Richard Crane Elementary

Comprehensive School Safety Plan

Effective Dates 2018-2019

Richard Crane Elementary
School/Site

Teresa Ruffoni
Principal/Administrator

Plan Developed By	Title
Teresa Ruffoni	Principal
Trudy Persall	Office Manager
Katie Foster	Teacher
Debbie Ziese	Teacher
Kelly Sue Garcia	Parent
Troy Moore	Law Enforcement

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

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Philosophy, Goals, Objectives and Comprehensive Plans: BP0450 / AR0450
Safety: BP5142 / AR5142 http://www.gamutonline.net/district/cotatirohnertpark/DisplayPolicy/756926/5 http://www.gamutonline.net/district/cotatirohnertpark/displayPolicy/756927/5

Comprehensive School Safety Plan
2018-2019
Committee Members

Richard Crane Elementary
School/Site

School Site Council or Delegated School Safety Planning Committee Members **Date:** 07/26/2017	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. Teresa Ruffoni	X								
2. Trudy Persall		X							
3. Katie Foster			X						
4. Debbie Ziese			X						
5. Kelly Sue Garcia				X					
6. Troy Moore					X				
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

School Vision Statement

School Description: Richard Crane Elementary is a year-round school with a population of approximately 192 students located in the C section of the Cotati Rohnert Park Unified School District. Richard Crane was reopened in the 2017 -2018 school year. All instruction is based on the Common Core Standards. To teach and address the social emotional needs of our students we use the Second-Step and Second Step Bulling curriculum. Additionally, we are beginning year one of Positive Behavioral Interventions and Supports (PBIS). Behavioral expectations are modeled, clearly taught and students are commended for being respectful, safe and responsible. Monthly assemblies recognize students who demonstrate positive student behavior. School wide procedures and expectations provide a safe and orderly learning environment. To help ensure all students are successful academically, physically, socially and emotionally we support our students by focusing on effective first instruction, our Response to Intervention program, Walk To Read, mindfulness, and by teaching the Second Step Program school wide. Richard Crane is focused on creating a school culture that is caring and safe, and students are permitted to take academic risks so students are ready to learn. We are building partnerships with Rancho Cotate High School, our school community, and our larger community. Richard Crane's PTA plays a vital role in engaging parents, students and teachers as we work together to enrich our students' experiences through supporting programs and activities. The funds raised through the PTA have enabled us to offer Drama Club, a School-wide play, participation in the County Spelling Bee, school assemblies and community building Family Fun Nights. In addition, the PTA has purchased robotic sets and recess and PE equipment for our students. Our Cougar Cub pride can be seen everyday throughout our campus.

Vision: Our vision at Richard Crane Elementary is to provide a rich educational environment where all students are fully engaged in their learning. We believe it is critical for elementary school students to excel academically, emotionally, socially, and physically in order to grow into thriving students. These foundational beliefs are implemented into the teaching and learning for our students and define our school community. "A community where students are nurtured and empowered to excel as lifelong learners."

Mission: At Richard Crane Year Round Elementary School we are focused on meeting the unique needs of every student. We established practices that support the learning of the whole child to enable students to reach their learning potential. Through project based learning (PBL) and experiential activities, students explore the real work by thinking critically, collaborating, creating and communicating their understanding through a variety of methods. When our students promote to middle school, they will be empowered to succeed at high levels.

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Data Analysis

Richard Crane Elementary
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Conclusions from Data:
Using the information from our California Healthy Kids survey, attendance and suspension rates we will now be able to look for trends and needs. 100% of the 5th grade students who participated in the CHK survey stated that teachers treat students fairly at school all or most of the time. 100% of the 5th graders also felt that adults at school what them to do their best most or all of the time. 46% of the 5th graders stated they do not always feel safe coming to and from school. Implementing the Safe Routes to School program is one program that we will be implementing to address this concern. Richard Crane had 1.3% overall suspension rate. Richard Crane's Chronic Attendance Rate for the 17-18 school year was 9%.

Conclusions from Parent, Teacher and Student Input:
Using information gathered from our California Healthy Kids Survey our staff will be creating a whole school survey to further understand the needs of our entire student body. We have a through system for tracking and intervening when truancy begin. Seneca/Keeping Kids in School can be used as a referral for our most neediest families. This year we will be participating in Safe Routes to School program that supports students with traveling to and from school safely.
We are implementing Positive Behavioral Interventions Supports tier 1 this year. Our hope is that we can reduce the amount of office referrals and suspensions by supporting our students will clear expectations school wide. To decrease the number of students who are chronically absent we will be recognizing students each trimester for perfect attendance.

Other

Richard Crane Elementary
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List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.
Attendance Records (A2A)
Discipline records
Demographics
Parent Survey
Student Survey
Discussions with Site Council, PTA, ELAC and parents

Areas of Pride and Strength (include school programs and practices that promote a positive learning environment).
As a new school beginning our second year, we are proud of our community. We have had strong attendance at our Back To School Night, Family Fun Nights and BBQ. We had numerous parent volunteers at our Walk-a-thon. In addition, we are excited about the learning environment that our school is able to provide to meet the needs of our learners while teaching them to be responsible and engaged in their learning. The integrated technology and the flexible learning spaces allow for students to focus and remain engaged. The learning spaces provide expanded opportunities for student and teacher collaboration. We are proud of our Social Emotional curriculum that encompasses mindfulness, Second Step, Second Step Bullying Curriculum, Growth Mindset and Responsive Classrooms. Our Walk To Read Program and RTI groups support our students academically. Teachers are incorporating Project Based Learning to make the learning rigorous and meaningful. This year our school is implementing year 1 of Positive Behavioral Interventions and Supports (PBIS). School wide behavior expectations are taught, reviewed and modeled so that students know what is expected of them in all areas of the school. Our school's PBIS team meets on a regular basis to help support the implementation of PBIS.

Areas we wish to Change:

I.   We want to continue to increase student achievement

II.   We want to decrease the number of absences

III. We want to increase the parent participation in our parent groups and events

IV.   We want to decrease the number of office referrals for undesirable behavior

V.   We want to increase student pride in our school

Comprehensive School Safety Plan
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Goals, Strategies and Activities

For

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

Richard Crane Elementary
School/Site

Component I: The Social Climate	

Goal #1
Richard Crane is a place where students and staff demonstrate respect for each other and attendance and participation in school is valued.

Measurable Objective:
By 6/2019, (% or #) will
Richard Crane will have minimal office referrals for aggressive and or disrespectful behavior.
99% of our students will feel respected at school by staff and peers as measured by student survey.
Richard Crane will increase our student attendance rate by 3%. In the 2017/18 school year our chronic absentee rate was 9%.

Action Steps

1.0	a.	Campus Supervision a. Ongoing training of noon supervisors. b. Frequent and clear communication and consistency of school expectations through PBIS. c. Teaching students structured playground activities and providing adequate playground equipment. d. Adequate and effective supervision at all times. e. Principal will be present before and after school as well as at recess and lunch.
2.0	a.	Attendance a. Communicate the importance of attending school using a variety of tools: school newsletter, Back-To -School -Night, School Site Council, PTA, ELAC, Website, Facebook, Powerschools, A2A parent communication, SART meetings for truancy issues, and parent conferences. b. Report attendance on Report Cards. c. Recognize students perfect attendance each trimester. d. Celebrate daily classroom perfect attendance with sign on door. e. Encourage parents to schedule doctor and dentist appointments outside of school hours. f. Educate parents regarding Independent Studies. g. Provide community resources for parents that offer support as needed.
3.0	a.	Social Emotional Education a. Training staff on Second Step Social Emotional curriculum and effective use of strategies to support student success. b. School wide practice of Mindfulness. c. School wide use of Responsive Classroom techniques to support student success. d. Whole school participation in Positive Behavioral Interventions and Supports along with expected behavior matrix posted throughout the school along with voice level charts.Students feel safer when they know what is expected of them.

4.0	a.	Communication of Policies a. Publish school expectations and policies for behaviors in a student handbook. b. Recognize students publicly and frequently for positive behavior at our Cougar Cub Character award assembly and our weekly 4 to Roar recognitions. c. Identify school leaders and promote school pride at school wide assemblies.
5.0	a.	Mandated Reporting a. All staff is trained annually on child abuse reporting laws and procedures as well as signs of child abuse consistent with Penal Code 11164 (BP 5141.4).
6.0	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).
7.0	a.	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).
8.0	a.	The site strives to provide a safe school environment for all student. Any unlawful discrimination, harassment, intimidation, and bullying of any student is prohibited (BP 5131.2 BP 1312.3, AR 1312.3).
9.0	a.	The site maintains that appropriate attire and grooming is necessary for a productive learning environment. Students are prohibited from wearing gang related apparel (BP 5132).

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Component I

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

Richard Crane Elementary
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, reduction in incidents of undesired behaviors, office referrals and absences

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Ensuring A Safe And Orderly Environment
Component II – Place

Richard Crane Elementary
School/Site

Component 2: Physical Environment

Goal #1
Richard Crane has a physical environment that promotes pride in accomplishments, repect for school property, school safety and students well- being.

Measurable Objective:
By June 2019, (% or #) will
The campus will be a clean, physically safe and comfortable place to be with a reduction of accidents and unsafe incidents.

Action Steps

1.0	a.	Safe Routes to School 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. b. Communicate to parents in a variety of ways to ensure the safe traffic flow in the parking lot. c. Educate parents of the drop off and pick up procedures. d. Educate students on the drop off and pick up procedures as well as how to get to and from school in a safe manner. e. Monitor entry and exit points before and after school to ensure student safety. f. Work with consultants from the Safe Routes to School program to identify safe walking routes for our students.
2.0	a.	Classroom Safety a. Backpacks and other items that may cause tripping will be placed in a safe manner. b. Rooms will be organized to welcome easy traffic flow. c. Desks and chairs will be at an appropriate height for each student.
3.0	a.	Campus a. Repairs will be made immediately if the condition creates an unsafe environment via the Help Desk. (carpeting, loose trim, wet floors,sharp or unsecured heavy objects). Staff should report any and all safety concerns to the administration. b. Provide visitor passes and engage everyone in monitoring unknown people on campus. c. Substitutes will be provided visitor badges. d. Educate parents regarding school policies for visiting the campus. e. Litter will be kept to a minimum. f. Graffiti and vandalism will be repaired immediately. g. Bathrooms will be kept in clean and good working order. h. Drinking stations will be kept in clean and good working order. i. Provide and maintain adequate outdoor lighting. j. Classrooms and bathrooms are ADA compliant. k. All teachers and staff have two way radios allowing for another way to communicate at recess or during a disaster.

4.0	**a.**	Routine and Emergency Disaster Procedures a. The 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 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. Active shooter trainings and drills are practiced with staff. f. Fire extinguishers are checked annually. g. All classrooms are supplied with an emergency backpack and lugaloo in case of an emergency.
5.0	**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).

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Component II
Place, Continued

Richard Crane Elementary
School/Site

Who will take the lead	Principal, District Maintenance department, Community, Custodian, 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, competition of work orders, vandalism reports, improved appearance of the school.

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Communication of the Plan

Richard Crane Elementary
School/Site

Review of Progress for Last Year	Name:	Teresa Ruffoni	Date:	12/13/18
Site Council Approval	Name:	Kelly Sue Garcia	Date:	12/13/18
District Approval	Name:	Tony Roehrick, Interim Superintendent	Date:	02/28/19

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Evaluation of Plan

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How was the previous plan monitored?
The School Site Council monitored progress on the goals by observing attendance, discipline data at the school and district level as well as looking at the results of our school and student surveys.
What progress was made on Component 1 (People and Programs)?
Richard Crane was able to create an inclusive learning environment during our first year. Student Leadership sponsored a kindness week. Students can be observed using mindfulness as well as teachers teaching it within their classrooms.
What progress was made on Component 2? (Place / Physical Environment)
Richard Crane has a well maintained campus that is beautiful. There were very few accidents or incidents of injury.