

# **Thomas Page Academy**

## **Comprehensive School Safety Plan**

**Effective Dates 2018-2019**

**Thomas Page Academy  
School/Site**

**Susan Lopez  
Principal/Administrator**

| <b>Plan Developed By</b> | <b>Title</b>        |
|--------------------------|---------------------|
| Susan Lopez              | Principal           |
| Mina Henriquez           | Classified          |
| Barbara Gegan            | Teacher             |
| Amy Miller               | Teacher             |
| Lynzie Brodhun           | Assistant Principal |
| Tiffany Fogg             | Parent              |
| Jenny Gore               | Parent              |

**Cotati-Rohnert Park Unified School District**

**Comprehensive School Safety Plan**

**Thomas Page Academy  
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**

**Thomas Page Academy  
School/Site**

| <b>School Site Council or Delegated<br/>School Safety Planning Committee<br/>Members</b> |                | Principal or designee | Classified Employee | Teacher Rep. of Cert.<br>Employees | Parent | Law Enforcement | Other School Staff | Community Representative | Student | Other (specify)<br>A.P. |
|--|----------------|-----------------------|---------------------|------------------------------------|--------|-----------------|--------------------|--------------------------|---------|-------------------------|
|  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| (A)  |                | (B)                   | (C)                 | (D)                                | (E)    | (F)             | (G*)               | (H*)                     | (I*)    | (J*)                    |
| 1.   | Susan Lopez    | X                     |                     |                                    |        |                 |                    |                          |         |                         |
| 2.   | Lynzie Brodhun | X                     |                     |                                    |        |                 |                    |                          |         | X                       |
| 3.   | Tiffany Fogg   |                       |                     |                                    | X      |                 |                    |                          |         |                         |
| 4.   | Amy Miller     |                       |                     | X                                  |        |                 |                    |                          |         |                         |
| 5.   | Barbara Gegan  |                       |                     | X                                  |        |                 |                    |                          |         |                         |
| 6.   | Jenny Gore     |                       |                     |                                    | X      |                 |                    |                          |         |                         |
| 7.   | Mina Henriquez |                       | X                   |                                    |        |                 |                    |                          |         |                         |
| 8.   |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 9.   |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 10.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 11.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 12.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 13.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 14.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |
| 15.  |                |                       |                     |                                    |        |                 |                    |                          |         |                         |

## **School Vision Statement**

Thomas Page is a K-8 school with a focus on environmental studies, technology, and 21st Century learning skills. Thomas Page Academy offers an extended elementary school experience for sixth through eighth grade students seeking an alternative to enrollment in a comprehensive middle school. Thomas Page has approximately 400 students and is located on 10 1/2 acres in Cotati. Thomas Page School offers a standards based curriculum, and all instruction is based on the Common Core Standards. Behavioral expectations are based on the Lifeskills and Toolbox curriculum. Monthly assemblies recognize students who demonstrate positive student behavior. School wide procedures and expectations provide a safe and ordered learning environment. The mission of Thomas Page is to develop competent learners - ensuring that every student reaches a high level of academic achievement as determined by state and national standards. 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 and achieve while doing their personal best. By doing this, our goal is for more of our students to 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. Thomas Page 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. Thomas Page 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.

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

**Thomas Page Academy  
School/Site**

**Conclusions from Data:**

We have had fewer suspensions last year and our students, for the most part, feel very safe at school. All staff have high expectations for students and use Tool Box materials to address bullying as well as PBIS as a behavior and school climate intervention. The A2A attendance system is used by the district which has increased parent awareness to the importance of attendance. This baseline information will be taken from our PowerSchool data at the end of this school year to compare this year to last year.

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

The parents and students do feel safe at Thomas Page Academy and the overarching reason why they feel safe is the "no bullying" policy. Bullying has been on the decline and the staff is taking steps to ensure all feel safe at school.

**Other**

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

Thomas Page Academy  
School/Site

**List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.**  
CAASPP, Attendance Records, Demographic reports, 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 schoolwide discipline plan 3. Teachers and staff who are trained in classroom management skills and procedures. 4. Adoption of school wide programs of Life Skills and Tool Box, PBIS 5. Teaching of Responses to Bullying

**Areas we wish to Change:**

- I. Increase Student Achievement
- II. Increase Pride in Thomas Page
- III. Decrease Tardies and Unexcused Absences
- IV. Decrease Discipline Referrals to the Office
- V. Decrease Bullying Incidences

**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**

Thomas Page Academy  
**School/Site**

|   |   |
|---|---|
|   |   |
| <b>Component I:</b> Positive social climate   |   |
| <b>Goal #1</b><br>Our school is a place where students and staff demonstrate respect for each other and value attendance and participation in school activities.  |   |
| <b>Measurable Objective:</b><br><b>By 6/2019, (% or #) will</b><br>1.0 Office referrals for aggressive and/or disrespectful behavior will decrease by 10% according to tracking of office and discipline referrals. The data taken this year will be used as baseline data going forward.<br>2.0 School absences will decrease by 5%. School data collected this year will serve as baseline data for the year to come. |   |
| <b>Action Steps</b>   |   |
| <b>1.0</b>  | <ul style="list-style-type: none"> <li>Provide a safe school environment</li> <li>a. Ongoing training of noon supervisors</li> <li>b. Frequent and clear communication and consistent enforcement of school rules</li> <li>c. Structured playground activities</li> <li>d. Adequate and effective supervision at all times</li> <li>e. Publish school rules, policies, procedures and expectations for behavior in a student handbook</li> <li>a. f. Post Life Skills around the school and in classrooms</li> <li>g. Use Life Skills to identify desirable behaviors</li> <li>h. Expectations are posted, modeled and used throughout the school.</li> <li>i. Recognize students publicly and frequently for positive behavior</li> <li>j. Identify school leaders and promote school pride at school wide assemblies</li> <li>k. Principal works to be visual before school/during recess and lunch/and after school</li> </ul> |

|     |  |
|-----|--|
| 2.0 | <p>Reduce Bullying</p> <ul style="list-style-type: none"> <li>a. Train staff on awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying</li> <li>b. Implement PBIS model</li> <li>c. Teachers provide Life Skills embedded into the curriculum</li> <li>d. SOMO Circles for fifth/sixth graders</li> <li>e. Tool Box program taught and posters are displayed throughout the school</li> <li>f. 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> </ul> <p>b. 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>  |
| 3.0 | <p>Increase Attendance Rate</p> <ul style="list-style-type: none"> <li>a. Parent contact for each absence</li> <li>b. Parent conference for truancy situations</li> <li>c. Use SARB process to monitor students with extreme attendance problems</li> <li>d. Consequences for tardiness</li> <li>e. Student success teams to address attendance issues</li> <li>f. Attendance reported on report cards</li> <li>g. Educate parents on the importance of school attendance</li> <li>h. Publish facts about the effect of absence on learning and its fiscal impact</li> <li>i. Help parents find community resources that will provide parenting support</li> <li>j. Encourage parents to schedule doctor and dentist appointments outside of school hours</li> <li>k. 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. School administration and staff will incorporate the "restorative justice" practices into progressive behavior management system</li> </ul> |
| 4.0 | <p>a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)</p>   |
| 5.0 | <p>a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)</p>  |
| 6.0 | <p>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)</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>  |



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

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

Thomas Page Academy  
**School/Site**

|   |  |
|---|--|
| <b>Who will take the lead</b>           | Principal, school staff, parents and students.   |
| <b>Completion Date and Budget</b>       | Ongoing  |
| <b>Resources Needed</b>                 | District/Site Funds, PD  |
| <b>How we will Monitor and evaluate</b> | Observation, data collection, reduction in incidences of undesired behavior and absences |

**Comprehensive School Safety Plan  
2018-2019**

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

Thomas Page Academy  
School/Site

|  |   |
|--|---|
| <b>Component 2:</b> Physical Environment   |   |
| <b>Goal #1</b><br>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><br><b>By 6/2019, (% or #) will</b><br>The campus will be clean, physically safe and comfortable and there will be a 10% reduction in the number of accidents and unsafe incidents based on reports collected this school year to be baseline data for future comparisons. |   |
| <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>b. Provide supervision</li> <li>c.. Communicate to parents the importance of following parking lot procedurers</li> <li>d. Work with the consultants from the Safe Routes to School program to identify safe walking routes for children</li> <li>e. 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</li> <li>f.. Monitor entry and exit points before and after school to ensure student safety from danger or harassment--staff supervision daily</li> <li>g.. Provide visitor passes and engage everyone in the monitoring of unknown people on campus</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 to welcome an easy traffic flow</li> <li>c. Desks and chairs will be at an appropriate height for each student</li> </ul>   |
| <b>3.0</b>   | <p>Repairs will be made immediately 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>   |

|     |   |
|-----|---|
| 4.0 | <p>Litter will be kept to a minimum</p> <ol style="list-style-type: none"> <li>a. Students will be responsible for cleaning up after themselves and each other</li> <li>b. Each week a class will take turns doing a litter walk on the campus</li> <li>c. Student leadership will implement a "Keep our campus clean and safe" campaign</li> </ol> <p>Remove graffiti and repair vandalism immediately</p>   |
| 5.0 | <p>Bathrooms will be kept in clean and in good working order</p> <ol style="list-style-type: none"> <li>a. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms</li> <li>b. Posters will be hung to remind students of good hygiene and respect for school property</li> </ol> <p>Drinking fountains will be in good working condition and clean and free of debris</p>   |
| 6.0 | <p>Provide and maintain adequate outdoor lighting</p> <ol style="list-style-type: none"> <li>a. Provide two way radios to custodian, office staff, classrooms and campus supervisors</li> </ol>   |
| 7.0 | <p>Routine and Emergency Disaster Procedures</p> <ol style="list-style-type: none"> <li>a. The staff reviews and practices the emergency procedure plan. An earthquake emergency procedure system is in place in accordance with Education Code 32282</li> <li>b. Student lanyards are used to support student accounting and check out in emergencies.</li> <li>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</li> <li>d. Monthly fire and safety drills are practiced.</li> <li>e. Active shooter trainings and drills are practiced with staff.</li> <li>f. Fire extinguishers are checked annually.</li> <li>g. All classrooms are supplied with an emergency backpack in case of an emergency.</li> <li>h. Active shooter drill is practiced with staff with leadership from Cotati Police Department</li> </ol> |
| 8.0 | <ol style="list-style-type: none"> <li>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)</li> </ol>  |

**Comprehensive School Safety Plan  
2018-2019**

**Component II  
Place, Continued**

Thomas Page Academy  
**School/Site**

|   |   |
|---|---|
| <b>Who will take the lead</b>           | Principal, Staff                                      |
| <b>Completion Date and Budget</b>       | Ongoing   |
| <b>Resources Needed</b>                 | District and site funds                               |
| <b>How we will Monitor and evaluate</b> | Observation, staff meeting, completion of work orders |

**Comprehensive School Safety Plan  
2018-2019**

**Communication of the Plan**

Thomas Page Academy  
School/Site

|   |       |                |       |         |
|---|-------|----------------|-------|---------|
| <b>Review of Progress for Last Year</b> | Name: | Susan Lopez    | Date: | 9/20/18 |
| <b>Site Council Approval</b>            | Name: | Mina Henriquez | Date: | 1/23/19 |
| <b>District Approval</b>                | Name: | Superintendent | Date: | 2/28/19 |

**Comprehensive School Safety Plan  
2018-2019**

**Evaluation of Plan**

Thomas Page Academy  
School/Site

**How was the previous plan monitored?**

SSC met to review progress.

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

Teacher teams had made great strides in increasing student safety and standardizing rules and expectations. Absences and office referrals have decreased

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

Ongoing efforts to promote positive and safe campus. Less students are referred to the office for discipline. There are few injuries and a maintained campus.