

Evergreen Elementary School

Comprehensive School Safety Plan

Effective Dates 2021-2022

**Evergreen Elementary School
School/Site**

**Maya Russell-Nava
Principal/Administrator**

Plan Developed By	Title
Maya Nava	Principal
Christine Tournahu	Classified Staff Member
Joshua Cutler	Teacher
Gabriella George	Teacher
Erin Scull	Teacher
Dave Johnson	Parent
Jason Carter	Parent
Trish Collins	Parent
Diana Loeza	Parent
Lynette Amador	Parent

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

**Evergreen Elementary School
School/Site**

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Philosophy, Goals, Objectives and Comprehensive Plans: BP0450 / AR0450

Safety: BP5142 / AR5142

<http://www.gamutonline.net/district/cotatirohnertpark/DisplayPolicy/756926/5>

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**Comprehensive School Safety Plan
2021-2022
Committee Members**

**Evergreen Elementary 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)
(A)		(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1.	Maya Nava	X								
2.	Christine Tournahu		X							
3.	Joshua Cutler			X						
4.	Gabriella George			X						
5.	Erin Scull			X						
6.	Trish Collins				X					
7.	Dave Johnson				X					
8.	Jason Carter				X					
9.	Diana Loeza				X					
10.	Lynette Amador				X					
11.										
12.										
13.										
14.										
15.										

School Vision Statement

School Description: Evergreen is a welcoming, neighborhood Transitional Kindergarten-Fifth grade school where students, families, and staff members feel like family. Evergreen teachers are highly respected as outstanding educators who believe in the unique talents and abilities of all of our students. Our focus is learning and preparing our students for the 21st Century, both academically and emotionally. Restorative Practices are an integral aspect of our school-wide behavior systems and support for students. We are utilizing the Zones of Regulation and Toolbox social-emotional curriculum to meet the needs of our students. Additionally, we implement our Evergreen Expectations using Positive Behavioral Interventions and Supports (PBIS) to support our Tier 1, 2, and 3 students. Evergreen currently houses three Special Education Special Day Classes for CRPUSD, which contribute to our inclusive school environment for students of all abilities. Staff members work in partnership with families to successfully meet the needs of all our students. Our teachers frequently review data to make informed decisions to differentiate our curriculum for each student's individual success. Evergreen's active PTA is a key aspect of our school's success. Our PTA works tirelessly to raise funds through our annual Evergreen Walk-a-Thon. These funds are used to provide enrichment opportunities to our students, purchase additional technology for our classrooms, as well as our monthly community-building Family Fun Nights. Every morning, our students and staff commit to our three Evergreen Expectations... Make Good Decisions, Show Respect, and Solve Problems. Students feel safe at Evergreen and are proud to be Bobcats!

Vision: Evergreen Elementary ~ Where every student, family member, and staff member is known, safe, inspired, challenged, and empowered to achieve their personal best.

Mission: At Evergreen, we strive to ensure the continuous growth of academic achievement for all students, to ensure a safe, secure, and disciplined teaching and learning environment, and to ensure that parents, businesses, and community members are actively engaged in the educational process. To ensure that Evergreen students develop and maintain their enthusiasm for learning and curiosity for life, we nurture opportunities for students to actively incorporate what they are studying into their own experiences, concepts, and understandings of how the world works.

**Comprehensive School Safety Plan
2021-2022
Data Analysis**

**Evergreen Elementary School
School/Site**

Conclusions from Data:

We regularly look at our student information systems/SARC data and make decisions based upon trends and needs. Our rate of suspensions has remained consistent from 2017-2018 to 2018-2019 (18 and 19 suspensions). Our chronically absent rate decreased 14.86% and our truancy rate increased 5.24% from the 2017-2018 to 2018-2019 school years. We do not have California Dashboard suspension or truancy data from the 2019-2020 or the 2020-21 school year due to COVID-19.

Conclusions from Parent, Teacher and Student Input:

We have better systems for tracking and intervening when truancy begins. There is strong follow-up by the school staff when truancy problems arise. Our Assistant Principal is focusing on attendance and being proactive with commending families that are making attendance improvements. The Safe Routes to School program supports students with traveling to and from school safely. Restorative Practices and PBIS Tier 1 supports are ingrained in our school culture, which support student behavior and attendance.

Other

This year is atypical as the data comparison will be difficult due to school shutdowns.

**Comprehensive School Safety Plan
2021-2022
Data Analysis (Continued)**

Evergreen Elementary School
School/Site

List Data Sources Reviewed and How the Data Determined the Goals: surveys, focus groups, discipline, and attendance.
Attendance Records, Demographic reports, Safe Routes to School data, California Dashboard, Local Control and Accountability Plan, Parent surveys, Suspension Records, discussions with Staff, 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 that focuses on Restorative Practices and Positive Behavior Intervention and Support (PBIS) 3. Teachers and staff who are trained in classroom management skills and procedures 4. Adoption of school wide programs of Evergreen Expectations, Zones of Regulation, and Toolbox to teach character development and social skills 5. Minimal vandalism and violent behavior 6. District support of site goals

Areas we wish to Change:

- I. Increase Student Achievement
- II. Increase Opportunities for Restorative Approaches to Student Behavior
- III. Decrease Unexcused Absences
- IV. Decrease Office Referrals for Undesirable Behavior
- V. Decrease in Vandalism

**Comprehensive School Safety Plan
2021-2022
Goals, Strategies and Activities**

For

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

**Evergreen Elementary School
School/Site**

Component I: The Social Climate
Goal #1 Our school is a place where students and staff demonstrate a restorative culture, respect for each other, value attendance, and participate in school activities.
Measurable Objective: By June 2021, (% or #) will 1.0 Office referrals for aggressive and/or disrespectful behavior will decrease by 2%. 2.0 Truancy rate will improve by 10%.
Action Steps

<p>1.0</p>	<p>Provide a safe school environment</p> <ol style="list-style-type: none"> 1. Ongoing training of noon supervisors 2. Frequent/clear communication and consistent enforcement of school rules 3. Structured playground activities 4. Adequate and effective supervision at all times 5. Publish school rules, policies, procedures and expectations for behavior in parent handbook 6. Post PBIS Behavioral Matrices around the school and in classrooms <p>a.</p> <ol style="list-style-type: none"> 7. Evergreen Expectations are posted, modeled and used throughout the school 8. Large Solution Wheels are posted around school, on staff lanyards, and virtually 9. Recognize students publicly and frequently for positive behavior via Evergreen Expectations Tickets 10. Identify school leaders and promote school pride at school wide assemblies 11. Principal/Assistant Principal are visible before school/during recess and lunch/and after school, or online 12. Classroom Circles are utilized in classrooms to promote a Restorative Culture 13. Students from each classroom participate in Student Leadership 14. Review behavioral expectations at Lifeskill assemblies through the use of the PBIS Expectation Videos <p>Reduce Bullying - 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> <ol style="list-style-type: none"> 1.* Train staff on awareness, use of effective strategies, and provide education on roles and responsibilities to prevent bullying 2.* Implemented an Anti-Bullying/Restorative Practices program for staff, students and parents <p>b.</p> <ol style="list-style-type: none"> 3.* Teachers provide Life Skills embedded into the curriculum 4. Anti-Bullying assemblies 5.* Zones of Regulation and Toolbox programs taught and posters are displayed throughout the school 6.* All staff are trained in Restorative Practices and view discipline through a restorative lens 7.* 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>	<p>Follow up on attendance problems using the district and school policies and procedures</p> <ol style="list-style-type: none"> 1.* Parent contact for each absence 2.* Principal/Assistant Principal hold SART meetings with parents to brainstorm strategies to increase their child's attendance 3.* Use SARB process to monitor students with extreme attendance problems 4.* Student Success Teams to address attendance issues 5.* Attendance reported on report cards 6.* Educate parents on the importance of school attendance through PTA meetings, newsletters, etc. 7.* Publish facts about the effect of absence on learning and its fiscal impact in Evergreen Express Newsletter <p>a.</p> <ol style="list-style-type: none"> 8.* Help parents find community resources that will provide parenting support 9.* Encourage parents to schedule doctor and dentist appointments outside of school hours 10.* Communicate the importance of attending school using a variety of tools: Evergreen Express Newsletter, Back-to-School Night, School Site Council, ELAC, PTA, Website, and parent conferences 11.* Keep staff informed about absence rates of their students 12.* Continue with partnership with Safe Routes to Schools/Walk and Roll to School Days 13.* Assistant Principal/District Attendance Coordinator make phone calls, send text/email messages, and complete home visits for students not attending/engaging at school.
<p>3.0</p>	<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>
<p>4.0</p>	<p>a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)</p>
<p>5.0</p>	<p>a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)</p>
<p>6.0</p>	<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
2021-2022
Component I**

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

Evergreen Elementary School
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 of reduction in incidences of undesired behavior and absences

**Comprehensive School Safety Plan
2021-2022**

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

Evergreen Elementary School
School/Site

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 June 2021, (% or #) will The campus will be a clean, physically safe and comfortable place with a minimum number of accidents and unsafe incidences.	
Action Steps	
1.0	<ul style="list-style-type: none"> a. Provide adequate fencing and restrict access from people trespassing on campus Enforce safe traffic flow in the school parking lot <ul style="list-style-type: none"> 1. Provide supervision b. <ul style="list-style-type: none"> 2. Communicate to parents the importance of following parking lot procedures 3. Work with the consultants from the Safe Routes to School program to identify safe walking routes for children
2.0	<p>Classrooms will be free of clutter</p> <ul style="list-style-type: none"> a. <ul style="list-style-type: none"> 1. Backpacks and other items that may cause tripping should be placed in a safe area 2. Rooms are organized to welcome an easy traffic flow 3. Desks and chairs will be at an appropriate height for each student b. Monitor entry and exit points before and after school to ensure student safety--staff and parent supervision daily
3.0	<p>Repairs will be made immediately if the condition creates an unsafe environment</p> <ul style="list-style-type: none"> a. <ul style="list-style-type: none"> 1. carpeting 2. loose trim 3. wet floors 4. mold 5. sharp or unsecured heavy objects b. Provide substitute teacher, visitor badges and engage everyone in the monitoring of unknown people on campus
4.0	<p>Litter will be kept to a minimum</p> <ul style="list-style-type: none"> a. <ul style="list-style-type: none"> 1. Students will be responsible for cleaning up after themselves and each other 2. Each week a class will take turns doing a litter walk on the campus 3. 5th grade students participate in school recycling program b. Remove graffiti and repair vandalism immediately

5.0	<p>Bathrooms will be kept in clean and in good working order</p> <p>a.</p> <ol style="list-style-type: none"> 1. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms 2. 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	<p>a. Provide and maintain adequate outdoor lighting</p> <p>b. Walkie Talkies provided to all school staff members for daily and emergency communication</p>
7.0	<p>Routine and Emergency Disaster Procedures</p> <ol style="list-style-type: none"> 1. The staff reviews and practices the emergency procedure plan. An earthquake emergency procedure system is in place in accordance with Education Code 32282 2. Student lanyards are used to support student accounting and check out in emergencies 3. 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 4. Monthly fire and safety drills are practiced 5. Active shooter training and drills are practiced with staff 6. Fire extinguishers are checked annually 7. All classrooms are supplied with an emergency backpack in case of an emergency
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. We have completed construction on our school office and parking lot.</p> <p>b. We are in the process of completing construction on our new Multi-Use building, and renovating the M portables.</p>

**Comprehensive School Safety Plan
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**Component II
Place, Continued**

Evergreen Elementary School
School/Site

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; Improved appearance of school site

**Comprehensive School Safety Plan
2021-2022**

Communication of the Plan

Evergreen Elementary School
School/Site

Review of Progress for Last Year	Name:	Maya Nava, Principal	Date:	2/28/22
Site Council Approval	Name:	Dave Johnson, Chairperson	Date:	2/28/22
District Approval	Name:	Mayra Perez, Superintendent	Date:	

**Comprehensive School Safety Plan
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Evaluation of Plan

Evergreen Elementary School
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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. It was challenging to monitor the progress from the 2020-2021 school year due to limited data/COVID-19.

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

Progress was partially made on Component 1. Our rate of suspensions has remained consistent from 2017-2018 to 2018-2019 (18 and 19 suspensions). Our chronically absent rate decreased 14.86% and our truancy rate increased 5.24% from the 2017-2018 to 2018-2019 school years. We do not have data from the 2019-2020 or the 2020-21 school year due to COVID-19.

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

Evergreen continues to have a campus that is well maintained and beautiful. There were very few accidents or incidences of injury. We have completed construction on our school multi-use room and parking lot, and are in the process of completing construction on our old Multi-Use building, converting it into the library and computer lab.