



**VARGAS ELEMENTARY SCHOOL
COMPREHENSIVE SCHOOL SAFETY PLAN
EFFECTIVE DATES March 2015-March 2016**

Vargas School

Annette E. Grasty
Principal/Administrator

Plan Developed By	Title
Annette Grasty	Principal
Nancy Rodriguez	Administrative Assistant
Alexander Ha	Teacher
Ashley Bondi	Teacher
Ari Vogel	Parent
Shanthi Margoschis	Parent
Eric Fujii	Sunnyvale Public Safety Officer

Public Hearing Date May 7, 2015

Date Adopted by School Site Council

March 31, 2015

**SUNNYVALE SCHOOL DISTRICT
COMPREHENSIVE SCHOOL SAFETY PLAN
March 1, 2015-March 1, 2016**

VARGAS SCHOOL

Requirements Index	Section/ Page
COMMITTEE MEMBERS	
SCHOOL MISSION STATEMENT	3
DATA ANALYSIS	
Assessment of current status of school crime	4
GOALS FOR DESIRED CHANGE	
STRATEGIES AND ACTIVITIES	
Action Plan: Component I, People and Programs	6
Action Plan: Component II, Place / Physical Environment	8
COMMUNICATION OF THE PLAN	
Public meeting held or scheduled	10
Communication of Uniform Complaint Procedures	
EVALUATION OF PLAN	11
Monitoring	
Annual Report on Status of the Plan (SARC)	
DISASTER/PROCEDURES! CRISIS RESPONSE! EMERGENCY PLAN (School Site Disaster Plan)	
SEMS/NIMS Incident Command Structure (iii)	
Site Plans (exercise drill completion log (viii))	
Site Map (p8)	
Notification list (p18)	
Chain of command (p20)	
School Site Evacuation Plan (p21)	
Schedule of Earthquake and Fire Drills	
PROCEDURES FOR SAFE INGRESS AND EGRESS for students and adults	
ADOPTED BOARD POLICES	
Child Abuse Reporting	5141.4
Suspensions and Expulsion Policies	5144.1
Notifying Teachers of Dangerous Pupils Policy	4158,4258.,4358
Discrimination and Harassment Policies	5145.3,5145.7
Dress Code Policy/Site Dress Code	5132
Hate Crime Policy and Procedures	5145.9
Rules/Proceedings on School Discipline	5144
Visitors Policy.	1250
Weapons and Drug and Alcohol Policies	5131.6
Bullying	5131.2

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

MEMBERSHIP

VARGAS SCHOOL

School Site Council or Delegated School Safety Planning Committee Members Date:	Principal or designee	Classified Employee	Teacher Rep of Certificated Employees	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other (specify)
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1. Annette Grasty	X								
2. Nancy Rodriguez		X							
3. Alexander Ha			X						
4. Ashley Bondi			X						
5. Ari Vogel				X					
6. Shanthi Margoschis				X					
7. Officer Eric Fujii					X				

*Optional members

MISSION STATEMENT:

-to provide a caring environment for the entire community which instills the desire for academic achievement, social responsibility, and continuous improvement.

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

DATA ANALYSIS

VARGAS

Data Source	2011-2012	2012-2013	2013-2014
5 th grade California Health Kids Survey (Administered even years only) 43% response rate			
<u>Perception that use is very bad for health:</u>			
Cigarettes	90%		98%
Alcohol	75%		70%
Marijuana (or have never heard of it)	90%		73%
Have never or only sometimes been hit or pushed	85%		91%
Feel safe at school most or all the time	70%		88%
Have never brought a weapon to school	95%		100%
Have never seen another kid with a weapon at school	62%		74%

Suspensions	14		4
Expulsions	0		0

Conclusions from Data:

Promoting consistent rules and including (positive) behavior expectations has been effective in increasing positive outcomes.

Conclusions from Parent, Teacher and Student Input:

School wide Positive Behavior Interventions and Supports (PBIS) creates a common language for high expectations and positive behavior choices. Counseling services target high-risk students and provide a curriculum designed to instill empathy through teaching conflict resolution and anger management skills. The Community Health Awareness Council (CHAC) program offered at Vargas has on-call services to work with any crisis or behavioral problems on the spot.

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

DATA ANALYSIS

Vargas School

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

Student attendance has increased, and increased positive playground behavior is evident.

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

Positive behavior acknowledgement

CHAC (Counseling services)

KLAS (Kids Learning After School)

PlayWorks

Reading Partners

Areas we wish to change;

Continue current lunch schedule “play then eat”

- I. Reduce the number of office referrals from 8 to 10 to 4 or 5 per day.
- II. Increase parental support for behavior and consequences

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

GOALS, STRATEGIES AND ACTIVITIES FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT Component I — People and Programs

VARGAS

Component I: People and Programs (Have at least one goal, measurable objective and activity for each component)
Goal #1 Decrease the number of referrals during recess, lunch and class time.
Measurable Objective: The number of office referrals during recess, lunch, and class time will decrease by half, from 8 to 10 per day, to 4 or 5 per day.
Action Steps 1.0 a. Increase the number of student check-ins before school and during break times.
2.0 a. Provide positive feedback to students when good choices are made,
3.0 a. Recognition for positive choices and behavior will be given at the monthly schoolwide assembly.

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

GOALS, STRATEGIES AND ACTIVITIES FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT

Component I

PEOPLE AND PROGRAMS, Continued

VARGAS

Who will take the lead	Principal All staff
Completion Date and Budget	-ongoing
Resources Needed	-none
How we will Monitor and evaluate	-utilize a system to keep track of referrals and rewards.

COMPREHENSIVE SCHOOL SAFETY PLAN GOALS,
MARCH 1, 2015 March 1, 2016
STRATEGIES AND ACTIVITIES
FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT
Component II- Place
VARGAS

Component II: Place
Goal #1 Maintain a clean and safe learning environment.
Objective: Throughout the school year, students will be reminded and encouraged to take ownership and pride in their surroundings.
Action Steps 1.0 a. Keep all common areas, playground, and restrooms clean and litter free.
2.0 a. Monitor and reward those who go above and beyond to meet this goal.

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016

GOALS, STRATEGIES AND ACTIVITIES FOR ENSURING A SAFE AND ORDERLY ENVIRONMENT Component II Place, Continued VARGAS

Who will take the lead	Principal Students Staff
Completion Date and Budget	-ongoing
Resources Needed	-none
How we will Monitor and evaluate	-daily observations and visual monitoring

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015 March 1, 2016 COMMUNICATION OF THE PLAN VARGAS

Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i>	<table border="1"> <tr> <td data-bbox="609 533 909 598">Date of Public Hearing</td> <td data-bbox="909 533 1445 598">May 7, 2015</td> </tr> <tr> <td data-bbox="609 598 909 703">Site of Public Hearing</td> <td data-bbox="909 598 1445 703">Vargas Elementary School</td> </tr> </table> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • Local Mayor • Representative of the local school employee organization • A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs • A representative of each teacher organization at the school site • A representative of the student body government • All persons who have indicated they want to be notified 	Date of Public Hearing	May 7, 2015	Site of Public Hearing	Vargas Elementary School
Date of Public Hearing	May 7, 2015				
Site of Public Hearing	Vargas Elementary School				
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> • A representative of the local churches • Local civic leaders • Local business organizations • In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 5 of any schools that have not complied with <i>Ed Code 32288</i> 				
Review of Progress for Last Year	<table border="1"> <tr> <td data-bbox="609 1386 1128 1423">Name Annette Grasty</td> <td data-bbox="1128 1386 1445 1423">Date: 3/31/2015</td> </tr> </table>	Name Annette Grasty	Date: 3/31/2015		
Name Annette Grasty	Date: 3/31/2015				
Law Enforcement Review	<table border="1"> <tr> <td data-bbox="609 1423 1128 1461">Name Eric Fujii</td> <td data-bbox="1128 1423 1445 1461">Date: 3/31/2015</td> </tr> </table>	Name Eric Fujii	Date: 3/31/2015		
Name Eric Fujii	Date: 3/31/2015				
Site Council Approval	<table border="1"> <tr> <td data-bbox="609 1461 1128 1499">Name Ashley Bondi</td> <td data-bbox="1128 1461 1445 1499">Date: 3/31/2015</td> </tr> </table>	Name Ashley Bondi	Date: 3/31/2015		
Name Ashley Bondi	Date: 3/31/2015				
School Board Approval	<table border="1"> <tr> <td data-bbox="609 1499 1128 1537">Name Nancy Newkirk</td> <td data-bbox="1128 1499 1445 1537">Date: 5/7/2015</td> </tr> </table>	Name Nancy Newkirk	Date: 5/7/2015		
Name Nancy Newkirk	Date: 5/7/2015				

COMPREHENSIVE SCHOOL SAFETY PLAN

MARCH 1, 2015- March 1, 2016

EVALUATION OF THE PLAN

VARGAS

How was the previous plan monitored?

- staff collaboration
- parent feedback
- school site council discussion and action items

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

- ongoing progress, with additional support from PlayWorks, CHAC, and Reading Partners

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

- Instituted monitoring and placements of noon aides

ANNUAL REPORT ON THE STATUS OF THE PLAN (See Attached SARC)

Safe Ingress and Egress

Getting to School:

In keeping with our goal of fostering environmental awareness among our students, we strongly urge families to use means of transporting children to school other than driving. We encourage activities such as walking, bicycling, or scootering. If children must be driven by car, carpooling is encouraged. Safety is emphasized, whatever the mode of transportation. It is everyone's responsibility to know the traffic laws surrounding the school, including appropriate speed limits, and to obey them.

Walking, Cycling, Scootering:

We recommend that parents and guardians accompany kindergarten and primary grade (1st-3rd) students to and from school in walking groups. Walking groups for older children, such as walking school buses, will foster independence and increase safety. Parents are encouraged to evaluate the routes to school to determine the safest route to school. Walkability/bikeability checklists are available from the school office. Teach children how to cross streets:

- At intersections
- In crosswalks when available
- With pedestrian crossing signal at light-signal controlled intersections
- With crossing guard assistance when available

Children must wear the required protective gear when bicycling or using a scooter and follow applicable laws and the directions of the crossing guards. Per California law, helmets are required for all children under the age of 18.

Crossing Guards:

There are three Vargas crossing guards every school day during arrival and departure times. Their locations are as follows:

- At the stop light at the intersection of Washington and Bernardo;
- At the 4-way stop intersection of Leota and Washington;
- At the crosswalk on Leota and Carson

Using the Passenger Drop-Off and Pick up Zones:

Drop children off and pick them up in the designated passenger drop-off and pick-up zones at the front of the school roundabout area on Leota . Please help keep traffic flowing in these zones. DO NOT leave your vehicle parked or double-park in the passenger drop-off/pick-up zones. If children are not present for pick-up at arrival time, continue out of the area, park on the street in a legal parking spot, and walk up to find them.

Stop before the crosswalk at the entrance to the roundabout at the front of the school to wait for any pedestrians using the crosswalk. Drive as far forward as possible in a single file line along the drive through area before dropping off or picking up children. Do not block anyone parked in a handicapped parking space.

School/School District Support:

To support the goal of fostering environmental awareness among our students, the School/School District will annually:

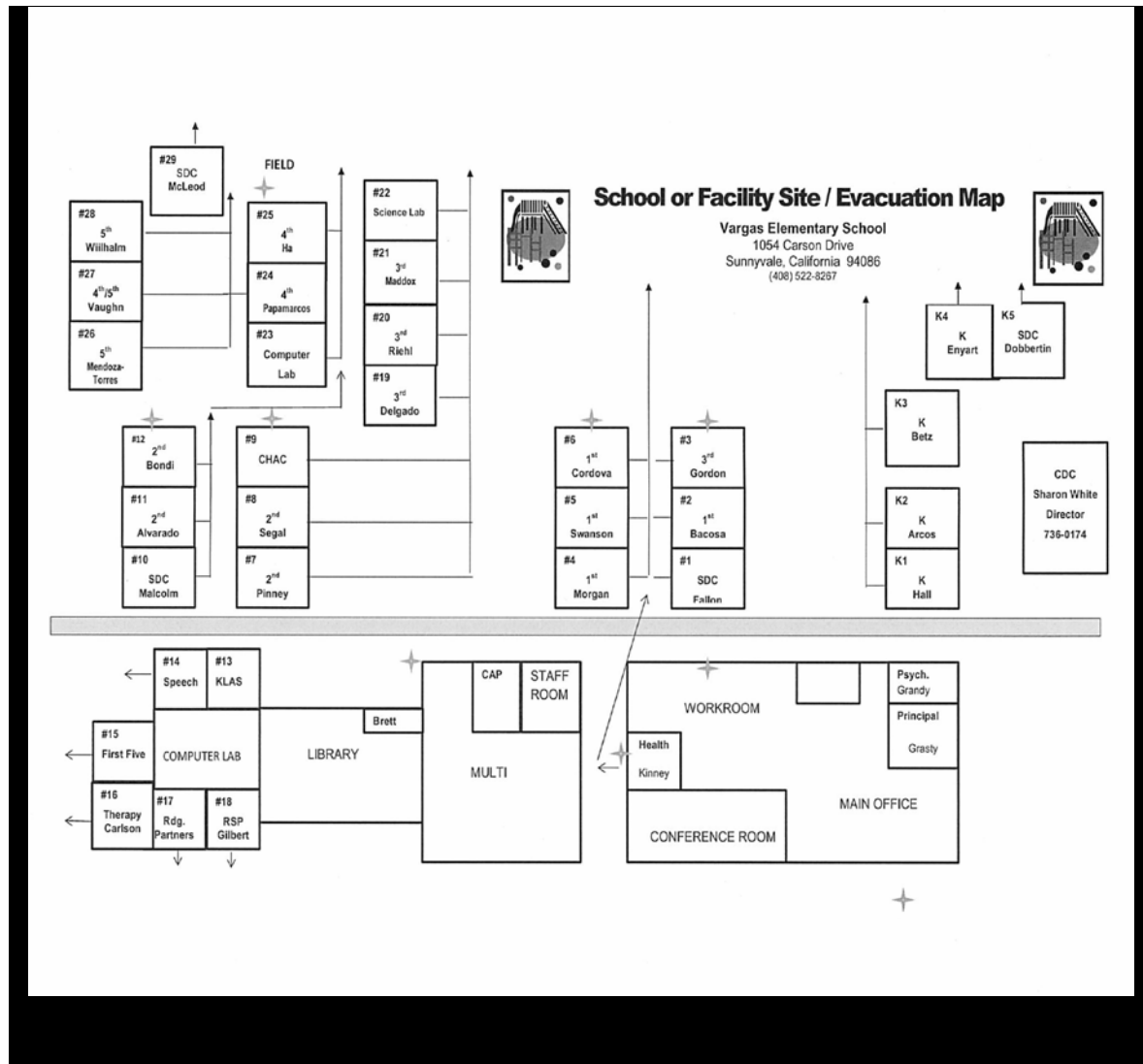
- Survey students and/or parents to determine mode of travel to school. A simple survey will aid in planning for addressing transportation issues.
- Educate, inform, and train students, parents, and staff about safe travel to and from school
- Review safe ingress and egress plan and procedures with staff.

Vargas Elementary School

	Primary Location (Day to Day Operations)	Secondary Location (Emergency Plan)
Street Access Points	Vargas Elementary is accessible from Carson and Leota	Washington
Parent/Student Drop off & pick up	Round-about area on Leota	Washington Park
Bus Drop off & pick up	Side of school on Carson Bus Parking Zone	During an emergency, the director of transportation will determine pick up and drop off procedures.
Public Entrance to School Site for Visitors	Signs are posted at the entry requiring all persons to check in with front desk.	TBD
Student/Staff Evacuation (by walking)	Students and staff will exit school and line up on blacktop area as per clipboard (school map).	Students and staff will exit school and walk to Washington Park
Student/Staff Evacuation (by bus)	Student and staff will exit Vargas and proceed to bus loading zone if emergency allows.	Depending on the nature of the emergency, the safest location will be determined. Washington Park is the secondary evacuation location for student/staff by bus.

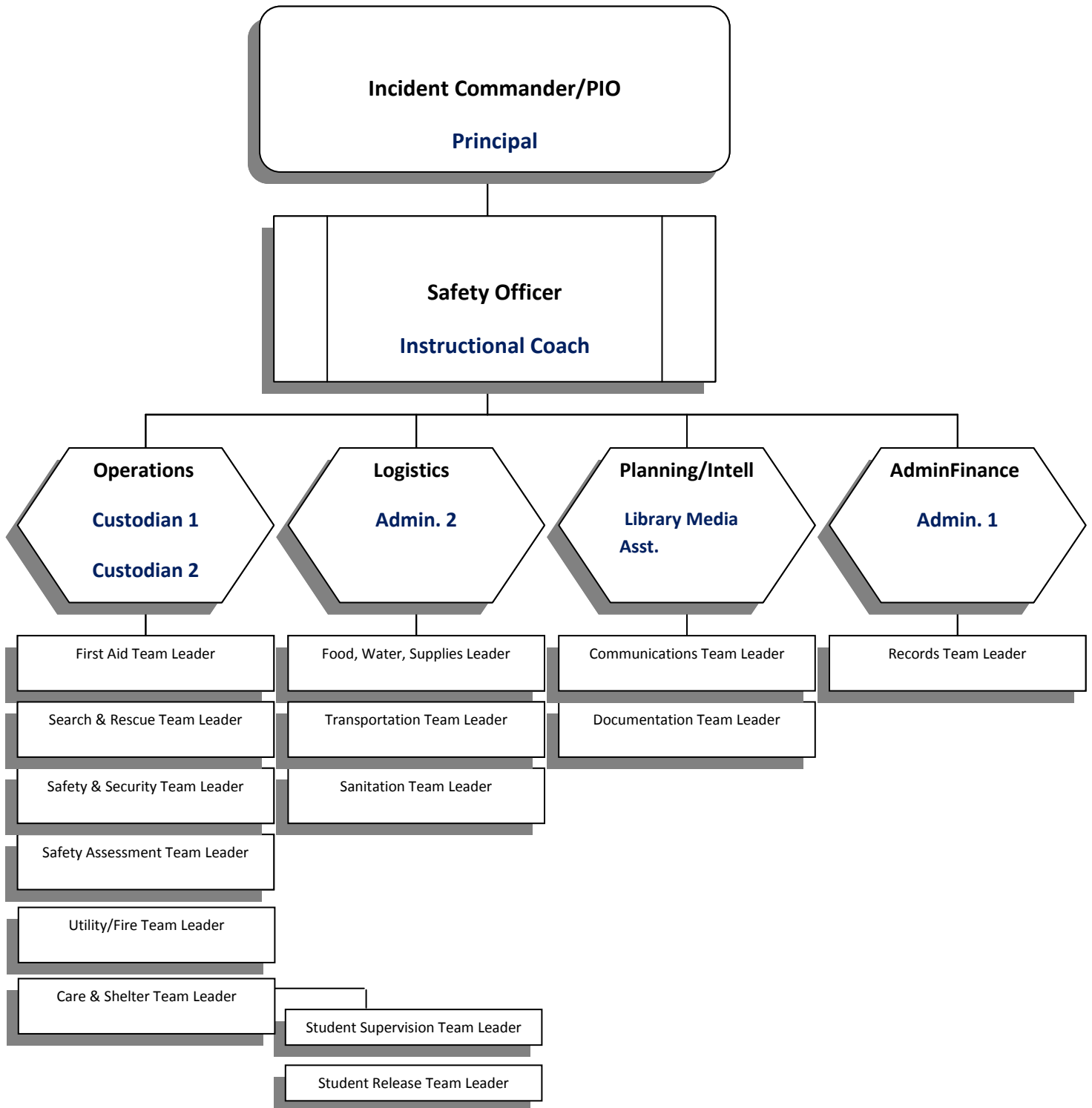
For everyone's safety, do not double or triple park in the drop-off/pick up zone

School or Facility Site / Evacuation Map



YOUR SCHOOL OR FACILITY			
<i>Name</i>	<i>Home</i>	<i>Work</i>	<i>Pager/Cell</i>
Principal		(408) 522-8267	
Teacher-in-charge	(408) 269-2975		
Custodian			
Secretary			
Operations Coordinator			
Logistics Coordinator			
Planning Coordinator	(408) 446-1918		
Admin/Finance Coord.	(408) 445-2083		

Chain of Command



Vargas School Emergency Drills

Type	
Fire	September 14, 2015
	January 14, 2016
	April 20, 2016
Disaster	October 16, 2015 (Great California Shake Out)

Fire Drill – Wing Commanders

WING	WING COMMANDER	CHECKED IN
Rooms 13-18 & Multi., Library	Nancy Rodriguez	
Room 7-12	Manuel Ochoa	
Rooms 1-6 & 19-22	Annette Grasty	
Rooms K1-K5	Myra Martinez	
Rooms 23-26	Cecilia Mendoza-Torres	