

# **Evergreen Elementary School**

## **Comprehensive School Safety Plan**

**Effective Dates 2019-2020**

**Evergreen Elementary School  
School/Site**

**Jennifer Hansen  
Principal/Administrator**

<b>Plan Developed By</b>	<b>Title</b>
Jennifer Hansen	Principal
Rochelle Gregori	Classified Staff Member
Carley Harp	Teacher
Gabriella George	Teacher
Erin Scull	Teacher
Dave Johnson	Parent
Jason Carter	Parent
Jessica Harrington	Parent
William Zeier	Parent
Trish Collins	Parent

**Cotati-Rohnert Park Unified School District**

**Comprehensive School Safety Plan**

**Evergreen Elementary School  
School/Site**

Committee Members .....3  
School Vision Statement.....4  
Data Analysis.....5  
Goals, Strategies and Activities .....7  
Component I .....7  
Component II .....12  
Communication of the Plan .....13  
Evaluation of Plan.....14

**Philosophy, Goals, Objectives and Comprehensive Plans: BP0450 / AR0450**

**Safety: BP5142 / AR5142**

<http://www.gamutonline.net/district/cotatirohrnertpark/DisplayPolicy/756926/5>

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**Comprehensive School Safety Plan  
2019-2020  
Committee Members**

**Evergreen Elementary School  
School/Site**

<b>School Site Council or Delegated School Safety Planning Committee Members</b>		Principal or designee	Classified Employee	Teacher Rep. of Cert. Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)		(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1.	Jennifer Hansen	X								
2.	Rochelle Gregori		X							
3.	Carley Harp			X						
4.	Gabriella George			X						
5.	Erin Scull			X						
6.	Jessica Harrington				X					
7.	Dave Johnson				X					
8.	Jason Carter				X					
9.	William Zeier				X					
10.	Trish Collins				X					
11.										
12.										
13.										
14.										
15.										

## **School Vision Statement**

School Description: Evergreen is a welcoming, neighborhood Kindergarten-Fifth grade school where students, families, and staff members feel like family. Evergreen teachers are highly respected as outstanding educators who believe in the unique talents and abilities of all of our students. Our focus is learning and preparing our students for the 21st Century, both academically and emotionally. Restorative Practices are an integral aspect of our school wide behavior systems and supports for students. We are utilizing the Zones of Regulation and Toolbox social-emotional curriculum to meet the needs of our students. Additionally, we are in our second year of Positive Behavioral Interventions and Supports (PBIS) and our first year of Safe School Ambassadors. Evergreen currently houses four Special Education Special Day Classes for CRPUSD, which contribute to our inclusive school environment for students of all abilities. Staff members work in partnership with families to successfully meet the needs of all our students. Our teachers frequently review data to make informed decisions to differentiate our curriculum for each student's individual success. Evergreen's active PTA is a key aspect of our school's success. Our PTA works tirelessly to raise funds through our annual Evergreen Walk-a-Thon. These funds are used to provide enrichment opportunities to our students, purchase additional technology for our classrooms, as well as our monthly community-building Family Fun Nights. Every morning, our students and staff commit to our three Evergreen Expectations... Make Good Decisions, Show Respect, and Solve Problems. Students feel safe at Evergreen and are proud to be Bobcats!

Vision: Evergreen Elementary ~ Where every student, family member, and staff member is known, safe, inspired, challenged, and empowered to achieve their personal best.

Mission: At Evergreen, we strive to ensure the continuous growth of academic achievement for all students, to ensure a safe, secure and disciplined teaching and learning environment, and to ensure that parents, businesses, and community members are actively engaged in the educational process. To ensure that Evergreen students develop and maintain their enthusiasm for learning and curiosity for life, we nurture opportunities for students to actively incorporate what they are studying into their own experiences, concepts and understandings of how the world works.

**Comprehensive School Safety Plan  
2019-2020  
Data Analysis**

**Evergreen Elementary School  
School/Site**

**Conclusions from Data:**

We regularly look at our student information systems/SARC data and make decisions based upon trends and needs. Our rate of suspensions has remained consistent from 2017-2018 to 2018-2019 (18 and 19 suspensions). Our chronically absent rate decreased 14.86% and our truancy rate increased 5.24% from the 2017-2018 to 2018-2019 school years.

**Conclusions from Parent, Teacher and Student Input:**

We have better systems for tracking and intervening when truancy begins. There is strong follow-up by the school staff when truancy problems arise. Our Assistant Principal is focusing on attendance and being proactive with commending families that are making attendance improvements. The Safe Routes to School program supports students with traveling to and from school safely.

**Other**

**Comprehensive School Safety Plan  
2019-2020  
Data Analysis (Continued)**

Evergreen Elementary School  
**School/Site**

**List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.**  
Attendance Records, Demographic reports, Safe Routes to School data, California Dashboard, Local Control and Accountability Plan, California Healthy Kids Survey, Parent surveys, Principal's discipline log, discussions with Site Council, PTA and ELAC groups.

**Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).**  
1. Active and involved parent community 2. Clear school wide discipline plan that focuses on Restorative Practices and Positive Behavior Intervention and Support (PBIS) 3. Teachers and staff who are trained in classroom management skills and procedures 4. Adoption of school wide programs of Evergreen Expectations, Life Skills, Zones of Regulation, and Toolbox to teach character development and social skills 5. Minimal vandalism and violent behavior 6. District support of site goals

**Areas we wish to Change:**

- I. Increase Student Achievement
- II. Increase Opportunities for Restorative Approaches to Student Behavior
- III. Decrease Unexcused Absences
- IV. Decrease Office Referrals for Undesirable Behavior
- V. Decrease in Vandalism

**Comprehensive School Safety Plan  
2019-2020  
Goals, Strategies and Activities**

**For**

**Ensuring A Safe And Orderly Environment –  
Component I  
People and Programs - Supports and Engagement  
Violence, Victimization & Substance Use**

Evergreen Elementary School  
**School/Site**

<b>Component I:</b> The Social Climate
<b>Goal #1</b> Our school is a place where students and staff demonstrate a restorative culture, respect for each other, value attendance, and participate in school activities.
<b>Measurable Objective:</b> <b>By June 2020, (% or #) will</b> 1.0 Office referrals for aggressive and/or disrespectful behavior will decrease by 2%. 2.0 Truancy rate will improve by 10%.
<b>Action Steps</b>

<p><b>1.0</b></p>	<p>Provide a safe school environment</p> <ol style="list-style-type: none"> <li>1. Ongoing training of noon supervisors</li> <li>2. Frequent/clear communication and consistent enforcement of school rules</li> <li>3. Structured playground activities</li> <li>4. Adequate and effective supervision at all times</li> <li>5. Publish school rules, policies, procedures and expectations for behavior in parent handbook</li> <li>6. Post PBIS Behavioral Matrices around the school and in classrooms</li> <li>7. Use Life Skills to identify desirable behaviors</li> </ol> <p><b>a.</b></p> <ol style="list-style-type: none"> <li>8. Evergreen Expectations are posted, modeled and used throughout the school</li> <li>9. Large Solution Wheels are posted around school and on staff lanyards</li> <li>10. Recognize students publicly and frequently for positive behavior via Evergreen Expectations Tickets</li> <li>11. Identify school leaders and promote school pride at school wide assemblies</li> <li>12. Principal/Assistant Principal are visible before school/during recess and lunch/and after school</li> <li>13. Classroom Circles are utilized in classrooms to promote a Restorative Culture</li> <li>14. Students from each classroom participate in Student Leadership</li> <li>15. Review behavioral expectations at Lifeskill assemblies through the use of the PBIS Expectation Videos</li> </ol> <p>Reduce Bullying - The site strives to provide a safe school environment for all students any unlawful discrimination, harassment, intimidation, and bullying of any student is prohibited (BP 5131.2 BP 1312.3, AR 1312.3)</p> <ol style="list-style-type: none"> <li>1. Train staff on awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying</li> <li>2. Implemented an Anti-Bullying/Restorative Practices program for staff, students and parents</li> </ol> <p><b>b.</b></p> <ol style="list-style-type: none"> <li>3. Teachers provide Life Skills embedded into the curriculum</li> <li>4. Anti-Bullying assemblies</li> <li>5. Zones of Regulation and Toolbox programs taught and posters are displayed throughout the school</li> <li>6. All staff are trained in Restorative Practices and view discipline through a restorative lens</li> <li>7. All staff and students will understand the district's non-discrimination policy and know how to report complaints and issues of bullying, harassment and other offenses (BP 0410, BP 5145.3, www.crpUSD.org)</li> </ol>
<p><b>2.0</b></p>	<p>Follow up on attendance problems using the district and school policies and procedures</p> <ol style="list-style-type: none"> <li>1. Parent contact for each absence</li> <li>2. Principal/Assistant Principal hold SART meetings with parents to brainstorm strategies to increase their child's attendance</li> <li>3. Use SARB process to monitor students with extreme attendance problems</li> <li>4. Student Success Teams to address attendance issues</li> <li>5. Attendance reported on report cards</li> <li>6. Educate parents on the importance of school attendance through PTA meetings, newsletters, etc.</li> </ol> <p><b>a.</b></p> <ol style="list-style-type: none"> <li>7. Publish facts about the effect of absence on learning and its fiscal impact in Evergreen Express Newsletter</li> <li>8. Help parents find community resources that will provide parenting support</li> <li>9. Encourage parents to schedule doctor and dentist appointments outside of school hours</li> <li>10. Communicate the importance of attending school using a variety of tools: Evergreen Express Newsletter, Back-to-School Night, School Site Council, ELAC, PTA, Website, and parent conferences</li> <li>11. Keep staff informed about absence rates of their students</li> <li>12. Continue with partnership with Safe Routes to Schools/Walk and Roll to School Days</li> </ol>
<p><b>3.0</b></p>	<p><b>a.</b> Teachers will be informed of each pupil who has engaged in any of the acts described in Ed Code 48900, except subdivision (h) or in sections 48900.2 sexual harassment, 48900.3 hate violence, 48900.4 harassment, threats, or intimidation, or 48900.7 terroristic threats against school officials, school property or both (BP 4112.9, BP 4212.9, EC 49079)</p>
<p><b>4.0</b></p>	<p><b>a.</b> All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)</p>
<p><b>5.0</b></p>	<p><b>a.</b> The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)</p>
<p><b>6.0</b></p>	<p><b>a.</b> The site maintains that appropriate attire and grooming is necessary for a productive learning environment. Students are prohibited from wearing gang related apparel (BP 5132)</p>



**Comprehensive School Safety Plan  
2019-2020  
Component I**

**People And Programs - Supports and Engagement  
Violence, Victimization & Substance Use, Continued**

Evergreen Elementary School  
**School/Site**

<b>Who will take the lead</b>	Principal, Staff, Parents and Students
<b>Completion Date and Budget</b>	Ongoing
<b>Resources Needed</b>	District and site funds, Professional development
<b>How we will Monitor and evaluate</b>	Observation of reduction in incidences of undesired behavior and absences

**Comprehensive School Safety Plan  
2019-2020**

**Ensuring A Safe And Orderly Environment  
Component II – Place**

Evergreen Elementary School  
**School/Site**

<b>Component 2: Physical Environment</b>	
<b>Goal #1</b> Our school has a physical environment that promotes pride in accomplishment, respect for school property, school safety and student well-being.	
<b>Measurable Objective:</b> <b>By June 2020, (% or #) will</b> The campus will be a clean, physically safe and comfortable place with a minimum number of accidents and unsafe incidences.	
<b>Action Steps</b>	
<b>1.0</b>	<ul style="list-style-type: none"> <li>a. Provide adequate fencing and restrict access from people trespassing on campus Enforce safe traffic flow in the school parking lot               <ul style="list-style-type: none"> <li>1. Provide supervision</li> </ul> </li> <li>b.               <ul style="list-style-type: none"> <li>2. Communicate to parents the importance of following parking lot procedures</li> <li>3. Work with the consultants from the Safe Routes to School program to identify safe walking routes for children</li> </ul> </li> </ul>
<b>2.0</b>	<ul style="list-style-type: none"> <li>a.               <ul style="list-style-type: none"> <li>Classrooms will be free of clutter</li> <li>1. Backpacks and other items that may cause tripping should be placed in a safe area</li> <li>2. Rooms are organized to welcome an easy traffic flow</li> <li>3. Desks and chairs will be at an appropriate height for each student</li> </ul> </li> <li>b. Monitor entry and exit points before and after school to ensure student safety--staff and parent supervision daily</li> </ul>
<b>3.0</b>	<ul style="list-style-type: none"> <li>a.               <ul style="list-style-type: none"> <li>Repairs will be made immediately if the condition creates an unsafe environment</li> <li>1. carpeting</li> <li>2. loose trim</li> <li>3. wet floors</li> <li>4. mold</li> <li>5. sharp or unsecured heavy objects</li> </ul> </li> <li>b. Provide substitute teacher, visitor badges and engage everyone in the monitoring of unknown people on campus</li> </ul>
<b>4.0</b>	<ul style="list-style-type: none"> <li>a.               <ul style="list-style-type: none"> <li>Litter will be kept to a minimum</li> <li>1. Students will be responsible for cleaning up after themselves and each other</li> <li>2. Each week a class will take turns doing a litter walk on the campus</li> <li>3. 5th grade students participate in school recycling program</li> </ul> </li> <li>b. Remove graffiti and repair vandalism immediately</li> </ul>

5.0	<p>Bathrooms will be kept in clean and in good working order</p> <p>a. 1. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms 2. Posters will be hung to remind students of good hygiene and respect for school property</p> <p>b. Drinking fountains will be in good working condition and clean and free of debris</p>
6.0	<p>a. Provide and maintain adequate outdoor lighting</p> <p>b. Walkie Talkies provided to all school staff members for daily and emergency communication</p>
7.0	<p>Routine and Emergency Disaster Procedures</p> <p>1. The staff reviews and practices the emergency procedure plan. An earthquake emergency procedure system is in place in accordance with Education Code 32282</p> <p>2. Student lanyards are used to support student accounting and check out in emergencies</p> <p>3. A plan is in place to allow the American Red Cross to use the site for shelter in a disaster. This plan is coordinated through the district office</p> <p>a. 4. Monthly fire and safety drills are practiced 5. Active shooter trainings and drills are practiced with staff 6. Fire extinguishers are checked annually 7. All classrooms are supplied with an emergency backpack in case of an emergency</p>
8.0	<p>a. The site maintains a safe and orderly environment conducive to learning at the school and follows district rules and procedures on school discipline (BP 5144, AR 5144)</p>

**Comprehensive School Safety Plan  
2019-2020**

**Component II  
Place, Continued**

Evergreen Elementary School  
**School/Site**

<b>Who will take the lead</b>	Principal, District Maintenance department, Community, Custodians, Staff, Parents and Students
<b>Completion Date and Budget</b>	Ongoing
<b>Resources Needed</b>	District and site funds; volunteers
<b>How we will Monitor and evaluate</b>	Observation of school site; Completion of work orders; Vandalism reports; Improved appearance of school site

**Comprehensive School Safety Plan  
2019-2020**

**Communication of the Plan**

Evergreen Elementary School  
**School/Site**

<b>Review of Progress for Last Year</b>	Name:	Jennifer Hansen	Date:	9/30/2019
<b>Site Council Approval</b>	Name:	Jennifer Hansen	Date:	9/30/2019
<b>District Approval</b>	Name:	Mike Watenpaugh, Interim Superintendent	Date:	2/28/2020

**Comprehensive School Safety Plan  
2019-2020**

**Evaluation of Plan**

Evergreen Elementary School  
**School/Site**

**How was the previous plan monitored?**

The School Site Council monitored progress on the goals by observing attendance and discipline data at the school and district level.

**What progress was made on Component 1 (People and Programs)?**

Progress was partially made on Component 1. Our rate of suspensions has remained consistent from 2017-2018 to 2018-2019 (18 and 19 suspensions). Our chronically absent rate decreased 14.86% and our truancy rate increased 5.24% from the 2017-2018 to 2018-2019 school years.

**What progress was made on Component 2? (Place / Physical Environment)**

Evergreen continues to have a campus that is well maintained and beautiful. There were very few accidents or incidences of injury.