

University Elementary School at La Fiesta

Comprehensive School Safety Plan

Effective Dates 2019-2020

**University Elementary School at La Fiesta
School/Site**

**Charlotte Straub
Principal/Administrator**

Plan Developed By	Title
Charlotte Straub	Principal
Tammy Barksdale	Teacher
Michelle McAllister	Teacher
Christina Blount	Parent
Kate Drewieski	Parent
Abby Rutherford	Classified

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

**University Elementary School at La Fiesta
School/Site**

Committee Members3
School Vision Statement.....4
Data Analysis.....5
Goals, Strategies and Activities7
Component I7
Component II13
Communication of the Plan14
Evaluation of Plan.....15

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

Safety: BP5142 / AR5142

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

<http://www.gamutonline.net/district/cotatirohrntpark/displayPolicy/756927/5>

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

**University Elementary School at La Fiesta
School/Site**

School Site Council or Delegated School Safety Planning Committee Members		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.	Charlotte Straub	X								
2.	Tammy Barksdale			X						
3.	Michelle McAllister			X						
4.	Christina Blount				X					
5.	Kate Drewieski				X					
6.	Abby Rutherford		X							
7.								X		
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

School Vision Statement

We are a Transitional Kindergarten through fifth grade multi-age elementary school that also houses a Special Education Preschool Program that includes three Special Day Classrooms and Speech and Language Services for students three years and up. We have approximately 235 students not including the students who come for speech only services.

At University Elementary we are a joyful and diverse learning community working to promote collaboration, positive relationships, and rigorous project-based education in and beyond the classroom. We strive to empower all students to become active, curious, creative, and effective thinkers.

The mission of our school is to establish, and sustain an environment that is safe and ensures every student attains a high level of academic achievement as determined by state standards and assessments. Students are empowered to become active, curious, creative, and effective thinkers as measured by student engagement in hands-on experiential and project-based learning opportunities. We commit to delivering a support system to assure these outcomes.

We will accomplish this through a variety of learning opportunities and on-going purposeful assessments, committing resources and support to assure this outcome. Each year our goal is for our students to work toward and meet proficient levels of achievement on state and local assessments. Student academic success is supported through a variety of regular assessments and this data is used to plan instruction targeted to all levels of student learning.

University Elementary supports learners through the Response to Intervention model. ELA instruction is targeted to students' needs using Walk to Read groups. Extra targeted instruction is provided with Learning Center supports in math and writing. Teachers work collaboratively to plan instruction within and across grade levels to build a cohesive instructional program. Teachers are supported in a variety of staff development opportunities.

Student and staff safety is a high priority. University Elementary has a public address system and phone system allowing for instant messaging and communication to staff and parents. New technology has been integrated into the classrooms to notify teachers in the event of an emergency. We have a messaging system that runs across the bottom of the clocks and the use of radios/walkie talkies to communicate a need for behavioral support and sharing of emergency information.

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

**University Elementary School at La Fiesta
School/Site**

Conclusions from Data:

In 2017-2018 we had an average 96% daily attendance rate. In 2018-2019 our average daily attendance rate was also at 96%. This year to date, (113 school days) our average daily attendance rate is at 95%. There has not been any significant change in our average daily attendance rate.

Conclusions from Parent, Teacher and Student Input:

There is unified support in increasing our student attendance rate as a means to increase student achievement and authentic collaboration in project based learning. We will continue to send regular reminders in support of attendance and investigate successful incentives. We recognize students with perfect or near perfect attendance at assemblies and have acquired substantial prizes for students with perfect attendance for the year. We share the importance of attendance information throughout the year. We utilize the A2A program to send letters to families having difficulty with school attendance.

Other

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

University Elementary School at La Fiesta
School/Site

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.
CAASPP and state data, attendance records, demographic reports, Safe Routes to School data, 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 3. Teachers and staff are trained in classroom management skills and procedures 4. Adoption of school wide programs of Life Skills, and Tool Box Social Emotional Curriculum to teach self regulation, PBIS character development and social skills 5. Minimal vandalism and inappropriate behavior 6. District support of site goals

Areas we wish to Change:

- I. Increase student achievement
- II. Increase student pride in the school
- III. Decrease the number of absences
- IV. Decrease office referrals for undesirable behavior
- V. Decrease in bullying behaviors

**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**

University Elementary School at La Fiesta
School/Site

Component I: The Social Climate
Goal #1 Our school is a place where students and staff demonstrate respect for each other and value attendance and participation in school activities. Baseline data collected from the CA Healthy Kids Survey administered during the 2017-2018 school year indicated that 73% of 5th grade students felt safe at school. The 2018-2019 school survey indicated that at least 95% of our families feel welcome on campus and comfortable communicating with all staff. 97% would recommend our school to others. This is a reflection of the mutual respect and positive atmosphere we nurture here at University Elementary. In 2017-2018 our A2A Chronic Absenteeism data was 6.3% for the year. In 2018-2019 our A2A Chronic Absenteeism data was at 6.07% for the year. To date our 2019-2020 Chronic Absenteeism data shows that 1.47% have reached chronic absenteeism for year and another 3.94% could reach chronic absenteeism should they continue to be absent this school year. Chronic tardies were at 24% during the 2018-2019 school year as compared to 11% to date for the 2019-2020 school year.
Measurable Objective: By 5/31/20, (% or #) will 1.0 85% of our 5th grade students will report that they feel safe at school. 2.0 Chronic absences will decrease by 5% from the 2018-2019 A2A data of 6.07%. 3.0 Chronic tardies will decrease by 25% from the 2018-2019 A2A data of 24%.
Action Steps

1.0	<p>Provide a safe school environment - 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> <ul style="list-style-type: none"> a. Ongoing training of noon supervisors: school expectations and rules, Tool Box problem solving strategies and the Systematic Supervision video. b. Frequent and clear communication and consistent enforcement of school rules as demonstrated by signage and posters in all classrooms. c. Structured playground activities d. Adequate and effective supervision at all times <p>a.</p> <ul style="list-style-type: none"> e. Publish school rules, policies, procedures and expectations for behavior in a student handbook f. Post Life Skills and Tool Box strategies around the school and in classrooms g. Use Life Skills to identify desirable behaviors/ h. Expectations are posted, explicitly taught, modeled and used throughout the school. j. Recognize students publicly and frequently for positive behavior k. Identify school leaders and promote school pride at school wide assemblies l. Visibility of principal and staff before school, during both morning and lunch recesses as well as after school. <p>Reduce Bullying</p> <ul style="list-style-type: none"> a. Train staff on awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying using curriculum from StopBullying.gov. b. Implement PBIS program for staff, students and parents <p>b.</p> <ul style="list-style-type: none"> c. Teachers provide Tool Box lessons and Life Skills embedded into the curriculum d. 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). e. Ongoing Safe School Buddies to support students in positive interactions on the playground and in the classroom. f. Ongoing Safe School Ambassadors to support students in positive interactions on the playground and in the classroom.
2.0	<p>Implement a reward and incentive program for school attendance</p> <ul style="list-style-type: none"> a. Post attendance milestones on school billboard b. Keep staff informed about absence rates <p>a.</p> <ul style="list-style-type: none"> c. Gift certificates given for perfect attendance/near perfect attendance each trimester. d. Perfect attendance rewards for end of year. <p>Follow up on attendance problems using the district and school policies and procedures</p> <ul style="list-style-type: none"> a. Parent contact for each absence b. Parent conference for truancy situations c. Use SART and SARB process to monitor students with extreme attendance problems d. Student success teams to address attendance issues e. Attendance reported on report cards <p>b.</p> <ul style="list-style-type: none"> f. Educate parents on the importance of school attendance through newsletters and conferences g. Publish facts about the effect of absence on learning and its fiscal impact h. Help parents find community resources that will provide parenting support such as California Parenting Institute and Social Advocates for Youth. i. Encourage parents to schedule doctor and dentist appointments outside of school hours j. Communicate the importance of attending school using a variety of tools: school newsletter, Back-to-School Night, School Site Council, ELAC, PTA, Website, and parent conferences
3.0	<p>a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4).</p>
4.0	<p>a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2).</p>
5.0	<p>a. School principal and Power School will inform teachers 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). We will also maintain a confidential binder in the office.</p>

6.0	a. The site maintains that appropriate attire and grooming is necessary for a productive learning environment. Students are prohibited from wearing gang related apparel or clothing that represents violence of any kind, specifically weapons. (BP 5132).
------------	--

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

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

University Elementary School at La Fiesta
School/Site

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

**Comprehensive School Safety Plan
2019-2020**

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

University Elementary School at La Fiesta
School/Site

Component 2: Physical Environment	
Goal #1 Our school has a physical environment that promotes pride in accomplishment, respect for school property, school safety and student well-being.	
Measurable Objective: By May 31, 2019, (% or #) will The campus will continue to be a clean, physically safe and comfortable place to be with a 10% reduction in the number of unsafe incidences based on District Maintenance System. In 2017-2018 there were ten incidents directly related to safety. In 2018-2019 there were a total of five incidents, two were unpreventable (seizure and a panic attack) and the other three were students playing and either slipping or tripping over themselves. This was a 50% reduction in incidents. To date we have had five incidents: two were slipping off the monkey bars which were deemed safe, one was a SDC pre-school student becoming aggressive with a teacher, and another was a collision of two students playing a PE game.	
Action Steps	
1.0	<ul style="list-style-type: none"> a. Provide adequate fencing around hazardous areas b. Enforce safe traffic flow in the school parking lot a. c. Communicate to parents the importance of following parking lot procedures d. Provide supervision during drop off and pick up, before, during, and after school <ul style="list-style-type: none"> a. Procedures for safe ingress and egress of pupils, parents and employees to and from school site are enforced b. Entry and exit points are monitored before and after school to ensure student safety from danger or harassment c. Provide visitor passes and engage everyone in the monitoring of unknown people on campus
2.0	<p>Classrooms will be free of clutter</p> <ul style="list-style-type: none"> a. Backpacks and other items that may cause tripping should be placed in a safe area b. Rooms are organized to welcome an easy traffic flow c. Desks and chairs will be at an appropriate height for each student
3.0	<p>Repairs will be made immediately if the condition creates an unsafe environment</p> <ul style="list-style-type: none"> a. carpeting b. loose trim a. c. wet floors d. mold e. sharp or unsecured heavy objects

4.0	<p>Litter will be kept to a minimum</p> <ul style="list-style-type: none"> a. Students will be responsible for cleaning up after themselves and each other b. Each week a class will take turns doing a litter walk on the campus c. Student leadership will implement a "Keep our campus clean and safe" campaign <p>b. Remove graffiti and repair vandalism immediately</p>
5.0	<p>Bathrooms will be kept clean and in good working order</p> <ul style="list-style-type: none"> a. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms b. Posters will be hung to remind students of good hygiene and respect for school property <p>b. Drinking fountains will be in good working condition and clean and free of debris</p>
6.0	<ul style="list-style-type: none"> a. Provide and maintain adequate outdoor lighting b. Provide two way radios to teachers, custodian, office staff and campus supervisors for daily and emergency use
7.0	<p>Routine and Emergency Disaster Procedures</p> <ul style="list-style-type: none"> a. The certificated and classified staff reviews and practices the emergency procedure plan. An earthquake emergency procedure system is in place in accordance with Education Code 32282 b. Student lanyards are used to support student accounting and check out procedures in emergencies c. 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 d. Monthly fire and safety drills are practiced e. Fire extinguishers are checked annually f. All classrooms are supplied with an emergency backpack in case of an emergency g. Shelter in place drills are carried out routinely with our fire drills. When certificated and classified staff do not see fire they shelter in place until given the "all clear" to safely go outside. h. Active shooter drills are held. i. Local law enforcement/fire services have reviewed procedures and provided feedback on drills j. Students with disabilities participate with all drills with adult support. k. Classified staff are notified of their responsibilities during an emergency during a staff meeting at the beginning of the each year
8.0	<ul style="list-style-type: none"> 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)

**Comprehensive School Safety Plan
2019-2020**

**Component II
Place, Continued**

University Elementary School at La Fiesta
School/Site

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

**Comprehensive School Safety Plan
2019-2020**

Communication of the Plan

University Elementary School at La Fiesta
School/Site

Review of Progress for Last Year	Name:	Charlotte Straub	Date:	2/27/2019
Site Council Approval	Name:	Kate Drewieske	Date:	2/27/2019
District Approval	Name:	Dr. Michael Watenpaugh, Superintendent	Date:	02/28/2020

**Comprehensive School Safety Plan
2019-2020**

Evaluation of Plan

University Elementary School at La Fiesta
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 for the previous year. We will continue to monitor goals and study data from survey issued the end of March, 2020.

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

The past two years our average daily attendance rate sat at 96%. To date, our average daily attendance rate 95.34%. We have only been in school for 113 days and this flu season has been particularly bad.

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

UELF continues to have a campus that is well maintained. There were very few accidents or incidences of injury. We have only had four maintenance incidents put in this year to date for safety issues.

**Comprehensive School Safety Plan
2019-2020**

Communication of the Plan

University Elementary School at La Fiesta
School/Site

Review of Progress for Last Year	Name:	Charlotte Straub <i>Charlotte Straub</i>	Date:	2/27/2019
Site Council Approval	Name:	Kate Drewieske <i>Kate Drewieske</i>	Date:	2/27/2019
District Approval	Name:	Michael Watenpaugh	Date:	02/28/2020