



## **Vargas Elementary School**

### **COMPREHENSIVE SCHOOL SAFETY PLAN**

**EFFECTIVE DATES December 12, 2019- December 12, 2020**

Kathryn Armstrong  
Principal/Administrator

<b>Plan Developed By</b>	<b>Title</b>
Kathryn Armstrong	Principal
John Austin	Assistant Principal
Louise Kuramoto	Library Resource Specialist
Laura Solis	Parent
Pamela Alvarado	Teacher
Patrisse Alexander	Parent
Shannon Gordon	Teacher
David Kesting	Parent
Ari Vogel	Parent
Officer Joseph Ochoa	Sunnyvale Public Safety Officer

Public Hearing Date

December 12, 2019

Date Adopted by School Site Council

November 7th, 2019

Table of Contents

Membership.....3

Vargas Elementary School Vision.....4

Data Analysis.....5

Component I - People and Programs .....7

Component II – Place .....8

Communication of the Plan .....9

Evaluation of the Plan .....10

Incident Command (IC) Structure, School Sites .....11

Site Plans, Exercise & Drill Completion Log.....12

School Site Map .....14

School Contact Information .....15

Chain of Command .....16

School/Site Evacuation Plan.....17

Safe Ingress and Egress .....18

School/District Support:.....19

## Comprehensive School Safety Plan

December 2019-December 2020

### Membership Vargas Elementary School

School Site Council or Delegated School Safety Planning Committee Members Date: 11/5/19	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*)
Kathryn Armstrong	X								
John Austin	X								
Officer Ochoa					X				
Shannon Gordon			X						
Pamela Alvarado			X						
Louise Kuramoto		X							
Ari Vogel				X					
Laura Solis				X					
Patrisse Alexander				X					
David Kesting				X					

\*Optional members

## **Vargas Elementary School Vision**

At Vargas Elementary School, we strive to create an engaging learning environment in which students develop their sense of social responsibility, scientific curiosity, and desire for lifelong learning.

### **A Place to Learn and Grow (Learning Environment)**

The accomplishment of our strategic objectives is guided by the "Seven Correlates of Effective Schools":

1. A safe and orderly school environment
2. A climate of high expectations for success
3. Strong instructional leadership
4. A clear and focused mission
5. An opportunity to learn and student time on task
6. Frequent monitoring of student progress
7. Positive Home-School relations

### **What We Teach (Curriculum)**

Math: Common Core aligned curriculum Math Expressions; ELA: Fountas and Pinnell Classroom in grades TK-3rd, CA Treasures with supplemental material gather by teachers to meet Common Core standards in 4th/5th; Science: Next Generation Science Standards through inquiry, Amplify curriculum, teacher designed units; Social Studies: District adopted curriculum.

### **How We Teach and Learn (Instruction)**

Instruction is delivered using a variety of methods ranging from whole group instruction, small group instruction to address differentiation, and hands-on inquiry and learning.

### **The Ways We Work (Professional Growth, Planning and Environment)**

Grade level teams meet weekly to align instruction and promote consistency within the grade level. Professional development is primarily focused on literacy instruction with an emphasis on English language development and science. As a school community, we work diligently to create a learning environment that values learning from mistakes, addresses social emotional learning, and holds high expectations for all students.

### **Foundations for Learning (Parent Involvement and Student Support)**

Parent involvement is encouraged at Vargas Elementary. Parents are invited to attend field trips and volunteer in the classroom. A designated parent outreach liaison also consistently reaches out to families to best support family needs. Individual student needs are addressed through Student Success Team (SST).

**Comprehensive School Safety Plan**  
**December 2019-December 2020**  
**Data Analysis**  
**Vargas Elementary School**

Data Source	2016-2017	2017-2018	2018-2019
<b>Attendance Rates</b>			
Average Daily Attendance	96.1%	95.6%	95.6%
Chronic Absenteeism Rate	6.4%	9.3%	TBD
<b>School Climate Survey Data</b>			
Suspensions – Out-of-School	2	4	0
Suspensions – In-School	0	0	0
Expulsions	0	0	0
Referrals	NR	NR	NR

Data Source: CALPADS, PowerSchool

**Conclusions from Data:**

Promoting consistent rules, teaching positive behavior expectations, and putting an emphasis on social emotional learning within the school community have been effective in fostering a positive school climate. Attendance and chronic absenteeism are an area of focus.

**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. Addressing the social emotional needs of students has been remains a priority and focus for staff professional development and parent engagement opportunities. According to Panorama survey data, our school excels at teaching a growth mindset. One area of growth is teaching, modeling and practicing self-management skills for our students.

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

Panorama Survey Data - School Climate Survey for staff, 4th and 5th grade students, and families

Attendance Data (PowerSchool and Panorama)

Family Engagement Sign-in Sheets

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

Positive behavior acknowledgement

District (Counseling services)

KLAS (Kids Learning After School)

Playworks

Reading Partners

Character Traits of the Month

ABC Reader and Project Cornerstone

SEL and Mindfulness

Student Leadership Groups (Green Team, Student Leadership, Junior Coaching)

Science Lab and Inquiry-based teaching

Maker Lab  
Extra Curricular Activities (choir, musical, sports, wrestling, art)  
Family Engagement (Family Nights, Community Events, Family Education Opportunities)  
Monthly student recognition for academics and character traits/SEL competencies  
Attendance Meetings  
Home visits  
Sensory Path  
Restorative Practices  
Lunch Bunch  
Partnership with Community Organizations (Allegiance League of Los Altos)

Areas we wish to change:

1. Improve attendance and reduce chronic absenteeism.
2. Reduce the number of office referrals from 3 to 2 per day
3. Increase parental support for behavior and consequences
4. Increase opportunities for student recognition and voice.
5. Increase extra curricular opportunities for all students

**Comprehensive School Safety Plan**  
**December 2019-December 2020**  
**Goals, Strategies And Activities**  
**For Ensuring A Safe And Orderly Environment**  
**Component I - People and Programs**  
**Vargas Elementary School**

<b>Component I:</b> People and Programs	
<b>Goal #1</b> Decrease the number of referrals during recess, lunch and class time.	
<b>Measurable Objective:</b> The number of office referrals during recess, lunch, and class time will decrease; from 2 per day, to 1 per day.	
<b>Action Steps</b> Action Steps 1. Increase the number of student check-ins before school and during break times. 2. Focus on monthly character traits/SEL competencies and provide students and staff common language to support positive behavior. 3. Provide positive feedback to students when good choices are made. 4. Recognition for positive choices and behavior using a ticket reward system and at the monthly school-wide assemblies. 5. Continue Vargas Climate and Culture Team to strengthen positive learning environment.	
<b>Who will take the lead</b>	Principal All staff Parents
<b>Completion Date and Budget</b>	ongoing
<b>Resources Needed</b>	work with Project Cornerstone, SWIS training for staff
<b>How we will Monitor and evaluate</b>	implement SWIS data tracking program to monitor referrals

## Comprehensive School Safety Plan

December 2019-December 2020

### Goals, Strategies And Activities For Ensuring A Safe And Orderly Environment Component II – Place Vargas Elementary School

<b>Component II:</b> Place	
<b>Goal #2</b> Maintain a clean and safe learning environment that promotes cultural awareness and celebrates our diverse school community.	
<b>Measurable Objective:</b> Increase resources available for families and opportunities to community engagement.	
<b>Action Steps</b> 1. Increase membership of Parent Teacher Association. 2. Increase attendance at parent group meetings (ELAC, Coffee with the Principal, PTA) 3. Expand the type of activities and events offered to students and families. (Family Engagement Nights, enrichment/extracurricular opportunities, parent education, community events) 4. Continue to develop community partnerships. (Allegiance League of Los Altos, Sunnyvale Community Services, City of Sunnyvale, etc.) 5. Opportunities for students and families to take ownership of the school's physical learning environment and campus.	
<b>Who will take the lead</b>	Principal Students Staff Families
<b>Completion Date and Budget</b>	June 2020
<b>Resources Needed</b>	staff and parent support for planning and recruitment of events
<b>How we will Monitor and evaluate</b>	<ul style="list-style-type: none"><li>• sign in sheets</li><li>• course enrollment</li><li>• number of student/family opportunities offered</li></ul>



## Comprehensive School Safety Plan

December 2019-December 2020

### Communication of the Plan Vargas Elementary School

Method for Communicating Plan and Notifying Public: Ed Code 32288	Date of Public Hearing December 12, 2019  Site of Public Hearing School Board  The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting: <ul style="list-style-type: none"><li>• Representative of the local school employee organization</li><li>• A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs</li><li>• A representative of each teacher organization at the school site</li><li>• A representative of the student body government</li><li>• All persons who have indicated they want to be notified</li></ul>	
	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: <ul style="list-style-type: none"><li>• A representative of the local churches</li><li>• Local civic leaders</li><li>• Local business organizations</li><li>• 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 Ed Code 32288</li></ul>	
Review of Progress for Last Year	Name: Kathryn Armstrong	Date: 11/5/19
Law Enforcement Review	Name: Joseph Ochoa	Date: 11/5/19
Site Council Approval	Name: Ari Vogel	Date: 11/5/19
School Board Approval	Name: Nancy Newkirk	Date: 12/12/19

## Comprehensive School Safety Plan

December 2019-December 2020

### Evaluation of the Plan Vargas Elementary School

How was the previous plan monitored?

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

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

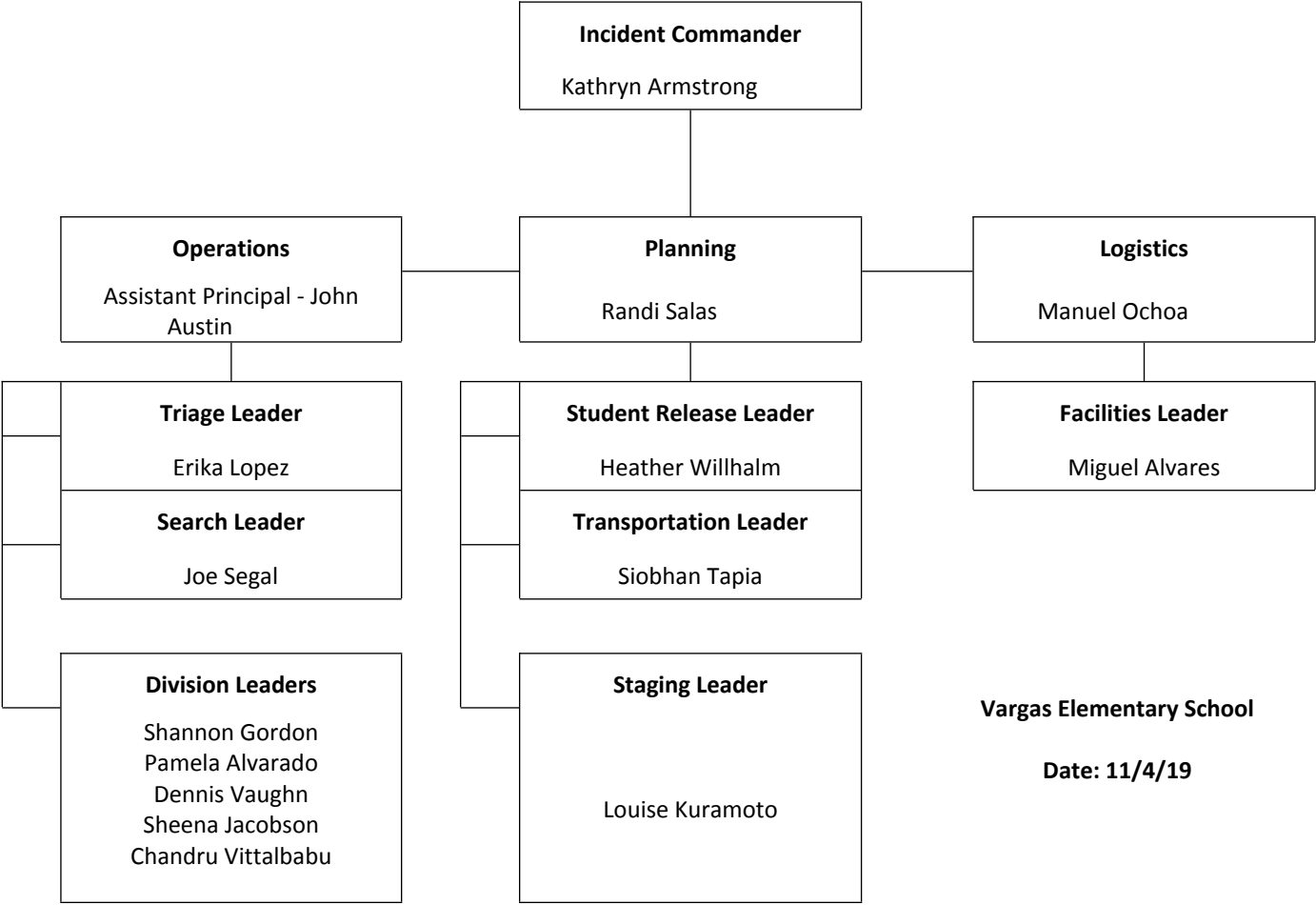
Huge progress by: increased numbers of students checking in with adults; focus on monthly character traits; providing positive feedback to students across the day; recognizing positive behavior through incentives; implementing a Climate and Culture team to troubleshoot issues.

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

Great progress was made by: Utilizing our zero waste team to collect trash; monitor and reward students who show respect to the campus; holding garden clean up days; celebrating classrooms that demonstrate positive behaviors.

Incident Command (IC) Structure, School Sites

IC Structure Chart

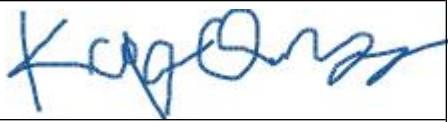



## Site Plans, Exercise & Drill Completion Log



Drills are mandated and required by the Sunnyvale SD Board Policies. Please log your school's participation/completion of the following exercises and drills. Thank you.

- Radio Communications Tests: Once a year.
- Fire Drills: Once a Month.
- Earthquake: Once a year.
- Code Red: Supported by local law enforcement

Also, please indicate below your school safety and disaster plan updates.

Plan	Date Updated	Principal's Signature
Fire drill	8/29/19	
Safety Plan	11/4/19	
Earthquake Drill	10/17/2019	
Radio Communications Test	October 2019	
Run, Hide, Defend	12/11/19	

Please maintain this log in the front of your School Disaster Plan for quick reference and audit. Thank you.

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
August 29, 2019	9:50	9:57		X				
October 17, 2018	10:17a m	10:25am	X		X			
November 19, 2019	9:50	10:00		X				
December 11, 2019	2:00	2:10				X		
January 16, 2020	11:10	11:20	X		X			
February 27, 2020	9:50	10:00		X				
March 24, 2020	1:00	1:10		X				

Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Lockdown	Other Drills	
April 29, 2020	2:00	2:10		X				
May 28, 2020	9:50	10:00		X				

### Re-Unification Sites

The following is the off-campus re-unification site our school will use in case of evacuation due, for example, to a campus intruder or damaged structures:

St. Cyprian School field across Leota St.

### Administration Back Up/Notification

The first administrative backup is Heather Willhalm (instructional coach) for Vargas. Always notify the district office when time permits regarding a serious incident.

# School Site Map

FIELD

## Vargas Elementary

1054 Carson Street • Sunnyvale, CA 94086



29 Counseling McGillis	28 Delgado 5 <sup>th</sup>
27 Program Room	26 Jacobson 5 <sup>th</sup>

Atrium

25 Prettol 3 <sup>rd</sup>	24 Adona 4 <sup>th</sup>
23 Program Room	

22 Willhalm Science Lab	21 Maker Lab
20 BIS/ Social Skills	19 Intervention Support / Playworks



Moon TK	K 4	Morgan TK	K 5
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K 3 Betz K
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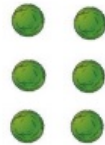


CDC

(408)  
736-  
0174

12 Bondi 2 <sup>nd</sup>	11 Sanchez 2 <sup>nd</sup>	10 Chen 3-5 <sup>th</sup> - SDC
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9 Maddox 4 <sup>th</sup>	8 Vaughn 2 <sup>nd</sup>	7 Reyes Segal RSP
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6 Cordova 1 <sup>st</sup>	5 Herrera 1 <sup>st</sup>	4 Ko 1 <sup>st</sup>
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3 Alvarado 3 <sup>rd</sup>	2 Herron 3 <sup>rd</sup>	1 Regas K-2 <sup>nd</sup> SDC
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K 2 Arcos K
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RAINBOW HALLWAY

	<b>14</b> Adaptive PE/OT	<b>13</b> KLAS Starting Arts
<b>15</b> First 5	<b>COMPUTER LAB</b>	<b>Psychologist Lowry</b>
<b>16</b> Reading Partners	<b>17</b> Matsuyama	<b>18</b> <b>Speech</b> Vittalbabu Tche

LIBRARY  
Kuramoto

STAFF ROOM	AED
CAFETERIA/ MULTI PURPOSE ROOM	
Ochoa/ Alvarez	KITCHEN Manhel/Welch

Outreach Tapia	Assistant Principal Austin
WORKROOM	Principal Armstrong
Health Office AED	<b>MAIN OFFICE</b> Salas / Lopez

K 1 Gordon K
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Garden



Leota Avenue

2019-2020

### School Contact Information

Name	Home	Work	Pager/Cell
Kathryn Armstrong, Commander		(408) 522-8267 x1901	
John Austin, Operations		(408) 522-8267 x1932	
Manny Ochoa, Facilities/Logistics		(408) 522-8267	
Miguel Perez, Facilities Logistics		(408) 522-8267	
Randi Salas, Planning		(408) 522-8267 x1902	
Louise Kuramoto, Staging Leader		(408) 522-8267 x1908	
Heather Willhalm, Student Release Leader		(408) 522-8267 x1940	
Erika Lopez, Triage		(408) 522-8267 x1903	

## Chain of Command

Fill in the names of the persons assigned to each position

**Vargas Elementary School**

*Updated: 11/5/2019*


Role	Name	Cell #	Title
<b>Incident Commander</b>	Kathryn Armstrong		Principal
<b>Planning</b>	Randi Salas		Admin II
<b>Logistics</b>	Manuel Ochoa		Custodian
<b>Triage Leader</b>	Erika Lopez		Admin I
<b>Student Release Leader</b>	Heather Willhalm		Instructional Coach
<b>Facilities Leader</b>	Miguel Alvares		Custodian
<b>Search Leader</b>	Joe Segal		Resource Specialist
<b>Transportation Leader</b>	Siobhan Tapia		Outreach Liaison
<b>Division Leaders</b>	Shannon Gordon Pamela Alvarado Dennis Vaughn Sheena Jacobson Chandru Vittalbabu		Teachers/SLP
<b>Staging Leader</b>	Louise Kuramoto		Library Resource Specialist

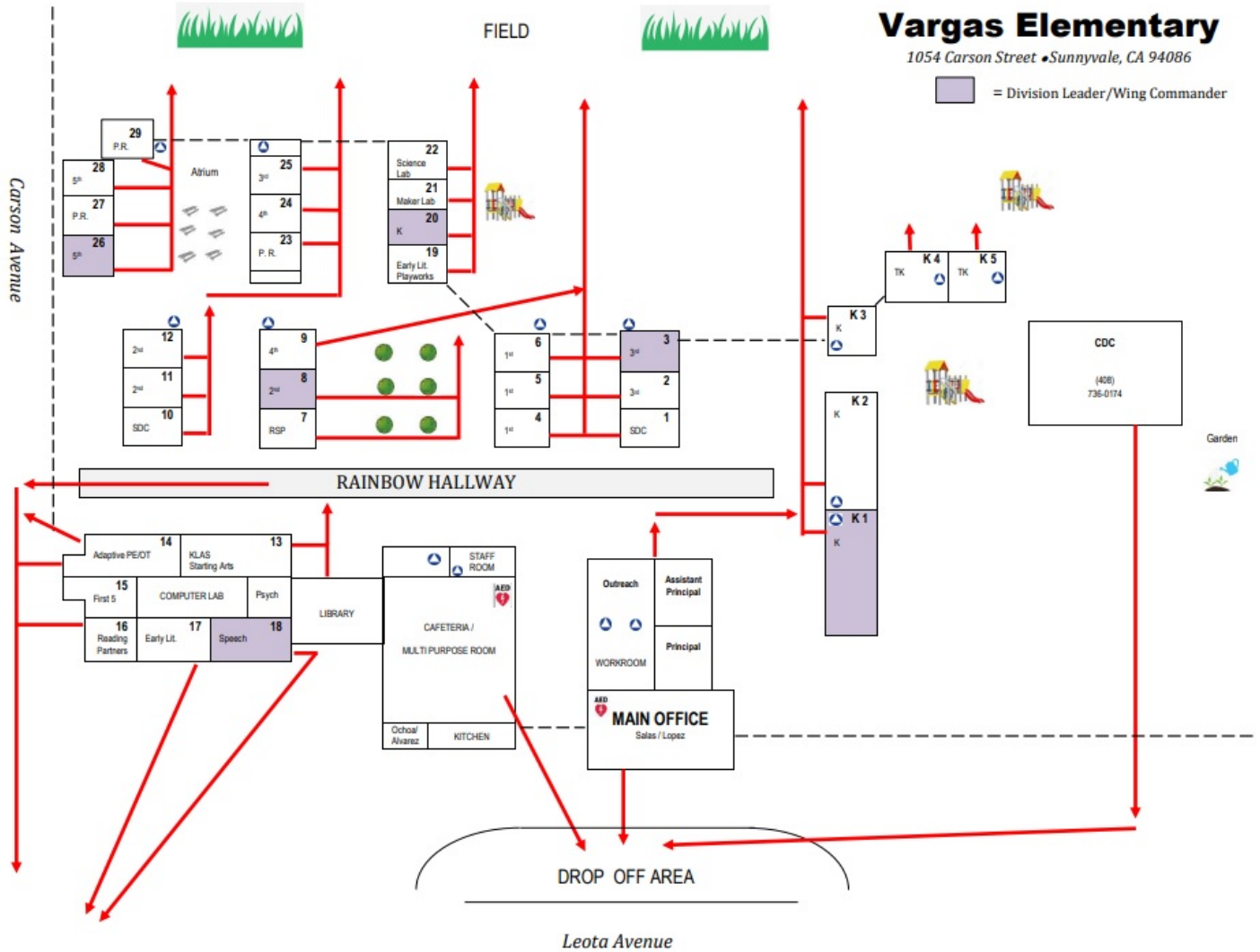


# School/Site Evacuation Plan

## Vargas Elementary

1054 Carson Street • Sunnyvale, CA 94086

 = Division Leader/Wing Commander



2019-2020

## Safe Ingress and Egress

### Getting to School:

In keeping with Sunnyvale School District's goal of fostering 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 with helmets, and scootering with helmets. If children are to 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 (15 mph when children are present) and to obey them. Children are encouraged to follow all crossing guard directions and to use the sidewalks. The best and safest way to arrive and pick up is to allow plenty of time for travel, parking, or drop off/pick up.

### Crossing Guards:

Public Safety provides trained Crossing Guards upon availability at various locations around the school, to allow for safe travel every school day, during arrival and departure times. See next page titled, "School/School District Support" for specific locations.

### Walking:

We recommend that parents and guardians accompany TK, kindergarten and primary grades (1st -3rd) students to and from school in walking groups. Walking groups for older children (i.e. walking school buses) will foster independence and increase safety. Parents are encouraged to consult the walking routes map for your school to determine the safest routes to school. Teach, and lead by example, how to cross streets safely:

- 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.

### Using the Passenger Drop-Off and Pick up Zone:

Drop off children and pick them up in the designated passenger drop off and pick up zones. DO NOT leave cars parked or unattended or double/tripled parked. If children are not present for pick up, continue out of the area, come back around, or park on the street in a legal parking spot, and walk up to find them. DO NOT BLOCK anyone parked in a designated handicap parking space or neighborhood driveway. Please keep traffic flowing.

Follow the directives of school staff and volunteer curb assistants (where available) in the drop off/pick up areas. Stop before the crosswalk at the entrances to the school roundabouts or driveways to wait for any pedestrians using the crosswalk. Drive as far as possible in a single file line along the drive or curb before picking up or dropping off.

See next page titled, "School/School District Support" for specific directions and locations of your school.

### School/District Support:

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

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

#### Vargas Elementary School

	<b>Primary Location (Day to Day Operations)</b>	<b>Secondary Location (Emergency Plan)</b>
<b>Street Access Points</b>	Vargas Elementary is accessible from Carson Dr. and Leota Ave.	Washington Park
<b>Parent/Student Drop off &amp; pick up</b>	Round-about area on Leota Ave.	Washington Park
<b>Bus Drop off &amp; pick up</b>	Side of school on Carson Dr. Bus Parking Zone	During an emergency, the Manager of Operations will determine pick up and drop off procedures.
<b>Public Entrance to School Site for Visitors</b>	Signs are posted at the entry requiring all persons to check in with front office.	TBD
<b>Student/Staff Evacuation (by walking)</b>	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
<b>Student/Staff Evacuation (by bus)</b>	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.
<b>Crossing Guard</b>	Traffic light at S. Bernardo Ave. and W. Washington Ave. 4-Way intersection at Leota Ave. and W. Washington Ave. Crosswalk at Carson Dr. and Leota Ave.	