

University Elementary School at La Fiesta

Comprehensive School Safety Plan

Effective Dates 2018-2019

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

**Charlotte Straub
Principal/Administrator**

Plan Developed By	Title
Charlotte Straub	Principal
Tammy Barksdale	Teacher
Tiffany Gage	Teacher
Christina Blount	Parent
Kelly Bowers	Parent
Dana Miller	Classified
Gina Geck	Community Representative

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

**University Elementary School at La Fiesta
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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**

**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)
Date: 10/24/2018										
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)	
1.	Charlotte Straub	X								
2.	Tammy Barksdale			X						
3.	Tiffany Gage			X						
4.	Christina Blount				X					
5.	Kelly Bowers				X					
6.	Dana Miller		X							
7.	Gina Geck						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 Speech and Language Services for students three years and up. We have approximately 239 students not including the students who come for speech only services. The mission of our school is to establish, expand and sustain an environment that is safe and enables every student to attain a high level of academic achievement as determined by state and national standards. Students are empowered to become active, curious, creative, and effective thinkers through hands on experiential learning opportunities and project based learning incorporating 21st Century Skills . 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. 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. (Messaging system that runs across the bottom of the clocks and use of radios/walkie talkies.)

**Comprehensive School Safety Plan
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Data Analysis**

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Conclusions from Data:

In 2015-2016 we had 119 students and our average daily absence was five students amounting to a 96% daily attendance rate. In 2016-2017 we had 166 students and our daily average absence eight students amounting to a 95% daily attendance rate. In 2017-2018 we had 223 students and our average daily absence was ten students amounting to a 96% daily attendance rate. 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 utilize the A2A program to send letters to families having difficulty with school attendance.

Other

**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.
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 who 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
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**

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 indicated that 73% of 5th grade students feel safe at school. During the 2017-2019 school year	
Measurable Objective: By May 31st, (% or #) will 1.0 85% of our 5th grade students will report that they feel safe at school. 2.0 Chronic absences/tardies will decrease by 5% from the 2017-2018 A2A data of 6.3%.	
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> <p>a. Ongoing training of noon supervisors: school expectations and rules, Tool Box problem solving strategies and the Systematic Supervision video.</p> <p>b. Frequent and clear communication and consistent enforcement of school rules as demonstrated by signage and posters in all classrooms.</p> <p>c. Structured playground activities</p> <p>d. Adequate and effective supervision at all times</p> <p>a. Publish school rules, policies, procedures and expectations for behavior in a student handbook</p> <p>f. Post Life Skills and Tool Box strategies around the school and in classrooms</p> <p>g. Use Life Skills to identify desirable behaviors/</p> <p>h. Expectations are posted, explicitly taught, modeled and used throughout the school.</p> <p>j. Recognize students publicly and frequently for positive behavior</p> <p>k. Identify school leaders and promote school pride at school wide assemblies</p> <p>l. Visibility of principal and staff before school, during both morning and lunch recesses as well as after school.</p> <p>Reduce Bullying</p> <p>a. Train staff on awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying using curriculum from StopBullying.gov.</p> <p>b. Implement PBIS program for staff, students and parents</p> <p>c. Teachers provide Tool Box lessons and Life Skills embedded into the curriculum</p> <p>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.crpud.org).</p>

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 c. Monthly prize for the class with the highest rate of attendance d. Monthly perfect attendance tags rewards <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 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	<ul style="list-style-type: none"> a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4).
4.0	<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).
5.0	<ul style="list-style-type: none"> 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.
6.0	<ul style="list-style-type: none"> 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
2018-2019
Component I**

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

University Elementary School at La Fiesta
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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
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**Ensuring A Safe And Orderly Environment
Component II – Place**

University Elementary School at La Fiesta
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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 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.	
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 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 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 <ul style="list-style-type: none"> b. Remove graffiti and repair vandalism immediately

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 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)

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**Component II
Place, Continued**

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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
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Communication of the Plan

University Elementary School at La Fiesta
School/Site

Review of Progress for Last Year	Name:	Charlotte Straub	Date:	11/05/2018
Site Council Approval	Name:	Christina Blount	Date:	11/05/2018
District Approval	Name:	Tony Roehrick, Superintendent	Date:	02/28/2019

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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 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, 2019

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

UELF was one of the highest absence and tardy rates in the district in 2016-2017 with chronic absenteeism at 11.1%. Last year we fell in the mid-range district-wide at 6.3%. This year to date we have a 5.9% chronic absenteeism rate. It is unclear if the students from the previous year improved and the poor results are a result of the incoming transitional kindergartners and kindergartners.

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

UELF continues to have a campus that is well maintained and beautiful. 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.