

Rancho Cotate High School

Comprehensive School Safety Plan

Effective Dates 2018-2019

**Rancho Cotate High School
School/Site**

**Louis Ganzler
Principal/Administrator**

Plan Developed By	Title
Louis Ganzler	Principal
Lana Crow	Parent
Karen Schubert	Office Manager
Angela Scardina	Assistant Principal
Henri Sarlatte	Assistant Principal
Doug Buescher/Alex Coursey	Teacher
Aaron Johnson	Public Safety Officer
Mark Stratos	Alternative Ed Teacher
Trinity Taylor-Yamanoha	Student
Julian Arango Hernandez	Student

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

**Rancho Cotate High School
School/Site**

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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**

**Rancho Cotate High School
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)
Date: 8/24/17										
	(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1.	Louis Ganzler	X								
2.	Karen Schubert		X							
3.	Alex Coursey			X						
4.	Lana Crow				X					
5.	Trinity Taylor-Yamanoha								X	
6.	Julian Arango Hernandez								X	
7.	Henri Sarlatte						X			
8.	Angie Scardina				X		X			
9.	Aaron Johnson					X		X		
10.	Mark Stratos			X						
11.	Doug Buescher			X						
12.										
13.										
14.										
15.										

School Vision Statement

Rancho Cotate High School's Vision:

Rancho Cotate High School will provide students and the community with a high-caliber academic and extracurricular experience. The focus is academic achievement along with competitive athletic programs, a growing music and visual/performing arts enrichment program, and a career technology education. We strive to guide students to prepare them well for their future choices, whether it be in the workforce or in higher education.

Rancho Cotate High School's Mission:

The mission of Rancho Cotate High School is to provide a rigorous and comprehensive curriculum that enables students to be successful now and in the future. RCHS provides an excellent and competitive athletic program, and it has many student extracurricular and co-curricular activities for students. The staff at RCHS believes that all students can learn and should be afforded the opportunity to develop intellectually, physically, and emotionally within an environment that is safe and promotes respect for the dignity of life. RCHS staff further encourages students to develop a desire for knowledge and guides them in becoming thoughtful, responsible, and contributing members of society.

School-wide Learner Outcomes

At Rancho Cotate High School, students will learn to be:

Mature and Organized Learners

- * Students take responsibility for their learning.
- * Students organize their time effectively, recognize and meet requirements for schedules and deadlines with integrity
- * Students effectively organize their materials for academic success

Critical Thinkers:

- * Students reflect on their learning with higher order thinking.
- * Students can differentiate fact from opinion and evaluate usefulness of a variety of sources.
- * Students can use this evidence to effectively support an argument.

Responsible Members of the Student Community

- * Students are considerate of their classmates and staff.
- * Student's actions and language demonstrate respect for others.
- * Students take ownership of the campus and keep it clean.
- * Students lead and participate in a variety of clubs, sports, and other student groups on campus.

Civic Contributors

- * Students are actively involved in community service.
- * Students take pride and find value in their service.
- * Students acknowledge and encourage others' efforts in the community.
- * Students are aware of their civic rights and responsibilities.

Reflective Learners

- * Students use reading, writing and critical thinking to reflect on their learning.
- * Students apply this process to academic, personal, and vocational experiences.

Rancho Cotate High School strives to provide a rigorous and comprehensive curriculum that enables students to be college and career ready. RCHS has a Career Pathways Program with the following career sectors:

1) Manufacturing and Product Development

Graphics Communication and Design Courses

2) Finance and Business

Computer Accounting & various Business Courses

3) Marketing, Sales and Service

Virtual Enterprise & Marketing Courses

4) Arts, Media, and Entertainment

Computer Animation, Digital Video and Digital Photography, Computer Graphics, newspaper and yearbook Production Courses

5) Hospitality Tourism and Recreation

Hospitality and Tourism

6) Health & Service

Bio Medical Engineering Technologies & Medical Occupations Courses

7) Building Trades/Construction Industry

Wood Technologies Courses

8) Sports Academy

Sports Media, Business, & Sports Training Courses

9) Fashion and Interior Design

Sewing, Fashion Design

10) Information and Communication Technologies

Computer Science, Mobile App Design, Java, Game Design

RCCHS also offers a comprehensive curriculum to students in English, Mathematics, Social Science, Science, World Languages (French & Spanish), Fine Arts (Drawing, Painting, Sculpture, Ceramics, & Digital Arts Courses), Physical Education, and Performing Arts (Music & Theater Courses). In addition to offering a full service English Learner and Special Education Program, RCCHS has a comprehensive Advanced Placement program, and exceeds all University of California A-G requirements. While over half of our students matriculate into Santa Rosa Junior College, we also see our graduates accepted at schools like Berkeley, CalPoly and Stanford. We continue to challenge ourselves as an educational system to innovate as we strive to meet the academic needs of all our students. RCCHS focuses on academic rigor, and ensuring that our students are well prepared for the future careers and colleges they choose.

**Comprehensive School Safety Plan
2018-2019
Data Analysis**

**Rancho Cotate High School
School/Site**

Conclusions from Data:

I. Assessment of Current Status of School Crime (EC 35294.2 (a))

Suspensions 13/14 = 254 14/15 = 159 15/16 = 129 16/17 = 147 17/18 = 252
 Expulsions 13/14 = 12 14/15 = 13 15/16 = 9 16/17 = 11 17/18 = 12
 Truants 13/14 = 805 14/15 = 718 15/16 = 831 16/17 = 751 17/18 = 850
 Habitually Truants 13/14 = 262 14/15 = 449 15/16 = 398 16/17 = 400 17/18 = 599
 Tardies 15/16 = 1083 16/17 = 848 17/18 = 1108

California Healthy Kids Survey

% students that have ever tried alcohol	9th 47 (2009)	43 (2011)	34 (2013)	35 (2015)	35 (2017)
11th	67 (2009)	69 (2011)	62 (2013)	67 (2015)	57 (2017)
%students that have ever tried marijuana					
9th	28 (2009)	33 (2011)	24 (2013)	27 (2015)	37 (2017)
11th	48 (2009)	49 (2011)	51 (2013)	57 (2015)	51 (2017)
%students that feel very safe at school					
9th	13 (2009)	19 (2011)	25 (2013)	17 (2015)	6 (2017)
11th	13 (2009)	14 (2011)	21 (2013)	22 (2015)	9 (2017)
%students been bullied/harassed					
9th	25 (2009)	27 (2011)	25 (2013)	27 (2015)	43 (2017)
11th	24 (2009)	26 (2011)	24 (2013)	35 (2015)	29 (2017)

1. My child feels comfortable and safe at RCHS.
1.82 (Fall 2016) 1.91 (SU 2017) 2.12 (Fall 2018)
2. Teachers/Staff are responsive in addressing parental concerns related to student progress.
2.13 (Fall 2016) 2.20 (SU 2017) 2.10 (Fall 2018)
3. RCHS is doing a good job preparing and informing students for future college and career opportunities.
2.19 (Fall 2016) 2.25 (SU 2017) 2.14 (Fall 2018)
4. The instructional program at RCHS is rigorous.'
2.28 (Fall 2016) 2.28 (SU 2017) 2.22 (Fall 2018)
5. I am satisfied with my child's overall learning experience at
2.22 (Fall 2016) 2.29 (SU 2017) 2.25 (Fall 2018)
6. Teacher provide timely and informative feedback/reporting on student progress.
2.35 (Fall 2016) 2.47 (SU 2017) 2.26 (Fall 2018)
7. School counseling staff provides students with adequate academic guidance and/other college and career planning.
2.19 (Fall 2016) 2.24 (SU 2017) 2.37 (Fall 2018)
8. School leadership/administration is supportive in responding to the academic and programmatic needs of students.
2.21 (Fall 2016) 2.25 (SU 2017) 2.10 (Fall 2018)

9. Rancho Cotate offers my child a variety of extracurricular activities that match his/her interests.
1.93 (Fall 2016) 2.02 (SU 2017) 1.99 (Fall 2018)

10. Participants
108 (Fall 2016) 172 (SU 2017) 87 (Fall 2018)

Conclusions from Parent, Teacher and Student Input:

2017/18 suspensions increased due to a wide spread usage of vaping devices. As a result, Teen Success has created a group that is going to meet this year to help support those families and students that have been disciplined for vaping. In addition, in our Freshmen Seminar class, we are educating our freshmen about the risks of vaping. Our Team Success Student Core will also be addressing this issue with information that is shared through classroom presentations, announcements, and break and lunch time activities. RCHS wants to ensure that the class of 20/21 is aware of the dangers of vaping and the ramifications of inappropriate behavior.

The California Healthy Kids Survey indicates 11th graders have decreased their alcohol and marijuana use, however use of marijuana has increased with 9th grade in the 2017/18 school year. An area of concern is the percentage of students that feel very safe at school. Results indicated a decrease from 17% to 6% in 9th and 22% to 9% in 11th grade. This decrease in perceptions from the students may be the result of the nationwide school shootings that occurred in the 17/18 school year.

One of Rancho’s strengths is the community that we build every day on our campus with the staff and students. The amount of 9th graders being bullied increased – that 2021 attitude. 11th graders reported a decrease in bullying/harassment.

The parent survey demonstrated an increase in perceptions related to safety, academic guidance, and college and career planning. Other areas of the survey declined. The site is analyzing the results to determine factors that may have caused the decline. 87 parents completed the survey.

Other

**Comprehensive School Safety Plan
2018-2019
Data Analysis (Continued)**

**Rancho Cotate High School
School/Site**

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.

The sources we reviewed included: surveys, focus groups, discipline, and attendance data. The California Healthy Kids Survey, which is given to our 9th and 11th graders at RCHS, the suspension rate, expulsion rate, and the number of detentions were analyzed. In terms of discipline, the types of ed code violation/infraction for each discipline entry are reviewed. The number of tardies, cuts, and unexcused absences for the school year are analyzed. A Parent Survey has been administered for the past three years.

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).

Support and Intervention Strategies Used for Student Growth/Development

Rancho offers a wide array of academic programs for students to access the rigorous standards-based curriculum. Students may apply to our AVID (Advancement via Individualized Determination) Program. AVID is designed to increase students' readiness and success in college and beyond. While the program targets "first generation" college ready students, the course is open to any qualified student. AVID has proven to be successful by providing guidance and support to students who may have struggled academically, but with help can perform much better and become college ready. Advanced Placement (AP) and Honors courses provides high achieving students with the academic rigor required for success in college courses by improving writing and problem-solving skills, and developing effective studying techniques. Rancho also has pathways that offer several options for students to follow through high school, providing a series of focused courses in a selected area of interest over their four-year high school career. Each pathway offers the student a unique experience through courses with curricular connections to the area of interest. Pathways include engineering and design, health occupations, business and media, visual and performing arts, world languages and sports.

Rancho offers credit recovery through Edgenuity, a computer-based online learning program where students have an opportunity to enroll in and recover credits in courses that were previously failed. In addition, students may take original credit courses that meet a college entrance requirements to improve a grade for college entrance. Students may also take approved online courses through distance learning or take a class concurrently at SRJC for credit recovery or first-time credit. English Language Development (ELD) classes are designed to develop English language acquisition for non-native speakers. Through this program, students will be given the opportunity to develop their listening, speaking, reading, and writing skills. Rancho provides block classes in English and math to deliver extra support to students struggling in those areas to bring them to grade level. Special Education services are available to those students who qualify. The program provides a full range of services through the Resource Specialist and Special Day Class Programs.

Another option for extra support on the Rancho campus is the Phoenix program, a Necessary Small School on campus, which offers students who need additional social/emotional support a smaller setting with smaller class sizes. Personal Power is a class that all Phoenix students are enrolled in and is the cornerstone of the program. This class assists students with self-esteem, self-advocating, strategies to be more successful in school and in their interpersonal relationships. Our OCR program is available to students who have fallen behind in credits and need an alternative way to recover those credits.

Support Services and Learning – Interventions and Student Learning

The Guidance Counselors hold Student Study Team (SST) meetings when a teacher, parent or administrator refers a student. The counselor coordinates a meeting with the parent, student and an administrator or school psychologist, depending on the reason for the referral. Efforts to have teacher input is made. All of the student's teachers complete an SST Teacher Questionnaire that provides information about the student's study skills, assignment completion, class participation, behavior, preparedness for class, and such, so overall concerns can be addressed. Frequently, a follow-up SST is held a month or two later to evaluate progress. On occasion, the team will determine that a 504 plan or possible assessment is necessary.

The AVID program trains students to utilize several strategies to be successful in their classes (Cornell notes, test-taking tips, time management, QuickWrites, Pair Share, Jigsaw, to name a few). The Special Education Study Skills class allows special education students a place to complete class work, receive additional assistance in understanding academic course concepts and help with monitoring progress in their classes. The ELD Study Skills classes provides this same support while focusing on English language

acquisition. Advanced Placement and Honors courses are offered to students capable of more rigorous academic course work. Students are encouraged to develop study groups with fellow students, attend tutoring opportunities, utilize AVID strategies and communicate frequently with their teacher(s).

Guidance Counselors utilize results from a variety of sources to appropriately place students in classes. These sources include results from formative and summative assessments such as previous course grades, diagnostic information from ELPAC, SBAC, EAP, MDTP, language survey, Special Education batteries, PSAT AP potential information, benchmark tests, teacher recommendations and student interest. Administrators determine master schedule needs based on assessment information and necessary academic interventions. Teachers utilize the information to differentiate their instruction. Students struggling with language skills have been placed in a block ELD 1 or ELD 2 course. Similarly, students struggling in math have been placed in a block course (either Algebra Essentials or Algebra 1 along with Math Lab). Special Education students have access to college prep academic courses with support. Special Education and ELD students have access to adult aides in classes. There are SAI and SDC classes for Special Education students needing more support. Students needing more social/emotional support in their classes may enroll in the Phoenix program on campus. Those needing significant credit recovery may enroll in credit recovery courses during the school day or after school.

Tutoring options are available through individual teachers at their offering and in the library at break, lunch and after school for math. SSU and SRJC students provide tutoring and at a parent's request, a resource list is provided.

Safe, Clean, and Orderly Environment

At the beginning of each year, the administration team reinforces the Rancho code of conduct through PA announcements and Associated Student Body announcements. Teachers in the classroom reinforce proper behavior by incorporating expected school-wide learning results in their curriculum. Campus supervisors patrol the campus to enforce the behavior code. There is zero tolerance for weapons and disciplinary consequences for substance abuse. High expectations are maintained for student behavior and achievement. Fair, firm and consistent enforcement of school standards takes place. Administrative panel reviews of serious discipline referrals are held when necessary.

Our local law enforcement agency, Rohnert Park Public Safety, works with campus administration on student-related crime issues. This has made a positive impact on both students and parents. RPPS services are readily available in the event of need, large or small.

Every quarter during the school year, an evacuation drill is conducted for a fire or an earthquake. Administration evaluates each drill to determine if adjustments in procedure need to be made. Faculty and staff were offered the opportunity to participate in CPR Training/First Aid/AED training (administrators are required to renew their training every two years; faculty are not). Ongoing monitoring of possible school safety issues is conducted and concerns are addressed when necessary. Full-time custodial staff are on campus and district maintenance personnel are available when needed.

Consistent recognition of positive student behavior has brought positive behavior to the conscious level of students. Extra-curricular activities (including Friday lunch activities, assemblies, Unity Week, Red Ribbon Awareness Week activities, motivational speakers/assemblies, after school sports programs, clubs, etc.) promote positive interaction amongst students. The ASB/Leadership class, leadership opportunities for students and staff and parent involvement in school decision-making promotes ownership of policies and pride in our campus.

The CSSS Team members (guidance counselors, school psychologists, Team SUCCESS, CAPE and SOS), provide social/emotional support for struggling students. Student Study Team meetings are held for students struggling with their course work. ACT (Acknowledge/Care/ Tell suicide prevention) posters are posted around the school to remind students to address concerns they may have with any friend who is exhibiting signs or talking about suicide ideation and to tell an adult. Our CAPE counselor presented to several classes the QPR (Question/Persuade /Refer) suicide prevention training and there was a parent presentation in English and Spanish and a staff presentation for those wishing to attend.

While the above clearly demonstrates that the Rancho Cotate High School campus is safe and orderly, we understand that we must always seek to improve this aspect of our school. We have had discussions about creating a "safe room" for early arriving students and to establish additional protocols to further cut down on students wandering during class time and to help students to follow simple, but important, rules on campus like dress code and cellphone use.

Areas we wish to Change:

- I. Inventory of Staff Expertise – utilize their talents and abilities – (Search/Rescue, Medical, Student/Staff Care, Student Release, Site Facility, Operations)
- II. Increase the amount of students that feel very safe at school
- III. Decrease the amount of students that are reporting bullying experiences
- IV. Continue to refine Campus Supervisor/Admin Supervision Schedule
- V. Continue to increase celebration of positive student achievements on campus

**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**

**Rancho Cotate High School
School/Site**

Component I: Ensuring a Safe and Orderly Environment – People and Programs – Supports and Engagement, Violence, Victimization and Substance Abuse	
Goal #1 RCHS Administration will address the students in a classroom setting once a quarter to discuss ways to prevent violence, victimization, and substance abuse.	
Measurable Objective: By May 2019, (% or #) will By May of 2018, 100% of RCHS students will receive an education about supports relating to violence, victimization and substance abuse.	
Action Steps	
1.0	<ul style="list-style-type: none"> a. 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). b. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4). Staff will communicate that they are available to students if they are having issues surrounding violence, neglect or abuse.
2.0	<ul style="list-style-type: none"> a. Learning materials, pamphlets and curriculum relating to violence, victimization and substance abuse will be gathered. b. Learning materials, pamphlets and curriculum relating to violence, victimization and substance abuse will be evaluated by staff.
3.0	<ul style="list-style-type: none"> a. Curriculum will be presented to all students during the First Two Days of School. b. All staff and students will understand the districts 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).
4.0	<ul style="list-style-type: none"> a. Schedule identifying days and courses in which curriculum relating to violence, victimization and substance abuse will be presented in more depth to all 9th grade students during Physical Education classes.
5.0	<ul style="list-style-type: none"> a. All RCHS students will be taught information relating to violence, victimization and substance abuse, and be provided resources for assistance.
6.0	<ul style="list-style-type: none"> a. RCHS will post information on their website relating to resources for violence, victimization and substance abuse.
7.0	<ul style="list-style-type: none"> a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2).
8.0	<ul style="list-style-type: none"> a. 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).

9.0	a. The site maintains that appropriate attire and grooming is necessary for a productive learning environment. Students are informed that they are prohibited from wearing gang related apparel (BP 5132).
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**Comprehensive School Safety Plan
2018-2019
Component I**

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

Rancho Cotate High School
School/Site

Who will take the lead	Assistant Principals - Ms. Ramme, Ms. Quinn, Mrs. Scardina & Mr. Sarlatte
Completion Date and Budget	May 2019; \$650.00
Resources Needed	Facility and copying services
How we will Monitor and evaluate	By May of 2019, 100% of RCHS students will receive an education about supports relating to violence, victimization and substance abuse.

**Comprehensive School Safety Plan
2018-2019**

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

**Rancho Cotate High School
School/Site**

Component 2: Ensuring a Safe and Orderly Environment = Component II – Place	
Goal #1 RCHS will coordinate a practice lockdown in coordination with Rohnert Park Public Safety. In addition, RCHS administration will meet with Rohnert Park Public Safety once a month to collaborate on ways to ensure a safe and orderly environment at Rancho Cotate High School.	
Measurable Objective: By May 2019, (% or #) will By May 2019, 100% of students and staff on campus will be aware of our lockdown/ fire/ earthquake protocols.	
Action Steps	
1.0	<p>Disaster procedures, routine and emergency crisis and response plan including adaptations with people with disabilities are reviewed and practiced</p> <p>a. Implementation and review of our of lockdown/ fire/ earthquake protocols.</p> <p>b. Connect with police and safety experts to review our lockdown/ fire/ earthquake protocols.</p> <p>c. Analyze the best approach for communicating lockdown/ fire/ earthquake protocols.</p> <p>d. RCHS will present our lockdown/ fire/ earthquake protocols to staff, using an outside specialist.</p> <p>e. Staff will present our lockdown/ fire/ earthquake protocols to students using resources provided.</p>
2.0	<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>
3.0	<p>a. 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>
4.0	<p>a. Procedures for safe ingress and egress of pupils, parents and employees to and from school site are enforced. Entry and exit points are monitored before and after school to ensure student safety from danger or harassment.</p>

**Comprehensive School Safety Plan
2018-2019**

**Component II
Place, Continued**

Rancho Cotate High School
School/Site

Who will take the lead	Assistant Principals - Mrs. Scardina & Mr. Sarlatte
Completion Date and Budget	May 2019
Resources Needed	Copies of policies and procedures to ensure compliance with all state and federal regulations. Meetings with RPPD. Webpage work.
How we will Monitor and evaluate	New policies for lockdown/ fire/ earthquake protocols will be posted on campus. Posted on school web site. Staff meeting devoted to this training and class time devoted to educating students (first two days or 1st period course).

**Comprehensive School Safety Plan
2018-2019**

Communication of the Plan

**Rancho Cotate High School
School/Site**

Review of Progress for Last Year	Name:	Henri Sarlatte	Date:	October 2018
Site Council Approval	Name:	Angie Scardina	Date:	October 2018
District Approval	Name:	Tony Roehrick, Superintendent	Date:	February 28, 2019

**Comprehensive School Safety Plan
2018-2019**

Evaluation of Plan

**Rancho Cotate High School
School/Site**

How was the previous plan monitored?

Review by Site Council, examined in WASC report, reviewed in Administration Meetings and examined by district leadership

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

Louis Ganzler evaluated the monitoring rosters for the campus and put into place a schedule that enabled maximum coverage on the campus. Assistant Principals and Campus Monitors were staggered so that adults were more visible on campus. RCHS request additional hours for the Campus Monitors, but that is something that is in the pipeline and waiting for available funds. With this new block schedule there is a higher presence of monitors on campus, and with the use of a golf cart on campus monitors are able to cover more territory and access parts of the campus that they were unable to prior to that acquisition. The administration continues to monitor the routes and timelines for campus monitoring in an effort to continually improve the monitoring taking place.

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

Component Two was established during the 2016-2017 school year. With money allotted from local measures and bonds passed in 2013 and 2014. A third bond was passed in 2016 to improve facilities. RCHS has been able to update the facilities with new building sidings, new paint color and scheme, and an updated wireless access points. RCHS has constructed the Theater Arts and Gymnasium Complex, which includes classrooms, a theater stage and seating, a gymnasium, locker rooms, and storage space for equipment. The school district Maintenance and Operation Department monitors compliance and develops guidelines regarding site facilities. The school staff is expected to identify and submit work orders as needed to correct maintenance and safety issues, and the district monitors the facility through a series of annual and periodic inspections. The campus is generally clean and well maintained by school-based custodians along with the district-assigned grounds and maintenance staff. The site custodial crew is expected to attend to maintenance issues as possible, while passing on the complex issues to the district M&O staff. Laboratory safety protocols are covered by the science department, and all chemicals are stored in accordance with the law. In June, 2017, construction of the new Theater Arts and Gymnasium Complex began. As a result, Henri Sarlatte put together a construction zone safety power point which was presented to staff and students at the start of the 2017-18 school year. There is an active link on the Rancho Cotate website to present the community with safety information and updates as they are needed. The completion of the building will occur in March of 2019.

Rancho Cotate has on-site, emergency procedures and protocols. There is a comprehensive safety plan in place. Faculty and staff receive training and updates throughout the year. The entire school participates in fire drill and emergency exit drills two times per semester. In November a safety specialist from RESIG taught staff about the School Incident and Response Management Guide and staff was divided into specialty teams that would be utilized in the event of an incident. In 2017, AEDs were installed and staff were trained in their usage.