

# **Richard Crane Elementary**

## **Comprehensive School Safety Plan**

**Effective Dates 2021-2022**

**Richard Crane Elementary  
School/Site**

**Teresa Ruffoni  
Principal/Administrator**

<b>Plan Developed By</b>	<b>Title</b>
Teresa Ruffoni	Principal
Trudy Persall	Office Manager
Jayne Eldred	Teacher
Katie Hernandez	Teacher
Jackie Mansuy	Teacher
Tori Tuscano	Parent
Steven Buttrick	Parent
Erica Fahey	Parent
Open positon	
Gina Piccinni	Law Enforcement

**Cotati-Rohnert Park Unified School District**

**Comprehensive School Safety Plan**

**Richard Crane Elementary  
School/Site**

Committee Members ..... 3  
School Vision Statement..... 4  
Data Analysis..... 5  
Goals, Strategies and Activities ..... 7  
Component I ..... 7  
Component II ..... 12  
Communication of the Plan ..... 13  
Evaluation of Plan..... 14

**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**

**Richard Crane Elementary  
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.	Teresa Ruffoni	X								
2.	Trudy Persall		X							
3.	Annalisa Bulleri			X						
4.	Jackie Mansuy			X						
5.	Katie Hernandez			X						
6.	Tori Tuscano				X					
7.	Erica Fahey				X					
8.	Stephen Buttrick				X					
9.	Kristina McGuinness				X					
10.										
11.	Gina Piccinini					X				
12.										
13.										
14.										
15.										

## **School Vision Statement**

School Description: Richard Crane Elementary is a year-round school with a population of approximately 229 students located in the C section of the Cotati Rohnert Park Unified School District. Richard Crane was reopened in the 2017 -2018 school year. All instruction is based on the Common Core Standards. To teach and address the social emotional needs of our students we use the Second-Step and Second Step Bulling curriculum. Additionally, we are a Positive Behavioral Interventions and Supports (PBIS) school. Behavioral expectations are modeled, clearly taught and students are commended for being respectful, safe and responsible. Monthly assemblies recognize students who demonstrate positive student behavior. School wide procedures and expectations provide a safe and orderly learning environment. To help ensure all students are successful academically, physically, socially and emotionally we support our students by focusing on effective first instruction. School wide we use the Second Step Program as well as mindfulness and growth mindset strategies. Richard Crane is focused on creating a school culture that is caring and safe, and students are permitted to take academic risks so students are ready to learn. We are building partnerships with Rancho Cotate High School, our school community, and our larger community. Richard Crane's PTA plays a vital role in engaging parents, students and teachers as we work together to enrich our students' experiences through supporting programs and activities. The funds raised through the PTA have enabled us to offer a School-wide play, participation in the County Spelling Bee, school assemblies and community building Family Fun Nights. In addition, the PTA has purchased coding tools, a sound system, recess, PE equipment for our students and our goal this year is to expand our library book selection. Our Cougar Cub pride can be seen everyday throughout our campus.

Vision: Our vision at Richard Crane Elementary is to provide a rich educational environment where all students are fully engaged in their learning. We believe it is critical for elementary school students to excel academically, emotionally, socially, and physically in order to grow into thriving students. These foundational beliefs are implemented into the teaching and learning for our students and define our school community. "A community where students are nurtured and empowered to excel as lifelong learners."

Mission: At Richard Crane Year Round Elementary School we are focused on meeting the unique needs of every student. We established practices that support the learning of the whole child to enable students to reach their learning potential. Through project based learning (PBL) and experiential activities, students explore the real work by thinking critically, collaborating, creating and communicating their understanding through a variety of methods. When our students promote to middle school, they will be empowered to succeed at high levels.

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

**Richard Crane Elementary  
School/Site**

**Conclusions from Data:**

Using the information from our 2019 – 2020 California Healthy Kids survey, current attendance and suspension rates we will now be able to look for trends and needs. 100% of our 5th grade students participated in the 2019 - 2020 California Healthy Kids survey. On the 2019 – 20 CHKS, 92% of the 5th grade students who participated stated that teachers treat students fairly at school all or most of the time. In 2018 it was 100%. 96% of the 5th graders also felt that adults at school want them to do their best most or all of the time. In 2018 it was 100%, difference of 1 student. In 2018, 46% of the 5th graders stated they do not always feel safe coming to and from school. In the 2019 - 2020 survey it increased to 87%. In 2017 – 2018, Richard Crane had 1.3% overall suspension rate. In 2018 – 2019 the total suspensions increased to 3.9%. Richard Crane's Chronic Attendance Rate for the 17-18 school year was 9%. In 2018 – 2019 it increased to 9.6%. 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 numbers of suspensions. Due to the COVID-19 pandemic, state law has suspended the reporting of state and local indicators on the 2020 Dashboard.

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

We have a through system for tracking and intervening when truancy begins. To decrease the number of students who are chronically absent we began recognizing students each trimester for attendance. Richard Crane's Chronic Attendance Rate for the 17-18 school year was 9%. The Chronic Absenteeism rate for 2018 – 2019 is 9.6% which is an increase of .6%. Our school in partnership with Community Matters. We continue to build connections with Keeping Kids in School and our School Resource Officer. This year we are supporting students who are quarantined by offer 3-14 day Independent Study packets.

Our Safe Route to School Program supports students with traveling to and from school safely. PBIS Tier 1 supports are ingrained in our school culture, which supports student behavior and attendance. We will be supporting our students in understanding the expectations with a school wide kickoff in October.

In response to the 17 – 18 data that stated 46% of the 5th graders said they do not always feel safe coming to and from school Richard Crane has participated in the Safe Routes to School program. In the 2018 – 19 School year our second and third grade classes participated in the Pedestrian Safety program. In the 2018 - 2019 school year our fourth and fifth grade classes participated in the bicycle safety program culminating in a bicycle rodeo. In the 2021 – 2022 school year we will attempt to have our 2nd graders participate in the Pedestrian Safety Program and our fourth and fifth graders will participate in the bicycle safety program in the spring if possible. As a school we participate in Walk and Roll to School the first Wednesday of every month. Safe Routes to school created a map showing where are student live in relationship to the school. Our hope is that we can reduce the amount of office referrals and suspensions by supporting our students will clear expectations school wide.

**Other**

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

Richard Crane Elementary  
**School/Site**

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

Attendance Records (A2A)  
Discipline records  
Demographics  
Student Survey  
Discussions with Site Council, PTA, ELAC and parents

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

As a young school in our fifth year, we are proud of our community. We have had strong attendance at our virtual Back To School Nights, virtual Family Fun Nights . We are excited about the learning environment that our school is able to provide to meet the needs of our learners while teaching them to be responsible and engaged in their learning. The integrated technology and the flexible learning spaces allow for students to focus and remain engaged. The learning spaces provide expanded opportunities for student and teacher collaboration. We are proud of our Social Emotional curriculum that encompasses mindfulness, Second Step, Second Step Bullying Curriculum, Growth Mindset and Responsive Classrooms. Teachers are incorporating Project Based Learning to make the learning rigorous and meaningful. Our school has Tier 1 Positive Behavioral Interventions and Supports (PBIS) in place. School wide behavior expectations are taught, reviewed and modeled so that students know what is expected of them in all areas of the school. Our school's PBIS team meets on a regular basis to help support the implementation of PBIS.

**Areas we wish to Change:**

- I. We want to continue to increase student achievement
- II. We want to decrease the number of absences
- III. We want to increase the parent participation in our parent groups and events
- IV. We want to decrease the number of office referrals for undesirable behavior
- V. We want to increase student pride in our school

**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**

Richard Crane Elementary  
**School/Site**

<b>Component I: The Social Climate</b>	
<b>Goal #1</b> Richard Crane is a place where students and staff demonstrate respect for each other and attendance and participation in school is valued.	
<b>Measurable Objective:</b> <b>By 6/2022, (% or #) will</b> Richard Crane will have minimal office referrals for aggressive and or disrespectful behavior. 99% of our students will feel respected at school by staff and peers as measured by student survey. Richard Crane will decrease its chronic attendance rate by 2%. In the 2018/19 school year our chronic absentee rate was 9.6%.	
<b>Action Steps</b>	
<b>1.0</b>	<p><b>a.</b> Campus Supervision</p> <ul style="list-style-type: none"> <li>a. Ongoing training of noon supervisors.</li> <li>b. Frequent and clear communication and consistency of school expectations through PBIS. School wide Kickoff, classroom folders with expectations by area, classroom review of expectations.</li> <li>c. Teaching students structured playground activities and providing adequate playground equipment.</li> <li>d. Adequate and effective supervision at all times.</li> <li>e. Principal will be present before and after school as well as at recess and lunch.</li> </ul>
<b>2.0</b>	<p><b>a.</b> Attendance</p> <ul style="list-style-type: none"> <li>a. Communicate the importance of attending school using a variety of tools: school newsletter, Back-To -School -Night, School Site Council, PTA, ELAC, Website, Facebook, Powerschools, A2A parent communication, SART meetings for truancy issues, and parent conferences.</li> <li>b. Report attendance on Report Cards.</li> <li>c. Recognize students perfect attendance each trimester.</li> <li>d. Celebrate daily classroom perfect attendance with sign on door.</li> <li>e. Encourage parents to schedule doctor and dentist appointments outside of school hours.</li> <li>f. Educate parents regarding Independent Studies.* Especially with our new 3 day Independent Study</li> <li>g. Provide community resources for parents that offer support as needed. Petaluma Health Mobil Clinic</li> <li>h. Parents are contacted for each absence.</li> <li>i. Principal/staff will make phone calls, send text messages, and complete home visits for students not attending/engaging at school.</li> <li>j. Education families regarding district Covid screening and testing schedule.</li> </ul>

3.0	<p>Social Emotional Education</p> <ul style="list-style-type: none"> <li>a. Provide planning time and support with Second Step Social Emotional curriculum and Preventing School Bullying curriculum for teaching students effective use of strategies to support student success.</li> <li>b. School wide practice of Mindfulness.</li> <li>c. School wide use of Responsive Classroom techniques to support student success.</li> <li>d. Whole school participation in Positive Behavioral Interventions and Supports along with expected behavior matrix posted throughout the school along with voice level charts. Students feel safer when they know what is expected of them.</li> <li>e. Teachers will offer breaks, teach SEL program.</li> <li>f. PBIS Home Matrix will be sent home to all families</li> <li>g. PBIS team/staff trained in Trauma Informed Practices to support our students.</li> <li>h. Monthly assemblies/ recognitions/ ROARS/ Weekly Shout Outs</li> </ul>
4.0	<p>Communication of Policies</p> <ul style="list-style-type: none"> <li>a. Update and publish school expectations and policies for behaviors in a student handbook. Handbook will be translated in Spanish.</li> <li>b. Recognize students publicly and frequently for positive behavior at our Cougar Cub Character award assembly and our weekly Roar Shout Outs.</li> <li>c. Identify school leaders and promote school pride at school wide assemblies.</li> </ul>
5.0	<p>Mandated Reporting</p> <ul style="list-style-type: none"> <li>a. All staff is trained annually on child abuse reporting laws and procedures as well as signs of child abuse consistent with Penal Code 11164 (BP 5141.4).</li> </ul>
6.0	<ul style="list-style-type: none"> <li>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).</li> </ul>
7.0	<ul style="list-style-type: none"> <li>a. 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>
8.0	<ul style="list-style-type: none"> <li>a. The site strives to provide a safe school environment for all student. Any unlawful discrimination, harassment, intimidation, and bullying of any student is prohibited (BP 5131.2 BP 1312.3, AR 1312.3).</li> </ul>
9.0	<ul 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> </ul>



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

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

Richard Crane Elementary  
**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 incidents of undesired behaviors, office referrals and absences

**Comprehensive School Safety Plan  
2021-2022**

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

Richard Crane Elementary  
School/Site

<b>Component 2: Physical Environment</b>	
<b>Goal #1</b> Richard Crane has a physical environment that promotes pride in accomplishments, respect for school property, school safety and students well- being.	
<b>Measurable Objective:</b> <b>By June 2021, (% or #) will</b> The campus will be a clean, physically safe and a comfortable place to be with a reduction of accidents and unsafe incidents.	
<b>Action Steps</b>	
<b>1.0</b>	<p>Safe Routes to School</p> <p>a. 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.</p> <p>b. Communicate to parents in a variety of ways to ensure the safe traffic flow in the parking lot. School parking lot video will be shared with parents upon return to campus.</p> <p>c. Educate parents of the drop off and pick up procedures as well as how to get to and from school in a safe manner..</p> <p>d. Work with consultants from the Safe Routes to School program to identify safe walking routes for our students.</p>
<b>2.0</b>	<p>Classroom Safety</p> <p>a. Backpacks and other items that may cause tripping will be placed in a safe manner.</p> <p>b. Rooms will be organized to welcome easy traffic flow.</p> <p>c. Desks and chairs will be at an appropriate height for each student.</p>
<b>3.0</b>	<p>Campus</p> <p>a. Repairs will be made immediately if the condition creates an unsafe environment via the Help Desk. (carpeting, loose trim, wet floors, sharp or unsecured heavy objects). Staff should report any and all safety concerns to the administration.</p> <p>b. Provide visitor passes and engage everyone in monitoring unknown people on campus.</p> <p>c. Substitutes will be provided visitor lanyards.</p> <p>d. Educate parents regarding school policies for visiting the campus.</p> <p>e. Litter will be kept to a minimum.</p> <p>f. Graffiti and vandalism will be repaired immediately.</p> <p>g. Bathrooms will be kept in clean and good working order.</p> <p>h. Drinking stations will be kept in clean and good working order.</p> <p>i. Provide and maintain adequate outdoor lighting.</p> <p>j. Classrooms and bathrooms are ADA compliant.</p> <p>k. All teachers and staff have two way radios allowing for another way to communicate at recess or during a disaster.</p>

<p><b>4.0</b></p>	<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 and lugaloo in case of an emergency.</li> </ul>
<p><b>5.0</b></p>	<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**

Richard Crane Elementary  
**School/Site**

<b>Who will take the lead</b>	Principal, District Maintenance department, Community, Custodian, 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 the school.

**Comprehensive School Safety Plan  
2021-2022**

**Communication of the Plan**

Richard Crane Elementary  
**School/Site**

<b>Review of Progress for Last Year</b>	Name:	Teresa Ruffoni	Date:	9/16/2021
<b>Site Council Approval</b>	Name:	Tori Tuscano	Date:	9/16/2021
<b>District Approval</b>	Name:	Dr.Mayra Perez Superintendent	Date:	

**Comprehensive School Safety Plan  
2021-2022**

**Evaluation of Plan**

Richard Crane Elementary  
**School/Site**

**How was the previous plan monitored?**

The School Site Council monitored progress on the goals by observing attendance, discipline data at the school and district level as well as looking at the results of our school and student surveys.

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

Richard Crane was able to create and maintain an inclusive learning environment. Tier 1 PBIS is implemented and expectations are clearly defined. Students can be observed using mindfulness as well as teachers teaching it within their (digital) classrooms.

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

Richard Crane has a well maintained campus that is beautiful. There were very few accidents or incidents of injury.