Review monthly - Ongoing |
| 3.7  Provide APD coverage in middle schools | Chief Tellez | APD with continued and growing partnership as articulated through staffing and support memorandum of understanding | Start of school year | -Run report monthly - Ongoing |
| 3.8  [G2: AP 1.0] Provide APSPD coverage in high schools | Chief Tellez | APS Police Department | | -Run report monthly - Ongoing |
| 3.9  [G2: AP 1.0] Provide Campus Service Aide (CSA) coverage in high schools | Chief Tellez | Hire additional CSAs so equity exists among all high schools: 6 per school (West Side) 5 per school (East Side) | If resources available, School Year 2012-2013 | -Run report/reinstate CSA positions for school coverage (16 sites) |
| 3.10 Report trainings in an annual report to the Board of Education | Brad Winter Chief Tellez | Report creation – Graphics Department Printing report, availability of report on APS web site – web team | End-of-Year Report | -Present at the end-of-year at board meeting - Present at June 5, 2013, board meeting |

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**Action Plan 4.0 – Required fire drills for all schools and APS facilities**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 4.1  Create a database of all schools and APS facilities (administrative offices) | Chief Tellez | Database Coordination with Information Technology (IT), Research Deployment and Accountability (RDA) and APS School Police | May 2012 | -Run report for compliance, monthly |
| 4.2  Principals notify school police of scheduled fire drill/send completion report to Risk Management<br><br>Non-school facilities follow same procedures | Chief Tellez | Align work with Dispatch and Risk Management's existing collection of data from schools | Ongoing/Monthly | -Run compliance report , monthly |
| 4.3  Collect monthly reports electronically and enter into database | Chief Tellez | Coordinate with Dispatch and Risk Management | Monthly review of data | -Run report monthly for review and compliance |
| 4.4  View monthly to make sure schools  and non-school facilities are in compliance | Chief Tellez | APS School Police staffing Risk Management data collection | Monthly and ongoing | -Run report monthly for review and compliance -Chief Tellez and Brad Winter meeting quarterly to review list |
| 4.5  Provide monthly compliance findings to appropriate associate superintendent and School Police | Chief Tellez | Associate superintendents for compliance support with schools | Receive monthly report | -Run report monthly for review and compliance -Brad Winter meets with associates to review list on May 16, 2013 |
| 4.6  Associate superintendents to notify schools of non-compliance and scheduled fire drills.<br><br>Chief Tellez to ensure all non-school facilities are in compliance | Chief Tellez Associate superintendents | Associate superintendents for compliance support with schools | End of each Month | -Make sure all schools are in compliance -Associates given non-compliant list and will review with proper personnel regarding the importance of being compliant |
| 4.7  Check for compliance from all | Chief Tellez | Coordinate with CIO, Dispatch | Ongoing | -100 percent compliance by all |

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| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| schools and non-school facilities | | Risk Management and associate superintendents for necessary support  to generate data and compliance support | | schools monthly and non-school facilities |
| 4.8  Provide Quarterly Report at Leadership Meetings | Brad Winter Chief Tellez | Leadership team to support compliance by schools | Quarterly reporting | -Present report at leadership meetings quarterly |
| 4.9  Generate end-of-the-year report for board review | Chief Tellez | Information Technology  staffing to run the report | Present yearly report at board meeting at the end of May, annually | -Provide end-of-the-year report at a board meeting |

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**Action Plan 5.0 – Required lockdown drills involving schools and non-school facilities**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 5.1  Create a database | Chief Tellez | Database coordination with Information Technology (IT), Research Deployment and Accountability (RDA) and APS School Police | Start at beginning of each school year and remains ongoing | -Check data for reporting |
| 5.2  Collect and compile data | Chief Tellez | School Police staffing | Ongoing | -Check data for reporting |
| 5.3  Report findings to associate superintendents | Chief Tellez | School Police staffing and associate superintendents for compliance support | Ongoing | -Meet with associate superintendents and determine compliance by schools and non-school facilities -Meeting with associates on May 16, 2013 |
| 5.4  Associate superintendents notify principals for compliance | Chief Tellez | Associate superintendents to help support compliance by schools | Ongoing | -Semester reporting |
| 5.5  Present report to leadership | Brad Winter Chief Tellez | Leadership team to help support compliance by schools | Semi-annual reports | -Present report at leadership meetings semi-annually |
| 5.6  Provide annual report to board | Brad Winter Chief Tellez | School Police staffing | End of school year (May 2012) | -Present annual report at board meeting - Board meeting of June 5 |

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**Action Plan 6.0 – Conduct and manage threat assessments regarding students**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 6.1  Create a database | Chief Tellez | Database coordination with Information Technology (IT), Research Deployment and Accountability (RDA) and APS School Police | Beginning of school year, annually | -Ongoing reporting |
| 6.2  Collect and compile data (Data will include age, sex, school, date, race, ethnicity and threat level) | Chief Tellez | Database coordination with Information Technology (IT), Research Deployment and Accountability (RDA) and APS School Police | Ongoing | -Monthly review of data |
| 6.3  Take report to leadership meeting | Chief Tellez CIO | Database coordination with staffing to generate reporting | Semi-annual reporting | -Semi-annual reports |
| 6.4  Take report to board meeting each May | Brad Winter Chief Tellez CIO | Database coordination with staffing to generate reporting | End-of-Year annual report | -Presentation of semi-annual report at board meeting |

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**Action Plan 7.0 – Continue developing a managed plan in addressing drug and alcohol abuse in the district**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 7.1  Developing a three-year plan at this time | Chief Steve Tellez | Meeting with  Student, Family and Community Supports | Ongoing | - Student, Family and Community Supports Division, Counseling Department is looking at how they can make Cross Roads consistent throughout the district and provide to all high schools |
| 7.2  Coordinate with  Student, Family and Community Supports and Communications Department | Chief Steve Tellez  Kristine Meurer  Monica Armenta | Student, Family and Community Supports to come up with a plan of action; secure resources; implement ways to educate staff, school police and the community | Planning Stages | -Plan of action developed; resources secured |
| 7.3  Identify data on cause and effect | Chief Tellez | Student, Family and Community Supports staffing APSPD staffing | Ongoing | |
| Provide substance abuse education, counseling, referral and awareness raising services in all high schools | Counselors | Student, Family and Community Supports counselors | Ongoing | -Ongoing, annually |
| Provide Parent Involvement Program (PIP) classes to students and parents in all high schools including one alternative high school | Student Family and Community Supports | Student, Family and Community Supports staffing | Ongoing | -Ongoing, annually |

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**Action Plan 8.0 – Create and post family friendly signage in multiple languages that directs parents and others to a central location for information**

| Action Steps | Lead | Required Resources | Date of Completion | Evidence of Completion |
|---|---|---|---|---|
| 8.1 [G 2: AP 1.0; G3: AP10.0] Developing a Three-Year plan at this time | Brad Winter Chief Steve Tellez | Coordination with schools and other sites to determine specific needs; interviewing school and other sites, logging information, developing implementation schedule<br><br>Translation Services, additional staff time<br><br>M&O Sign Shop; additional costs to create signage, staff time | Ongoing | -2015: All district facilities shall have properly displayed signage that directs parents and others to different locations |
| 8.2  Conduct a walk-through of all APS facilities and include site person in charge | Brad Winter | Brad Winter for compliance integration in M&O processes<br><br>Chief Tellez for oversight on processes<br><br>Site manager-need to identify site manager and update information periodically | Ongoing | -August 2013 -Provide a prioritized list of signage needed at which facilities to M&O Sign Shop, and site person in charge, indicating deadlines for installations |
| 8.3  Submit work orders to begin signage and notify site manager | Brad Winter | Brad Winter to enforce compliance M&O Sign Shop to make the signage Site Manager to ensure that signage is installed at scheduled time and in the correct location(s) | Ongoing | -Signage installed according to plan |
| 8.4  Survey site managers to make sure all work orders and needs were completed. | Brad Winter | Brad Winter oversight for process | | -All signage to be completed by School Year 2015 -Check list to be included in the annual check process by M&O for all sites |

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