

# **John Reed Elementary School**

## **Comprehensive School Safety Plan**

**Effective Dates 2018-2019**

**John Reed Elementary School  
School/Site**

**Monica Fong, Ed.D.  
Principal/Administrator**

<b>Plan Developed By</b>	<b>Title</b>
Monica Fong, Ed.D.	Principal
Sandy Bartholome	Teacher
Mira Patel	Assistant Principal
Jennifer Oakes	Teacher
Rebeca Arango	Classified/Parent
Toni Boitano	Parent
Brandy Tibbetts	Parent
Kristen Bunner	Teacher

**Cotati-Rohnert Park Unified School District**

**Comprehensive School Safety Plan**

**John Reed Elementary School  
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**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  
2018-2019  
Committee Members**

**John Reed Elementary School  
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<b>School Site Council or Delegated School Safety Planning Committee Members</b>		<b>Principal or designee</b>	<b>Classified Employee</b>	<b>Teacher Rep. of Cert. Employees</b>	<b>Parent</b>	<b>Law Enforcement</b>	<b>Other School Staff</b>	<b>Community Representative</b>	<b>Student</b>	<b>Other (specify)</b>
<b>(A)</b>		<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G*)</b>	<b>(H*)</b>	<b>(I*)</b>	<b>(J*)</b>
1.	Monica Fong	X								
2.	Mira Patel	X								
3.	Sandy Bartholome			X						
4.	Jennifer Oakes			X						
5.	Kristen Bunner			X						
6.	Brandy Tibbetts				X					
7.	Vanessa Mitchell				X					
8.	Toni Boitanao				X					
9.	Rebecca De Nunez Arango		X							
10.										
11.										
12.										
13.										
14.										
15.										

### **School Vision Statement**

John Reed Elementary School's vision is to prepare students to be lifelong learners and responsible individuals who are respectful of individual strengths and needs. Students will be supported by staff, parents, and the community working together to create a safe and caring learning environment. At John Reed students learn to respect themselves and others. They are kind, safe, responsible and ready to learn.

**Comprehensive School Safety Plan  
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Data Analysis**

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**Conclusions from Data:**

Data from the California School Dashboard concluded that our Chronic Absenteeism rate is in the "yellow." Chronic Absenteeism was 12.3% in 2017/18 and has declined 2.5% from the year before. Our Suspension rate is in the "green." Suspension rates recorded in 2017/18 was 1.2% and has declined 1.2% from the year before.

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

We have better systems for tracking and intervening when truancy begins. There is a strong follow up by the school staff when truancy problems arise. Attention to Attendance (A2A) sends out letters to notify parents about chronic absenteeism and truancy. Power Schools, the student information system, keeps track of attendance.

**Other**

Principal and Assistant principal meet with parents when a SART contract is needed and refer to the SARB board when attendance and tardies continue to be an issue. We refer families to Keeping Kids in School (KKIS), a county program, that sends workers to homes to assist with school attendance and tardy issues.

**Comprehensive School Safety Plan  
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Data Analysis (Continued)**

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**List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.**  
Power Schools-student information system, Attendance Records, Demographic reports, 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. Strong academic instructional program and the Implementation of CCSS. 2. Whole staff training on Direct Interactive Instruction. 3. Active and involved parent community 4. Clear school-wide discipline plan 5. Teachers and staff are trained in classroom management skills and procedures. 6. Adoption of school wide programs-PBIS (Positive Behavioral Invention Strategies-started in 2018/19) and Toolbox 7. Adoption of Eureka Math 8. Minimal vandalism and disruptive behavior with new arrival and dismissal procedures. 9. District support of site goals 10. Implementation of computer science education partnership with Code to the Future.

**Areas we wish to Change:**

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

**Comprehensive School Safety Plan  
2018-2019  
Goals, Strategies and Activities**

**For**

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

John Reed Elementary School  
**School/Site**

<b>Component I: The Social Climate</b>	
<b>Goal #1</b> Our school is a place where students and staff demonstrate respect for each other and value attendance and participation in school	
<b>Measurable Objective:</b> <b>By June 2019, (% or #) will</b> a. Office referrals for aggressive and/or disrespectful behavior will decrease by 2.0% based on current data that is being taken kept in Power Schools and transferred to SWIS next year. b. Chronic School absences will decrease by 3%, from 12.3%, as shown on the California Dashboard.	
<b>Action Steps</b>	
<b>1.0</b>	<p>Playground supervision</p> <p>a. Ongoing PBIS training of noon supervisors</p> <p>b. Frequent and clear communication and consistent enforcement of school rules</p> <p>c. Structured playground activities</p> <p>d. Adequate and effective supervision at all times</p> <p>b. Communicate the importance of attending school using a variety of tools: school newsletter, social media, as in Facebook and Twitter, Back to School Night, School Site Council, ELAC, PTA and parent conferences. In addition, there is a Keeping Kids in School Counselor for at risk students. Using Positive Office Referrals and Leopard Spots students are recognized for positive behavior, and we have a part time school counselor on site.</p>

2.0	<p>Bullying - 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.crpused.org)</p> <p>a. Train staff of awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying</p> <p>b. Implemented an Anti-Bullying program for staff, students and parent-sponsored by Kaiser Health Partners and Community Theater</p> <p>c. Teachers provide Toolbox embedded curriculum</p> <p>d. 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> <p>Follow up on attendance problems using district and school policies and procedures</p> <p>a. Parent contact for each absence</p> <p>b. Parent conference for truancy situations</p> <p>c. SARB</p> <p>d. Consequences for tardiness that include parent meetings with principal and KKIS counselor</p> <p>f. Student Success Teams to address attendance issues</p> <p>g. Referral to our Keeping Kids in School Counselor</p>
3.0	<p>Communication of Policies</p> <p>a. Publish school rules, policies, procedures and expectations for behavior in a student handbook</p> <p>b. Post Toolbox posters around the school and in classrooms</p> <p>c. Use Toolbox to identify desirable behaviors</p> <p>d. Recognize students in public for positive behavior at assemblies and with Positive Office Referral</p> <p>e. Identify school leaders and promote school pride at school wide assemblies</p> <p>f. Post PBIS matrix for Behavior expectations in public places on campus</p> <p>Implement a reward and incentive program for school attendance</p> <p>a. Keep staff informed about absence rate</p> <p>b. Trimester certificates for good attendance</p>
4.0	<p>Educate parents on the importance of school attendance</p> <p>a. Publish facts about the effect of absences on learning and its fiscal impact in Parent Newsletter</p> <p>b. Help parents find community resources that will provide parenting support</p> <p>c. Encourage parents to schedule doctor and dentist appointments outside of school hours</p>
5.0	<p>a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)</p>
6.0	<p>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) by the principal or assistant principal.</p>
7.0	<p>a. 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> <p>b. Dress code is established in school handbook</p>
8.0	<p>a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)</p>



**Comprehensive School Safety Plan  
2018-2019  
Component I**

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

John Reed 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 undesirable behavior and absences

**Comprehensive School Safety Plan  
2018-2019**

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

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<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. School renovation completed this year.	
<b>Measurable Objective:</b> <b>By June 2019, (% or #) will</b> The campus will be a clean, physically safe, and comfortable place to be with a .5% reduction in the number of accidents and unsafe incidents from the baseline data of a 1.5% suspension rate.	
<b>Action Steps</b>	
<b>1.0</b>	<ul style="list-style-type: none"> <li>a. Enforce safe traffic flow in the school parking lot</li> <li>a. Provide supervision with drop off and pick up</li> <li>b. Restrict access from unwanted trespassing on campus</li> <li>c. Communicate to parents the importance of following parking lot procedures</li> </ul>
<b>2.0</b>	<p>Classrooms will be free of clutter</p> <ul style="list-style-type: none"> <li>a. Backpacks and other items that may cause tripping should be placed in a safe area</li> <li>b. Rooms are organized and welcoming with an easy traffic flow</li> <li>c. Desks and chairs will be at an appropriate height for each student</li> </ul> <p>Monitor entry and exit points before and after school to ensure student safety from danger or harassment-staff and parent supervision daily</p> <ul style="list-style-type: none"> <li>b. a. Provide visitor passes and engage everyone in the monitoring of unknown people on campus</li> </ul>
<b>3.0</b>	<p>Repairs will be made if the condition creates an unsafe environment</p> <ul style="list-style-type: none"> <li>a. carpeting</li> <li>b. loose trim</li> <li>c. wet floors</li> <li>d. mold</li> <li>e. sharp or unsecured heavy objects</li> </ul> <p>b. All rooms have received new carpet, paint and furniture. Entire outdoor campus is newly painted and renovated.</p>
<b>4.0</b>	<p>Litter will be kept to a minimum</p> <ul style="list-style-type: none"> <li>a. Students will be responsible for cleaning up after themselves and each other</li> <li>b. Students who have the cleanest table at lunch will be rewarded and dismissed for recess first</li> </ul> <p>b. Remove graffiti and repair vandalism immediately</p>

5.0	<p>Bathrooms will be kept clean and in good working order</p> <p>a. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms</p> <p>b. 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 conditions and clean and free of debris</p>
6.0	<p>a. Provide and maintain adequate outdoor lighting</p> <p>b. Provide two way radios to custodian, office staff and campus supervisors</p>
7.0	<p>Routine and Emergency Disaster Procedures</p> <p>a. 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>b. Student lanyards are used to support student accounting and check out in emergencies</p> <p>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</p> <p>d. Monthly fire and safety drills are practiced</p> <p>e. Fire extinguishers are checked annually</p> <p>f. All classrooms are supplied with an emergency backpack in case of an emergency</p> <p>g. The school conducts active shooter training drills with staff</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>
9.0	<p>a. Classified staff trained on a regular basis.</p>
10.0	<p>a. Emergency Disaster Procedures are routinely reviewed and practiced with staff.</p>

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**Component II  
Place, Continued**

John Reed Elementary School  
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<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

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**Communication of the Plan**

**John Reed Elementary School  
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<b>Review of Progress for Last Year</b>	Name:	Monica Fong	Date:	08/23/18
<b>Site Council Approval</b>	Name:	Brady Tibbetts	Date:	09/13/18
<b>District Approval</b>	Name:	Tony Roehrick, Interim Superintendent	Date:	02/28/19

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**Evaluation of Plan**

**John Reed Elementary School  
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**How was the previous plan monitored?**

The School Site Council monitored progress on the goals by doing a parent survey, staff survey, observing attendance and discipline data at the school and district level.

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

Chronic absences decreased at John Reed School by 2.5% according to the California Dashboard and last year suspension rates also decreased 1.2% from last year according to the California Dashboard.

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

John Reed continues to have a campus that is well maintained and beautiful. The entire school has been updated. Painting was completed on the exterior and the interior classrooms, a new computer lab was installed, new flexible-seating furniture was purchased and teachers received training and how to use it, the office was painted and refurnished, the library received new books, furniture and an information system. Two new staff rooms were remodeled and furnished.