

Marguerite Hahn Elementary School

Comprehensive School Safety Plan

Effective Dates 2021-2022

**Marguerite Hahn Elementary School
School/Site**

**Rachel Hankerson
Principal/Administrator**

Plan Developed By	Title
Rachel Hankerson	Principal
Shannon Hawkins	Classified
Kimberly (Mossi) Barney	Parent
Lisa Brazie-Barker	Parent
Linda Almador	Parent
Emma Schmid	Parent
Kaleena Carpino	Parent
Angie Sacco	Teacher
Sandy Smith	Teacher

Cotati-Rohnert Park Unified School District

Comprehensive School Safety Plan

**Marguerite Hahn Elementary 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
2021-2022
Committee Members**

**Marguerite Hahn 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)
Date: 2020-2021										
(A)		(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1.	Rachel Hankerson	X								
2.	Shannon Hawkins		X							
3.	Kimberly (Mossi) Barney				X					
4.	Lisa Brazie-Barker				X					
5.	Linda Almador				X					
6.	Emma Schmid				X					
7.	Kaleena Carpino				X					
8.	Angie Sacco			X						
9.	Sandy Smith			X						
10.										
11.										
12.										
13.										
14.										
15.										

School Vision Statement

At Marguerite Hahn Elementary, we partner with families to give all students a strong foundation. Our school vision is to create a community of lifelong learners using a meaning-centered curriculum where all individuals, skills, and talents are respected. All learners will strive to be caring, ethical, responsible individuals who embrace personal, social, and academic challenges that promote resiliency and acceptance of self and others. We have an ongoing commitment to provide an optimal education for all. At Marguerite Hahn Elementary School, we have four expectations: Be Safe, Respectful, Responsible, and Kind.

At Marguerite Hahn Elementary, our focus is learning. Teachers meet regularly in professional learning communities (PLCs) to look at student data and academic progress. During these meetings, we adjust instruction and plan for future lessons, ensuring that all students are making academic progress. We also believe that a focus on learning includes students learning from their mistakes and how to deal with conflict. We are committed to talking with students and helping them learn from experiences and interactions so that they can grow both socially and emotionally.

Our PTA helps support our positive school community through family after school events, sponsoring on campus activities, and supporting with field trip costs. We encourage all of our families to be involved and be involved in our community. We believe, that when we come together as team, we are able to provide the best learning for students. Together, we make up Team Hahn.

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

**Marguerite Hahn Elementary School
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Conclusions from Data:

We regularly look at our student information system and meet with families whose students aren't coming to school, or are coming late (SARC/A2A meetings).

This year is unlike any other, since we ended the school year in a pandemic and we were in distance learning.

SBAC- students did not take part in the SBAC assessment in 2019 due to COVID-19 therefore we don't have updated data on the California Dashboard.

Conclusions from Parent, Teacher and Student Input:

No other input given.

Other

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

Marguerite Hahn Elementary School
School/Site

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

Attendance Records
Discipline Records
Demographics
Discussions with Site Council, ELAC, and parents

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

Student achievement
Strong parent and community support
Skilled and caring staff
Orderly and safe environment, students and parents report feeling safe
Attendance and discipline
District support for site goals
Academic, social, and emotional support programs
Grade level teams
Engaged, responsible, respectful students

Areas we wish to Change:

- I. Increase Student Achievement
- II. Increase Family Involvement
- III. Decrease Number of Absences
- IV. Decrease in Undesirable Behavior

**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**

**Marguerite Hahn Elementary School
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.	
Measurable Objective: By June 2021, (% or #) will a. Office referrals for aggressive and/or disrespectful behavior will decrease by 2% b. School absences will decrease by 5%. c. Increase engagement during distance learning	
Action Steps	
1.0	<p>Playground supervision</p> <p>a.</p> <ul style="list-style-type: none"> a. Ongoing training of noon supervisors (PBIS) b. Frequent and clear communication and consistent enforcement of school rules and expectations c. Structured playground activities (Teaching and review of play structure rules) d. Adequate and effective supervision at all times <p>b.</p> <ul style="list-style-type: none"> a. Frequent and clear communication and consistent enforcement of school rules. (PBIS-Be Safe, Be Respectful, Be Responsible, Be Kind) b. Communicate the importance of attending school using a variety of tools: school newsletter, school e-mail, school phone calls, school text messages, Back-to-School Night, District News/updates, School Site Council, ELAC, PTA, Website, teleparent and parent conferences. c. Classroom perfect attendance signs for day and week d. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)

<p>2.0</p>	<p>Bullying</p> <ul style="list-style-type: none"> a. Teachers use Toolbox, PBIS, and Life skills b. Begin using the StopIt app after the new year for students in 4th & 5th grade c. Each classroom teaches "I Messages" and has posted poster to go with it 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.crpisd.org) e. 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). f. Restorative circle to support students <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. SARB d. Student Success Teams to address attendance issues e. Attendance reported on report cards
<p>3.0</p>	<p>Communication of Policies</p> <ul style="list-style-type: none"> a. Publish school rules, policies, procedures and expectations for behavior (PBIS) b. Post life skills around the school and in classrooms c. Use life skills to identify desirable behaviors d. Recognize students publicly and frequently for positive behavior e. Identify school leaders and promote school pride at school wide assemblies f. Students will be reminded of the lifeskill of the month during leadership weekly news videos g. Tool box skills will be shared with parents via Principal Newsletter h. School handbook is published on the school website i. Student "passport" of all PBIS expectations will be sent home after initial PBIS kick off day <p>Implement a reward and incentive program for school attendance</p> <ul style="list-style-type: none"> a. Publish facts about the effect of absences on learning and its fiscal impact b. Perfect Attendance posters for classroom doors c. Students recognized monthly for perfect attendance at the end of the month and the end of the year perfect attendance
<p>4.0</p>	<p>Educate parents on the importance of school attendance</p> <ul style="list-style-type: none"> a. Publish facts about the effect of absence on learning and its fiscal impact b. Help parents find community resources that will provide parenting support c. Encourage parents to schedule doctor and dentist appointments outside of school hours d. Educate parents regarding Independent Studies e. Encourage health cleanliness f. Make sure that we are communicating the importance of the Friday and/or Monday/Tuesday around holidays.
<p>5.0</p>	<ul style="list-style-type: none"> a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)

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
2021-2022
Component I**

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

Marguerite Hahn Elementary School
School/Site

Who will take the lead	Principal, Staff, Parents, and Students
Completion Date and Budget	Nov. 2021, ongoing
Resources Needed	District and site funds, Professional development
How we will Monitor and evaluate	Observation, reduction in incidents of undesired behaviors (SWIS) -office referrals and absences

**Comprehensive School Safety Plan
2021-2022**

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

**Marguerite Hahn 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 a comfortable place with a minimum number of accidents and unsafe incidences.	
Action Steps	
1.0	<ul style="list-style-type: none"> a. Enforce safe traffic flow in the school parking lot b. Communicate to parents the importance of following parking lot procedures c. Provide supervision
2.0	<ul style="list-style-type: none"> a. Classrooms will provide a safe environment for student movement <ul style="list-style-type: none"> b. Backpacks and other items that may cause tripping should be placed in a safe area c. Rooms are organized to welcome an easy traffic flow d. Desks and chairs will be at an appropriate height for each student (flexible seating options are also acceptable) b. <ul style="list-style-type: none"> a. Monitor entry and exit points before and after school to ensure student safety from danger or harassment - staff and parent supervision daily b. Provide visitor passes and engage everyone in monitoring of unknown people on campus
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"> a. carpeting b. loose trim c. wet floors d. sharp or unsecured heavy objects e. playground and field areas-large cracks, holes b. Provide visitor passes and engage everyone in 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"> a. Students will be responsible for cleaning up after themselves and each other b. Noon supervisors will monitor student clean-up at lunch c. Custodial staff will monitor for excess litter b. Remove graffiti and repair vandalism immediately

5.0	<p>Bathrooms will be kept in 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. Drinking fountains will be in good working condition and clean and free of debris c. Regularly monitor bathrooms to ensure that there is always TP
6.0	<ul style="list-style-type: none"> a. Provide and maintain adequate outdoor lighting b. Provide two way radios to teachers, custodians, office staff, and campus supervisors.
7.0	<p>Routine and Emergency Disaster Procedures</p> <ul style="list-style-type: none"> 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 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 in case of an emergency
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)

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

Marguerite Hahn 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

Marguerite Hahn Elementary School
School/Site

Review of Progress for Last Year	Name:	Rachel Hankerson	Date:	
Site Council Approval	Name:		Date:	
District Approval	Name:	Mayra Perez	Date:	

**Comprehensive School Safety Plan
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Evaluation of Plan

**Marguerite Hahn Elementary School
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How was the previous plan monitored?

Data review at the school level (discipline, attendance, etc.), observation of school site, work orders and vandalism reports. Due to COVID-19 it was challenging to monitor the progress from the 2020/2021 school year. This was due to students being in distance learning during from August 12 2020 through March, 5, 2021 and then moving into a hybrid model March 8th,2021 for those families that chose to participate.

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

During the 2020-2021 school year we had 6 suspensions, but this was only a partial school year. Our average daily absences decreased from 20 (18-19) to 17 (19/20) with January, February, and March being the worst attendance months.

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

Marguerite Hahn Elementary is a beautifully well maintained campus. There were a few accidents/incidents of injury.