



**Cherry Chase Elementary**

**COMPREHENSIVE SCHOOL SAFETY PLAN**

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

Gloria Marchant  
Principal/Administrator

<b>Plan Developed By</b>	<b>Title</b>
Gloria Marchant	Principal
Kathleen Byrd	Teacher
Shari Caudle	Teacher
Donald Pearson	Teacher
James Li	Parent; School Site Council Chair
Sangeetha Muruganantham	Parent
Aarthi Ramaswamy	Parent
Sumit Sen	Parent
Nicola Theobald	Parent
Brenda Fox-Grugett	Classified Staff

Public Hearing Date

December 12, 2019

Date Adopted by School Site Council

November 12, 2019

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# Comprehensive School Safety Plan

December 2019-December 2020

## Membership Cherry Chase Elementary

School Site Council or Delegated School Safety Planning Committee Members Date: November 12, 2019	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. Gloria Marchant	X								
2. Rebecca Carino						X			
3. Brenda Fox-Grugett		X							
4. Kathleen Byrd			X						
5. Shari Caudle			X						
6. Donald Pearson			X						
7. Eva Kowalewicz						X			
8. Sangeetha Muruganantham				X					
9. Aarthi Ramaswamy				X					
10. James Li				X					
11. Nicola Theobald				X					
12. Sumit Sen				X					
13. Officer Joseph Ochoa					X				

\*Optional members

## Cherry Chase Elementary Vision

Cherry Chase School's vision focuses on "Developing lifelong learners by providing an exemplary education in a welcoming, joy-filled community where each person feels safe, valued and prepared to contribute to an ever-changing world. Parents and the community work within established guidelines to further support this vision.

Cherry Chase is an outstanding K-5 elementary school, where we have a strong academic focus and firmly believe in the education of the whole child. Our curriculum is standards-based, well balanced, and student-centered. 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

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

Located in the heart of Silicon Valley, Cherry Chase has an enrollment of approximately 840 diverse students. Our school community comprises a wide range of occupations, family structures, and socio-economic levels. Regardless of their backgrounds, at Cherry Chase we believe that all children can learn.

Cherry Chase staff members work to provide children with the basic academic tools they will need to become productive, responsible citizens. Our students work toward established standards for performance, behavior, attendance, and homework as we emphasize proficiency in academic skills, parental involvement, and personal responsibility.

Cherry Chase is a community of administrators, teachers, parents, and students willing to work, change and grow as we work together to provide each child with a quality education. We truly believe that it takes a collaborative effort to enable all students to meet the social, multicultural, and technological challenges of the twenty-first century. As a result of our collaboration, Cherry Chase is committed to enriching all students through engaging education in a caring, respectful learning environment.

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

Instruction is based on the California Common Core State Standards. Appropriate English language instruction is provided to all students. We have full and consistent implementation of standards-based ELD instruction for all English Learners at all grade levels. A variety of reading/language arts core and intervention curricula are used at all levels to provide specific, targeted support. A balanced mathematics approach is used to ensure academic achievement in mathematical procedures, problem-solving and conceptual understanding. We provide students with a rich balanced curriculum, which also includes social studies, science, physical education and the visual/performing arts.

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

Students receive whole group direct instruction, small group, and one-on-one support in all curricular areas as needed.

In the classroom, teachers provide intervention support (RtI) for all students according to need. Additional interventions for reading comprehension are also available for identified students.

Our instruction is supported by technology through the use of programs such as: Renaissance Learning, Reading A-Z, ST Math and Typing Club.

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

Cherry Chase staff members deepen their instructional expertise through targeted professional development and the use of powerful, research-based practices. Working in grade-level teams, teachers take time to develop and administer common assessments, analyze student work, set goals, plan and implement targeted instruction, and evaluate results as part of an ongoing cycle.

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

Parent involvement is an integral part of all programs at Cherry Chase. We work with families to create productive home-school relationships that strengthen a safe and orderly school environment as we develop well-adjusted, responsible, young citizens. Parents have the opportunity to contribute in various ways: Parent Teacher Association, School Site Council, ELAC (English Learner Action Committee), and DELAC (District ELAC). Parents actively participate in their children's education by volunteering in classrooms, assisting teachers with projects at home, providing communication avenues to support the classroom teacher, and planning and coordinating after-school enrichment and fundraising events. Funds raised through the PTA provide direct support to classroom teachers for field trips, celebrations, and supplies. School-wide, the PTA supports our Playworks program, Fine Arts Mini Experience (FAME), and technology purchases (hardware and software), to name a few.

We also work with our local Department of Public Safety to train teachers on emergency procedures, support students who may demonstrate unsafe behaviors, and educate parents regarding safe travel around school. Through the Neighborhood Resource Officer program, we have direct access to services that support us in our mission of providing a safe and orderly school climate.

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

Data Source	2016-2017	2017-2018	2018-2019
<b>Attendance Rates</b>			
Average Daily Attendance	97.7%	97.6%	97.8%
Chronic Absenteeism Rate	0.8%	2.7%	TBD
<b>School Climate Survey Data</b>			
Suspensions – Out-of-School	2	3	0
Suspensions – In-School	1	0	1
Expulsions	0	0	0
Referrals	28	12	32

Data Source: CALPADS, PowerSchool, SWIS

**Conclusions from Data:**

Suspensions decreased from 2017-2018 to 2018-2019. The student who was suspended in 2018-2019 had ongoing behavior challenges. The student received multiple interventions and support to modify behavior.

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

In general, students and their families report feeling safe at school.

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

1. Suspension records were reviewed.
2. California Healthy Kids Surveys were administered for students, staff and parents.
3. Behavior referrals using PBIS minor and major referrals were tracked through the Power School Data System and reviewed by the PBIS team.
4. This year the Panorama Student Survey will serve as our data source with information from 4th and 5th graders and their families.
5. We will also begin using SWIS to enter and monitor discipline data.

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

1. Character Traits instruction on monthly traits and recognition through Citizen of the Month awards
2. PBIS school rules and reinforcement with Caught Being Good slips
3. Continuation of the PlayWorks Team Up model since 2015-2016, with support from the PTA.
4. Ongoing Recess Before Lunch implementation
5. Recess Coach support for the Playworks program and overall playground climate.
6. Walk and Roll to School – with monthly incentives to encourage safe travel to and from school
7. Project Cornerstone – ABC Readers program in every classroom to enhance character development and asset-building
8. CHAC (Children's Health Awareness Council) – 3 onsite counseling interns to provide support to identified students

**Areas we wish to change:**

1. Strengthen consistent implementation of school-wide PBIS for all staff members.

2. Improve our response rate regarding the overall feeling of safety at school.

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

<b>Component I:</b> People and Programs (Have at least one goal, measurable objective and activity for each component)	
<b>Goal #1</b> We will strive to ensure that school and classroom environments promote the social-emotional well-being of all students and staff members.	
<b>Measurable Objective:</b> The number of referrals to the office will remain at a low rate throughout 2019-2020.	
<b>Action Steps</b> 1. Refine and deepen the work of our PBIS (Positive Behavior Intervention and Supports) / School Climate Team for consistent implementation and communication of behavior expectations and consequences. <ul style="list-style-type: none"> <li>• Develop common language for SEL (social- emotional learning) concepts.</li> <li>• Provide periodic training for noon aides to ensure consistency in supervision.</li> </ul> 2. Refine and implement our Response to Intervention (RTI) procedures for identification and support of students with challenges in attendance, behavior, academics, and social- emotional well-being. 3. Provide social skills instruction for students at all grade levels (e.g., Second Steps, Kimoichis, teacher-designed, Lunch Bunch) that address: self-regulation skills, effective strategies for resolving conflict, and proactive approaches to inclusive play. 4. Continue our collaboration with local agencies in support of social-emotional well-being for students and staff: <ul style="list-style-type: none"> <li>• Acknowledge Alliance for staff resilience support</li> <li>• CHAC for counseling support for identified Tier 2 and Tier 3 students</li> <li>• Playworks for sustaining a positive recess and physical education climate</li> <li>• Project Cornerstone for SEL support through ABC Readers, FUN Zone, and staff training</li> <li>• Walk and Roll to School for student safety.</li> </ul> 5. Operate an efficient and welcoming school office that contributes to the overall well-being of the entire school community by providing excellent customer service to all stakeholders.	
<b>Who will take the lead</b>	Gloria Marchant-Principal
<b>Completion Date and Budget</b>	June 10, 2020 Funding for various programs provided by District and PTA, as well as site SLIP, Discretionary, and LCAP funds. See Annual School Plan for details on allocated amounts.
<b>Resources Needed</b>	Ongoing staffing for Recess Coach, Playworks Coach, Resilience Consultant, and Noon Aides. Materials to support Kimoichis and Second Steps programs in classrooms. Recess equipment
<b>How we will Monitor and evaluate</b>	Review of progress at monthly School Climate Team meetings.



## Comprehensive School Safety Plan

December 2019-December 2020

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

<b>Component II:</b> Place / Physical Environment (Have at least one goal, measurable objective and activity for each component)	
<b>Goal #2</b> We will follow through on providing and/or updating supplies needed for each classroom and space throughout the school to support emergency response actions.	
<b>Measurable Objective:</b> By December 2019 100% of classrooms will be equipped with necessary emergency supplies for students and staff.	
<b>Action Steps</b> <ol style="list-style-type: none"><li>1. Review action steps identified by School Site Council and confirm with school staff members.</li><li>2. Inventory current status of supplies in each classroom &amp; order needed items.</li><li>3. Communicate with school community regarding plan and request family participation.</li><li>4. Solicit support from PTA for funding.</li></ol>	
<b>Who will take the lead</b>	Gloria Marchant-Principal Diana Kunze - School Administrative Assistant II
<b>Completion Date and Budget</b>	December 2019 Site discretionary budget and PTA support
<b>Resources Needed</b>	Examples of emergency supply kits Possible support from District Operations
<b>How we will Monitor and evaluate</b>	Annual review and replenishment of classroom supplies

## Comprehensive School Safety Plan

December 2019-December 2020

### Communication of the Plan Cherry Chase Elementary

Method for Communicating Plan and Notifying Public: Ed Code 32288	Date of Public Hearing December 12, 2019  Site of Public Hearing - District Office  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: Gloria Marchant	Date: 11/12/19
Law Enforcement Review	Name: Joseph Ochoa	Date: 11/12/19
Site Council Approval	Name: Katie Byrd	Date: 11/12/19
School Board Approval	Name: Nancy Newkirk	Date: 12/12/19

## **Comprehensive School Safety Plan**

**December 2019-December 2020**

### **Evaluation of the Plan Cherry Chase Elementary**

How was the previous plan monitored?

Previous plans were monitored through School Site Council and the school office.

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

School Site Council reviews the plan at two meetings-October 8, 2019 and November 12, 2019

Project Cornerstone hosted a parent education series in Fall 2017 (Take it Personally) and trained parent volunteers who served as ABC Readers in every classroom throughout the school year.

We deepened our implementation of the Playworks program with a consistent, committed recess coach, who worked with our assistant principal and the Playworks Team Up coach.

We worked with a new Resilience Consultant from Acknowledge Alliance to support social-emotional well-being for our staff members.

With support from the PTA and site funds, we purchased Kimochis curriculum for all 1st grade classes and Second Step curriculum for all Kindergarten teachers.

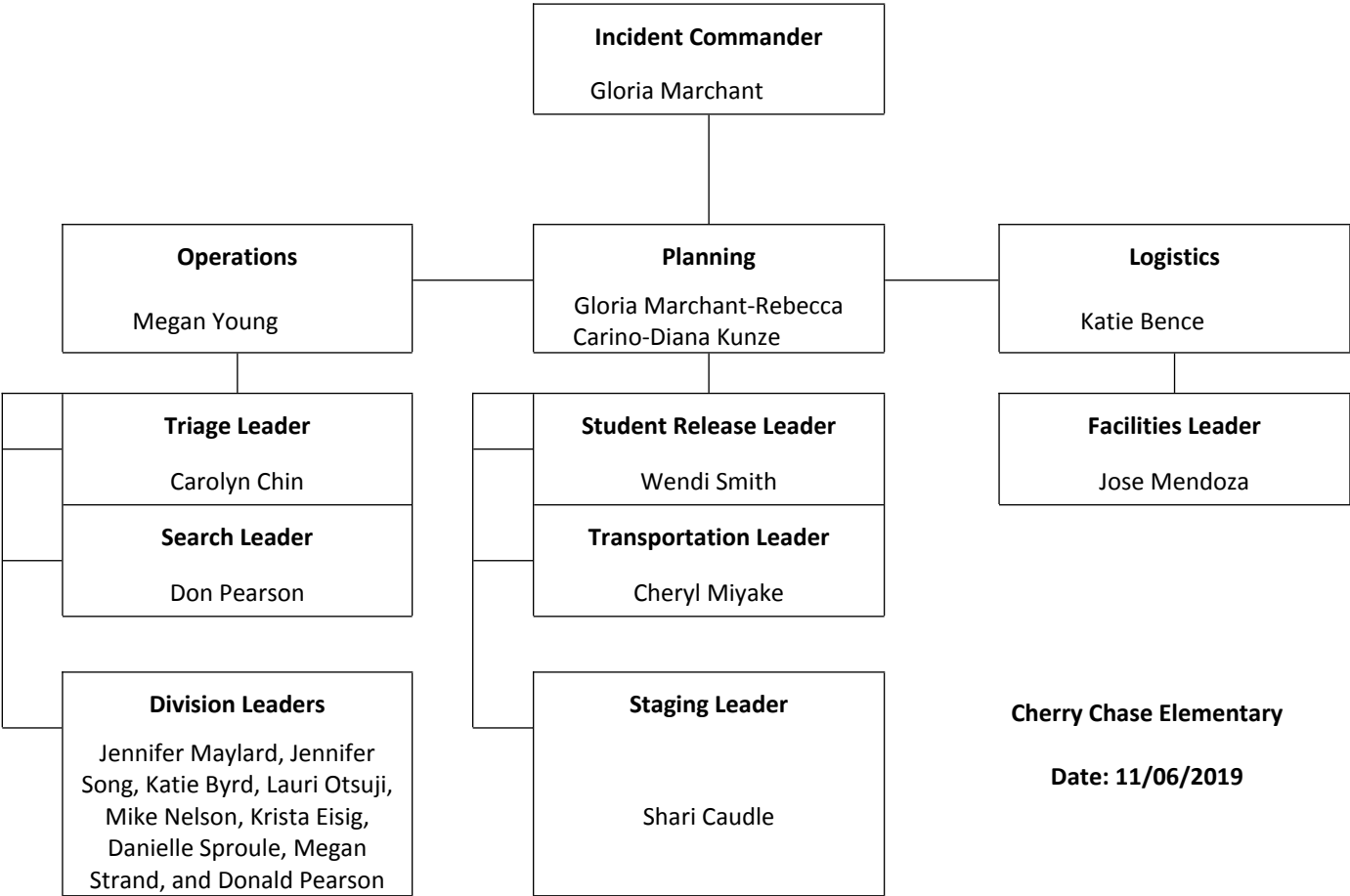
We continued the implementation of Recess Before Lunch and operated an efficient and welcoming school office.

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

We did not complete the task outlined in Component 2 and are rolling it over to the current year. We will be working with our new safety consultant and the entire Cherry Chase staff to ensure the appropriateness of this goal.

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
Site Safety Plan	November 12, 2019	
School Disaster Plan	November 12, 2019	

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	
9/18/19	8:45 a.m.	8:50 a.m.	X	X				
10/17/19	10:30 a.m.	11:05 a.m.	X	X	X			
10/29/19	12:45 am	12:52 am	X	X				
11/26/19	9:45		X	X				
12/18/19			X	X				
1/15/20			X	X				
2/12/20			X					
3/18/20			X					
4/8/20								
5/13/20								

### 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:

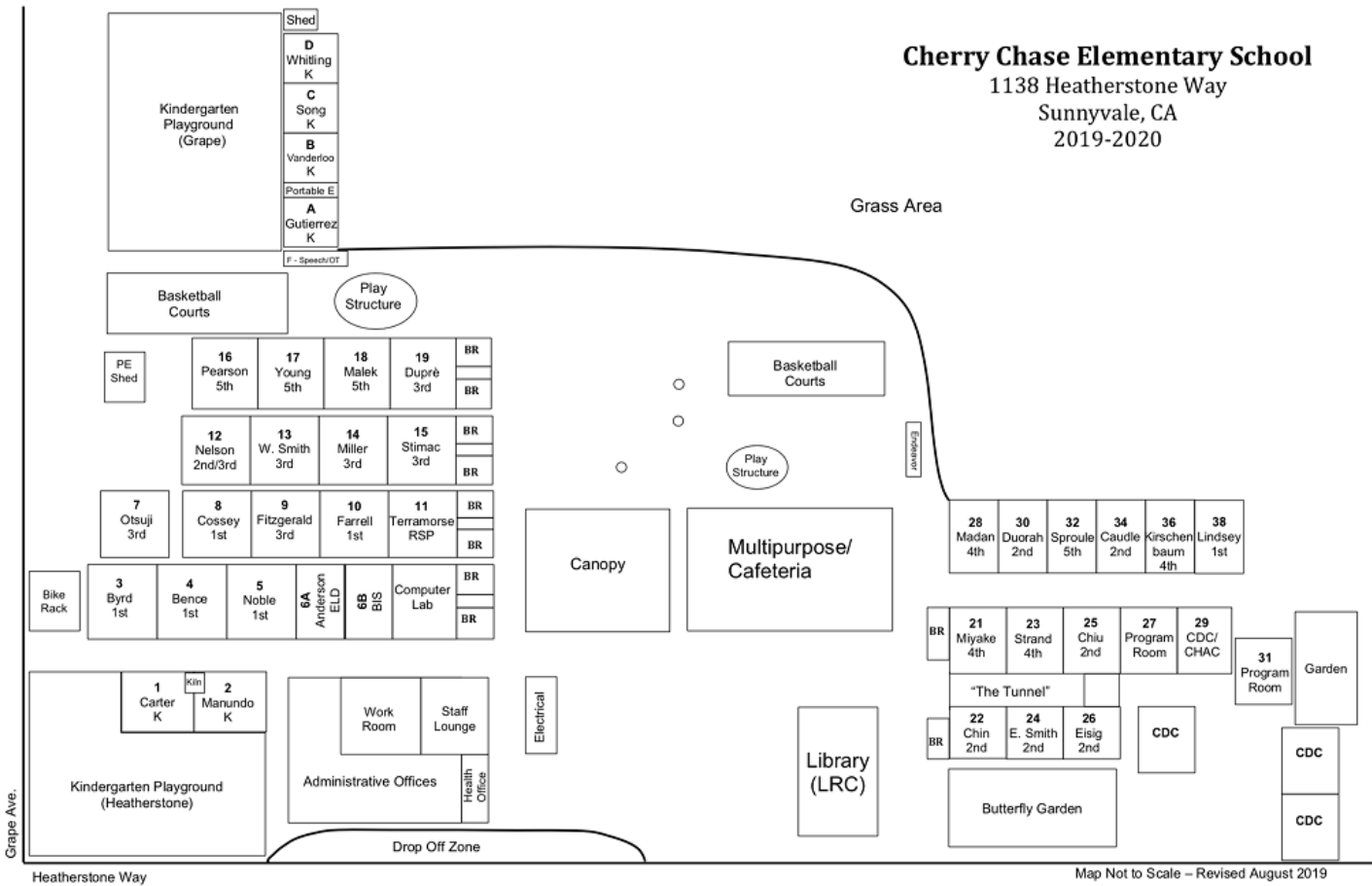
Sunnyvale Middle School, 1080 Mango Avenue, Sunnyvale CA 94087

#### **Administration Back Up/Notification**

The first administrative backup for Cherry Chase is Rebecca Carino. Always notify the district office when time permits regarding a serious incident.

School Site Map

Cherry Chase Elementary School  
1138 Heatherstone Way  
Sunnyvale, CA  
2019-2020



### School Contact Information

Name	Home	Work	Pager/Cell
Principal Gloria Marchant		408.522.8241 x1301	
Assistant Principal Rebecca Carino		408.522.8241 x1312	
Day Custodian Jose Mendoza		408.522.8241	
Operations Coordinator Don Pearson		408.522.8241 x1343	
Planning Coordinator Diana Kunze		408.522.8241 x1302	
Logistics Coordinator Katie Bence		408.522.8241 x1337	



## Chain of Command

Fill in the names of the persons assigned to each position

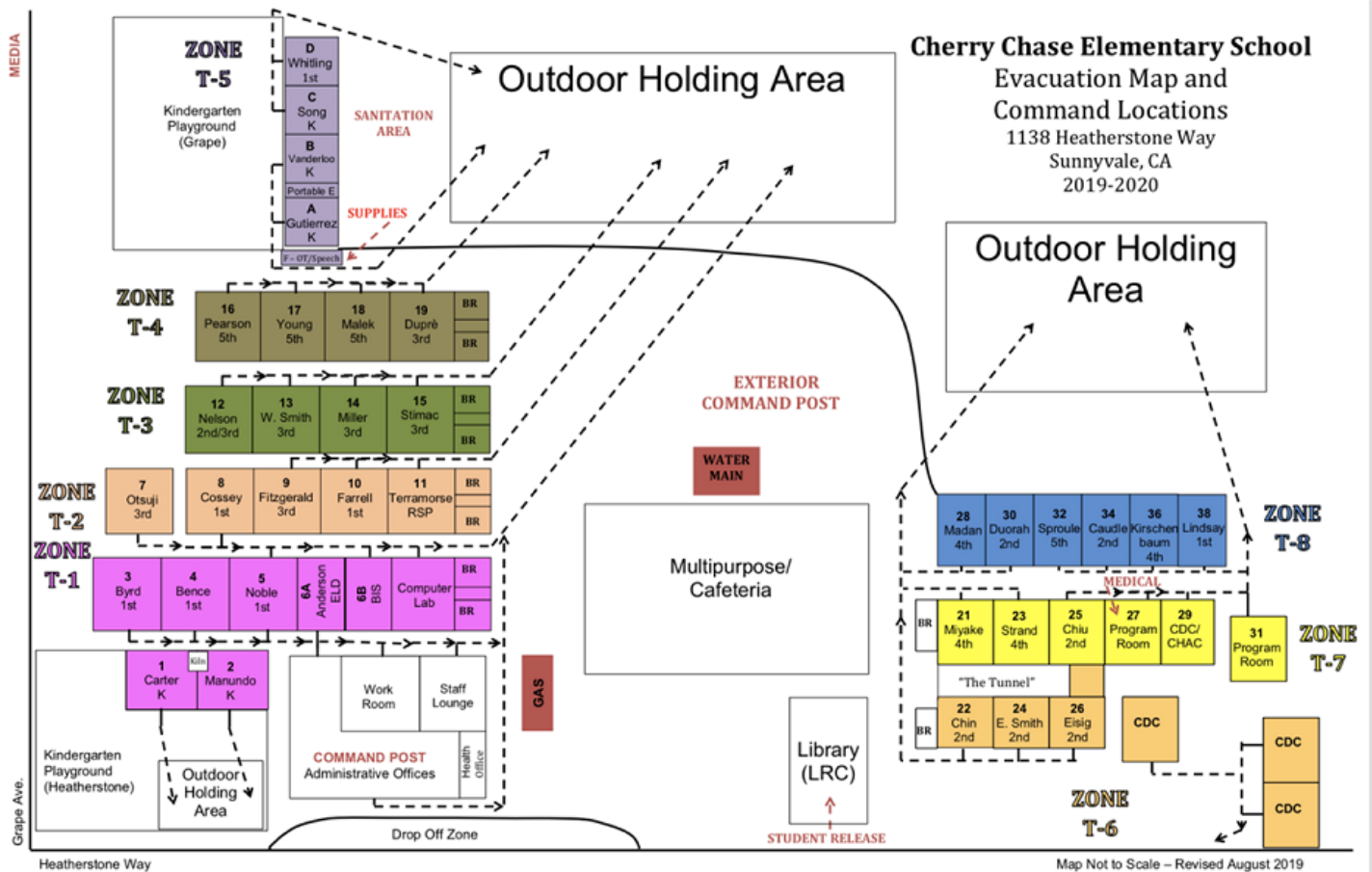
**Cherry Chase Elementary**

*Updated: 11/06/2019*

Role	Name	Cell #	Title
<b>Incident Commander</b>	Gloria Marchant	on file	Principal
<b>Planning</b>	Gloria Marchant-Rebecca Carino-Diana Kunze	on file	Assistant Principal
<b>Logistics</b>	Katie Bence	on file	Administrative Assistant II
<b>Triage Leader</b>	Carolyn Chin		Teacher
<b>Student Release Leader</b>	Wendi Smith		Teacher
<b>Facilities Leader</b>	Jose Mendoza	on file	Custodian
<b>Search Leader</b>	Don Pearson		Teacher
<b>Transportation Leader</b>	Cheryl Miyake	on file	Teacher
<b>Division Leaders</b>	Jennifer Maylard, Jennifer Song, Katie Byrd, Lauri Otsuji, Mike Nelson, Krista Eisig, Danielle Sproule, Megan Strand, and Donald Pearson	on file	Teachers
<b>Staging Leader</b>	Shari Caudle	on file	Teacher

# School/Site Evacuation Plan

## Cherry Chase Elementary School Evacuation Map and Command Locations 1138 Heatherstone Way Sunnyvale, CA 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.

#### Cherry Chase Elementary

	<b>Primary Location (Day to Day Operations)</b>	<b>Secondary Location (Emergency Plan)</b>
<b>Street Access Points</b>	Cherry Chase Elementary is accessible from Heatherstone Ave. and Grape Ave.	Our secondary site is Sunnyvale Middle School.
<b>Parent/Student Drop off &amp; pick up</b>	Driveway area at the front of the school on Heatherstone Ave. Drop-off curb on Grape Ave. near the intersection with Hudson Ave.	Main entrance to Sunnyvale Middle School
<b>Bus Drop off &amp; pick up</b>	Near Grape Ave. and Heatherstone Ave. 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.	Main entrance to Sunnyvale Middle School
<b>Student/Staff Evacuation (by walking)</b>	Students and staff will exit rooms and line up on field as per school evacuation map.	Students and staff will exit school and walk to Sunnyvale Middle School
<b>Student/Staff Evacuation (by bus)</b>	Student and staff will exit field and proceed to bus loading zone if emergency allows.	Depending on the nature of the emergency, the safest location will be determined. Blacktop or cafeteria is the secondary evacuation location for student/staff by bus.
<b>Crossing Guard</b>	Traffic light at intersection of Bernardo Ave. and Heatherstone Way 4-Way stop at Heatherstone Way and Grape Ave. Crosswalk at Grape Ave. and Hudson Way	