

# Monte Vista Elementary School

## Comprehensive School Safety Plan

**Effective Dates 2021-2022**

**Monte Vista Elementary School  
School/Site**

**Kathy Olmsted  
Principal/Administrator**

<b>Plan Developed By</b>	<b>Title</b>
Kathy Olmsted	Principal
Joan Newcomb	Teacher
Wendy Taylor	Teacher
Cassandra Wilcox	Teacher
Jean Maybury	Office Manager
Laurel Angeli	Parent
Tracy Farrell	Parent
Ryan Henne	Parent
Denna Morgan	Parent
Kim Olson	Parent

**Cotati-Rohnert Park Unified School District**

**Comprehensive School Safety Plan**

**Monte Vista 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**

**Monte Vista Elementary School  
School/Site**

<b>School Site Council or Delegated School Safety Planning Committee Members</b>		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.	Kathy Olmsted	X								
2.	Joan Newcomb			X						
3.	Wendy Taylor			X						
4.	Cassandra Wilcox			X						
5.	Jean Maybury						X			
6.	Laurel Angeli				X					
7.	Tracy Farrell				X					
8.	Ryan Henne				X					
9.	Deena Morgan				X					
10.	Kim Olson				X					
11.										
12.										
13.										
14.										
15.										

## **School Vision Statement**

School Description: Monte Vista is a welcoming, neighborhood school with a population of approximately 450 students located in the southern part of the Cotati-Rohnert Park Unified School District. Monte Vista offers a curriculum based in the Common Core State Standards that offers students meaningful, connected learning experiences. Monte Vista 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 both academically and emotionally. We use Positive Behavior Interventions and Supports (PBIS) to foster our four agreements of being safe, kind, respectful, and responsible. Staff members work in partnership with families to successfully meet the needs of all of our students. Our teachers frequently review data to make informed decisions and differentiate our curriculum for individual student success. Monte Vista provides an early intervention program, grounded in the Response to Intervention model and designed to support all levels of student learning. Monte Vista is proud of its supportive and active parent and family community as well as its many relationship with outside community stakeholders including Sonoma State University.

Vision: Our vision is to create a safe, respectful, and responsible learning community where every child has an opportunity to reach his/her potential and be a successful member of society.

Mission: At Monte Vista, we strive to ensure the continuous growth of academic achievement for all students, 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 Monte Vista students develop and maintain their enthusiasm for learning, curiosity for life, and encourage students to actively incorporate what they are learning into their own experiences, concepts, and understanding of how the world works.

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

**Monte Vista 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. We have had fewer suspensions and truancy problems in the 2018-2019 school year, based on A2A tracking system as compared to the year before. 85% of our students indicated that they feel safe at school based upon California Healthy Kids Survey. We do not have California Dashboard suspension or truancy data from the 2019-2020 school year due to COVID-19, however we were on track to reduce our number of suspensions.

**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 supports are a part of our school culture and therefore has a positive effect on student behavior and attendance. We also have an active parent community.

**Other**

**Comprehensive School Safety Plan  
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Data Analysis (Continued)**

Monte Vista Elementary School  
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**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, California Healthy Kids Survey, 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).**

Increasing student achievement  
Parent and community support  
Skilled and caring staff  
Orderly and safe environment  
Minimal vandalism and violent behavior  
Attendance and discipline policies  
Strong district support for site goals  
Academic, social, and emotional support programs  
Adoption of school wide programs, Life Skills, Tool Box, and Paw Awards to teach and reinforce character development and social skills.  
Positive Behavior Intervention Support (PBIS)  
District support of site goals

**Areas we wish to Change:**

- I. Increase student achievement TK-5
- II. Increase diversity and disability awareness
- III. Continue to decrease the amount of student absences and tardies
- IV. Decrease in undesirable behavior, increase positive peer relationships
- V. Increase opportunities for Restorative Approach to Student 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**

Monte Vista Elementary School  
**School/Site**

<b>Component I: The Social Climate</b>	
<b>Goal #1</b> 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> <b>By June 2021, (% or #) will</b> a. Office referrals for aggressive or disrespectful behavior will decrease by 10% b. Truancy rate will improve by 10% c. Student engagement during Distance Learning will increase	
<b>Action Steps</b>	
<b>1.0</b>	<p>Provide a safe school environment:</p> <ul style="list-style-type: none"> <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> </ul> <p><b>a.</b></p> <ul style="list-style-type: none"> <li>e. Publish school rules, policies, procedures and expectations for behavior in the parent handbook</li> <li>f. Post PBIS matrix around the school and in classrooms</li> <li>g. The Monte Vista Expectations are posted, modeled, and used throughout the school</li> <li>h. Recognize students publicly and frequently for positive behavior with our Paw Awards and Proud Principal Awards</li> <li>i. Principal and assistant principal are visible before school/during recess and lunch and after school</li> </ul> <p>Reduce Bullying - This 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) 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> <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> </ul> <p><b>b.</b></p> <ul style="list-style-type: none"> <li>b. Implement an Anti-Bullying program for staff, students and parents</li> <li>c. Teachers provide Life Skills and Tool Box embedded in the curriculum</li> <li>d. PBIS Agreements are taught and posters shared</li> <li>e. Staff views discipline through a restorative lens</li> <li>f. 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)</li> </ul>

2.0	<p>Follow up on attendance problems using the district and school policies and procedures</p> <ol style="list-style-type: none"> <li>1.* Parent contact for each absence</li> <li>2.* Principal/Assistant Principal hold SART meetings with parents to brainstorm strategies to increase their child's attendance</li> <li>3.* Use SARB process to monitor students with extreme attendance problems</li> <li>4.* Student Study Teams to address attendance issues</li> <li>5.* Attendance reported on report cards</li> <li>6.* Educate parents on the importance of school attendance through PTA meetings, newsletters, etc.</li> <li>7.* Publish facts about the effect of absence on learning and its fiscal impact</li> <li>8.* Help parents find community resources that will provide parenting support</li> <li>9.* Encourage parents to schedule doctor and dentist appointments outside of school hours</li> <li>10.* Communicate the importance of attending school using a variety of tools: Monte Vista News Newsletter, Back-to-School Night, School Site Council, ELAC, PTA, Website</li> <li>11.* Keep staff informed about absence rates of their students</li> <li>12.* Continue with partnership with Safe Routes to Schools/Walk and Roll to School Days</li> <li>13.* Assistant Principal/District Attendance Coordinator make phone calls, send text/email messages, and complete home visits for students not attending/engaging at school.</li> </ol>
3.0	<p>Communication of Policies - 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, 48900.5 harassment, threats, or intimidation, or 48900.7 terroristic threats against school officials, school property of both (BP 4112.9, BP 4212.9, EC 49079)</p> <ol style="list-style-type: none"> <li>a. Publish school rules, policies, procedures and expectations for behavior in a student handbook</li> <li>b. Post Life Skills around the school and in classrooms</li> <li>c. Use Life Skills to identify desirable behaviors</li> <li>d. Recognize students publicly and frequently for positive behavior-celebrate at assemblies</li> <li>e. Identify school leaders and promote school pride at school wide assemblies</li> </ol> <p>Educate parents on the importance of school attendance</p> <ol style="list-style-type: none"> <li>a. Publish facts about the effect of absence on learning and its fiscal impact</li> <li>b. Help parents find community resources that will provide parenting support</li> <li>c. Encourage parents to schedule doctor and dentist appointments outside of school hours as much as possible</li> <li>d. Educate parents regarding Independent Studies</li> <li>e. Review attendance policy at ELAC meetings</li> </ol>
4.0	<ol style="list-style-type: none"> <li>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).</li> </ol>
5.0	<ol style="list-style-type: none"> <li>a. All staff are mandated reporters trained annually regarding child abuse reporting procedures (BP 5141.4)</li> </ol>
6.0	<ol style="list-style-type: none"> <li>a. The school site follows district suspension/expulsion policies and procedures (BP 5144.1, AR 5144.1, AR 5144.2)</li> <li>b. The school uses two way radios for communication</li> </ol>



**Comprehensive School Safety Plan  
2021-2022  
Component I**

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

Monte Vista Elementary School  
**School/Site**

<b>Who will take the lead</b>	Principal, Staff, Parents, and Students
<b>Completion Date and Budget</b>	Ongoing
<b>Resources Needed</b>	District and site funds, Professional Development
<b>How we will Monitor and evaluate</b>	Observation, reduction in incidences of undesired behaviors, office referrals, parent survey results, and absences

**Comprehensive School Safety Plan  
2021-2022**

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

Monte Vista Elementary School  
School/Site

<b>Component 2: Physical Environment</b>	
<b>Goal #1</b> Our school has a physical environment that promotes pride in our school, respect for school property, school safety and student well-being.	
<b>Measurable Objective:</b> <b>By June 2021, (% or #) will</b> The campus will be a clean, physically safe, and comfortable place to be with 5% reduction in the number of accidents and unsafe incidents	
<b>Action Steps</b>	
<b>1.0</b>	<p>Pick-up and Drop-off times</p> <ul style="list-style-type: none"> <li>a. Develop pick-up/drop-off procedures in school parking lot that promote efficiency and safety to share with teachers and parents</li> <li>b. Enforce safe traffic flow and the following of posted procedures in the school parking lot.</li> <li>c. Communicate to parents the importance of following parking lot procedures, including throughout the year via letter and electronic communication</li> <li>d. Provide supervision with staff wearing safety vests</li> <li>e. Provide stop signs</li> <li>f. Work with consultants from Safe Routes to School program to identify safe walking routes for children</li> </ul>
<b>2.0</b>	<ul style="list-style-type: none"> <li>a. Classrooms will provide a safe environment for student movement <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> <li>d. Rooms will be equipped with emergency backpacks and emergency response information will be posted.</li> </ul> </li> <li>b. Monitor entry and exit points before and after school to ensure student safety from danger or harassment - staff and parent supervision daily</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. <ul style="list-style-type: none"> <li>a. carpeting</li> <li>b. loose trim</li> <li>c. wet floors</li> <li>d. sharp or unsecured heavy objects</li> </ul> </li> <li>b. Provide visitor passes and engage everyone in monitoring of unknown people on campus</li> </ul>
<b>4.0</b>	<p>Litter will be kept to a minimum</p> <ul style="list-style-type: none"> <li>a. <ul style="list-style-type: none"> <li>a. Students will be responsible for cleaning up after themselves and each other</li> <li>b. Noon supervisors will monitor student clean-up at lunch</li> <li>c. Custodial staff will monitor for excess litter</li> </ul> </li> <li>b. Remove graffiti and repair vandalism immediately</li> </ul>

5.0	<p>Bathrooms will be kept in clean and in good working order</p> <ul style="list-style-type: none"> <li>a. Students will be closely monitored to prevent vandalism and unsafe activities in restrooms</li> <li>b Drinking fountains will be in good working condition and clean and free of debris</li> </ul>
6.0	<ul style="list-style-type: none"> <li>a. Provide and maintain adequate outdoor lighting</li> <li>b. Provide two way radios to custodians, office staff, campus supervisors, and teachers</li> </ul>
7.0	<p>Routine and Emergency Disaster Procedures</p> <ul 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> </ul>
8.0	<ul 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> </ul>

**Comprehensive School Safety Plan  
2021-2022**

**Component II  
Place, Continued**

Monte Vista Elementary School  
**School/Site**

<b>Who will take the lead</b>	Principal, District Maintenance department, Community, Custodians, Staff, Parents, and Students
<b>Completion Date and Budget</b>	Ongoing
<b>Resources Needed</b>	District and site funds, volunteers
<b>How we will Monitor and evaluate</b>	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**

Monte Vista Elementary School  
**School/Site**

<b>Review of Progress for Last Year</b>	Name:	Kathy Olmsted	Date:	12/9/2020
<b>Site Council Approval</b>	Name:	Cassandra Wilcox	Date:	12/9/2020
<b>District Approval</b>	Name:		Date:	

**Comprehensive School Safety Plan  
2021-2022**

**Evaluation of Plan**

**Monte Vista Elementary School  
School/Site**

**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. Data review at the school level (discipline, attendance, and parent survey, etc.) It was challenging monitoring the progress from 2019-2020 school year due to limited data/COVID 19

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

Families were involved in school events, as classroom volunteers, and invited to parent organization meetings. School attendance reminders have been sent to families, School-wide assemblies focused on PBIS agreements of being safe, being kind, being respectful and being responsible when we were in session prior to COVID 19: include a PAW Awards given to students when we were on site as well as during Distance Learning, Inquiry team was developed to focus on increasing student achievement. Our truancy rate has decreased from 10% in 2018-2019 to 8.2% in 2019-2020, prior to implementation of Distance Learning in March of 2020;. Currently in Distance Learning for the 2020-2021 school year, our truancy rate is 5.1%.

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

The Monte Vista campus continues to be beautiful and well-maintained. There were very few accidents and incidents of injury.