



## Vargas Elementary School

### COMPREHENSIVE SCHOOL SAFETY PLAN

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

Kathryn Armstrong  
Principal/Administrator

Plan Developed By	Title
Kathryn Armstrong	Principal
John Austin	Assistant Principal
Randi Salas	Administrative Assistant II
Veronica Arcos	Teacher
Elizabeth Giusti	Teacher
Joe Segal	Teacher
Ari Vogel	Parent
Jennifer Hernandez	Parent
Sowmya Ramikrishnan	Parent
Officer Eric Fujii	Sunnyvale Public Safety Officer

Public Hearing Date

December 11, 2018

Date Adopted by School Site Council

September 18, 2018

## 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 or Facility Site Map.....	14
Your School or Facility.....	15
Chain of Command.....	16
School/Site Evacuation Plan.....	17
Emergency Drills.....	18
Safe Ingress and Egress.....	19
School/School District Support:.....	20

## Comprehensive School Safety Plan

December 2019-December 2020

### Membership Vargas Elementary School

School Site Council or Delegated School Safety Planning Committee Members Date: 9/18/19	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								
Joe Segal			X						
Veronica Arcos			X						
Elizabeth Giusti			X						
Randi Salas		X							
Ari Vogel				X					
Sowmya Ramakrishnan				X					
Patrisse Alexander				X					
Officer Fujii					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)**

Vargas is an environment of learning, instilling a desire for scientific achievement and social responsibility.

- We believe that science provides a foundation for critical thinking.
- Our role as educators is to foster a sense of curiosity.
- We believe that as scientists, it is vital to investigate the world around us.

### **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	3	4	0
Expulsions	0	0	0
Referrals	NR	NR	NR

**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.

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  
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 Space  
Extra Curricular Activities  
Family Engagement  
Monthly student recognition for academics and character traits

**Areas we wish to change:**

Continue current lunch schedule "play then eat"  
1. Reduce the number of office referrals from 3 to 2 per day  
2. Increase parental support for behavior and consequences

3. Increase opportunities for student recognition and voice.
4. Reduce the number of suspensions.

**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 3 per day, to 2 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 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. Implement 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
<b>How we will Monitor and evaluate</b>	utilize a system to keep track of referrals and rewards.

## 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 using positive behavior intervention supports.	
<b>Measurable Objective:</b> Throughout the school year, students will be reminded and encouraged to take ownership and pride in their surroundings.	
<b>Action Steps</b> 1. Keep all common areas, playground, and restrooms clean and litter free. 2. Monitor and reward those who go above and beyond to meet this goal. 3. Student leaders on Green Team will support school-wide initiatives for recycling and other green programs like zero waste. 4. Garden Clean-up	
<b>Who will take the lead</b>	Principal Students Staff
<b>Completion Date and Budget</b>	-ongoing
<b>Resources Needed</b>	-materials/supplies for Green Team
<b>How we will Monitor and evaluate</b>	-daily observations and visual monitoring



## 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 11, 2018  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>• Local Mayor</li><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: 9/18/18
Law Enforcement Review	Name: Eric Fujii	Date: 9/21/18
Site Council Approval	Name: Ari Vogel	Date: 9/18/18
School Board Approval	Name: Reid Myers	Date: 12/11/18

## 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)?

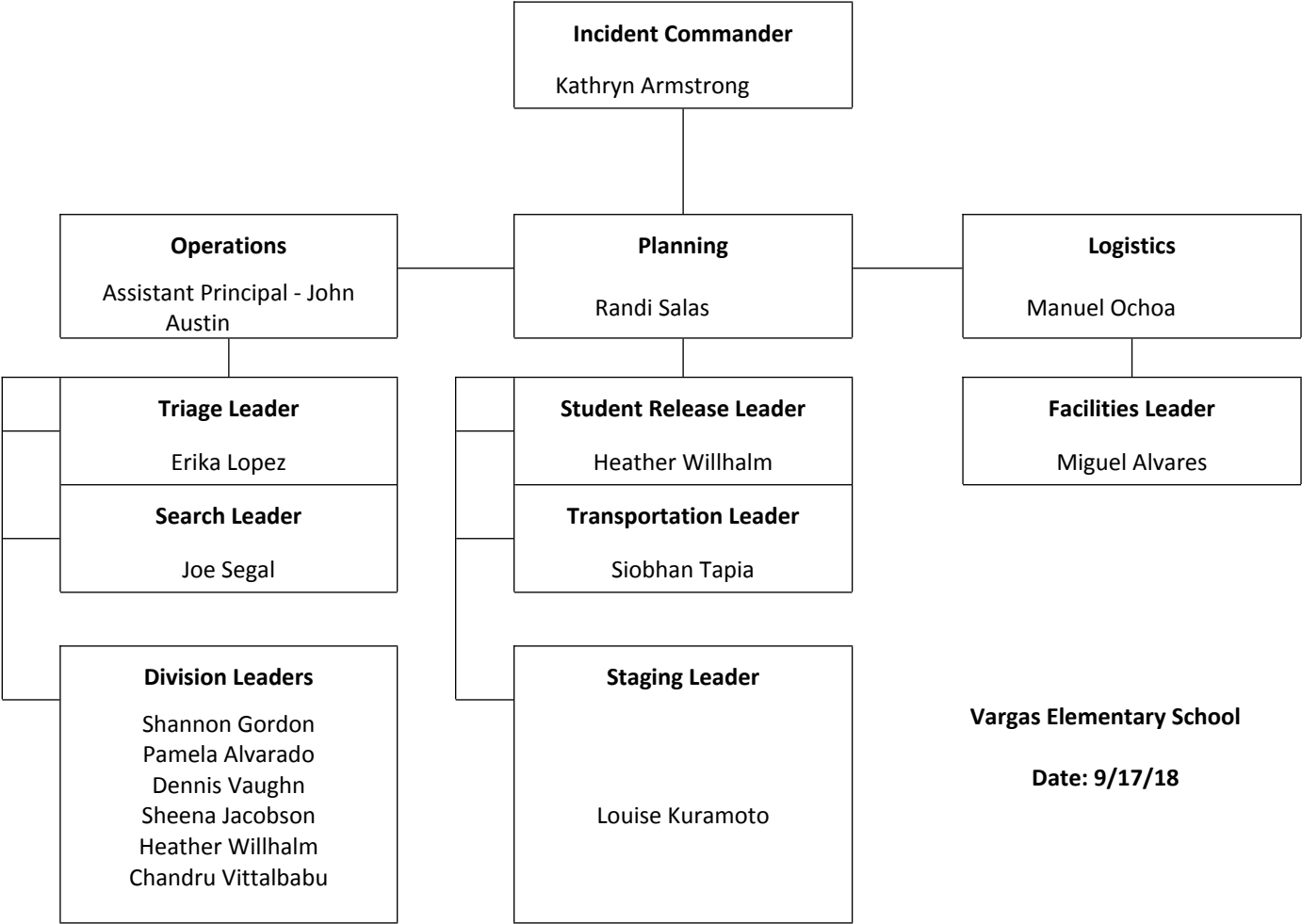
-ongoing progress, with additional support from PlayWorks, counseling, Reading Partners, and PBIS team.

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

-Instituted monitoring and placements of noon aides, regular meetings with school staff about school safety. Student leaders involved in the Green Team are role models and for respecting our learning environment.

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	8/13/18	
Safety Plan	9/18/18	
Earthquake Drill	8/13/18	
Radio Communications Test	August 2018	
Run, Hide, Defend	8/13/18	

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	Code Red	Other Drills	
September 14, 2018	9:50	9:57		X				
October 19, 2018	9:50	10:00am			X			
October 30, 2018	1:00	1:45m				X		
November 15, 2018	2:00	2:10		X				
December 18, 2018	11:10	11:20		X				
February 12, 2019	10:00	10:10		X				
March 26, 2019	1:00	1:10		X				

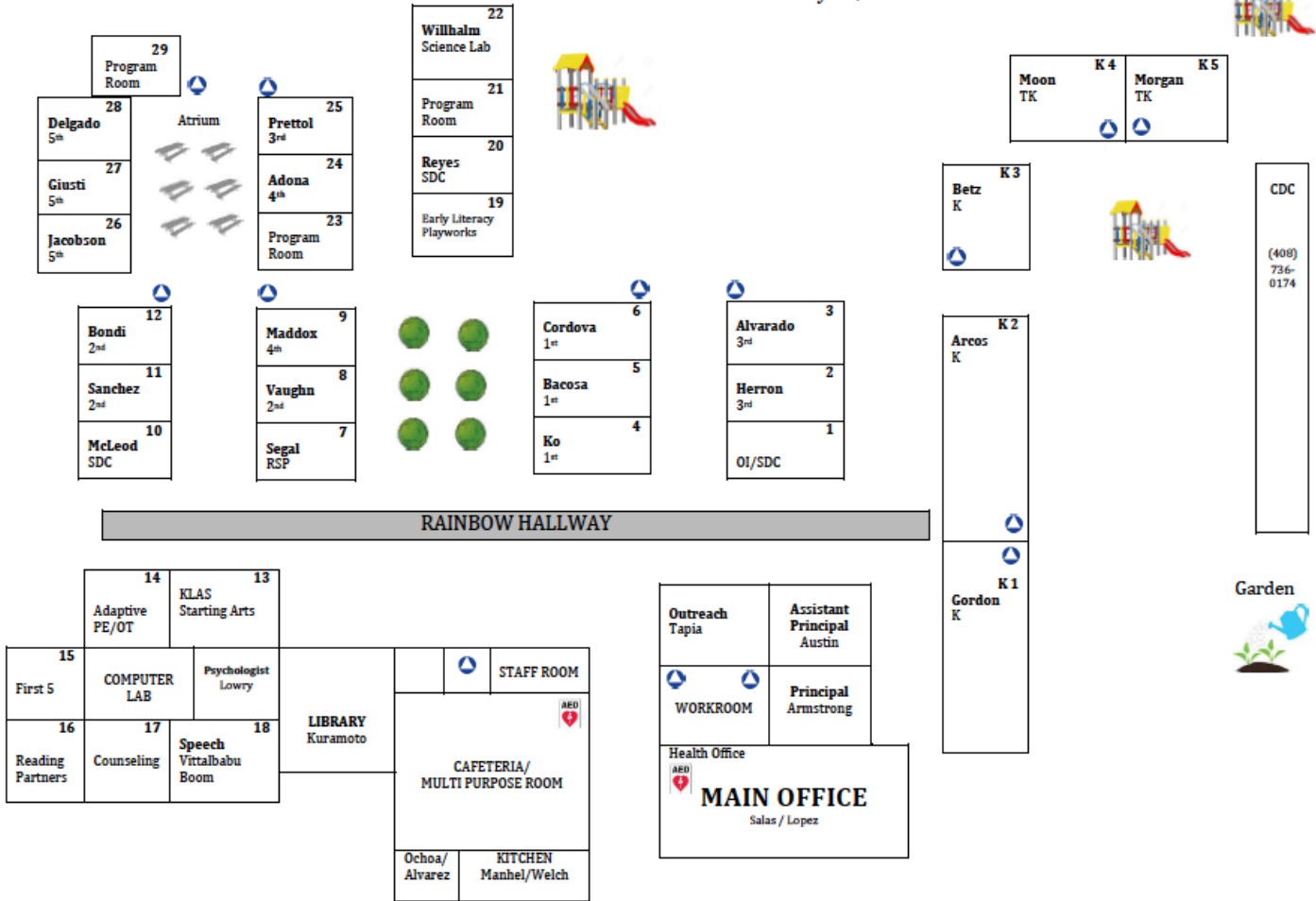
Date	Time		Please check below for which drill has been completed.					Principal's Signature
	Start	End	Radio Communications	Fire	Earthquake	Code Red	Other Drills	
May 7, 2019	2:00	2:10		X				

# School or Facility Site Map

FIELD

## Vargas Elementary

1054 Carson Street • Sunnyvale, CA 94086



Leota Avenue

2018-2019

Your School or Facility (fill in names & numbers)			
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

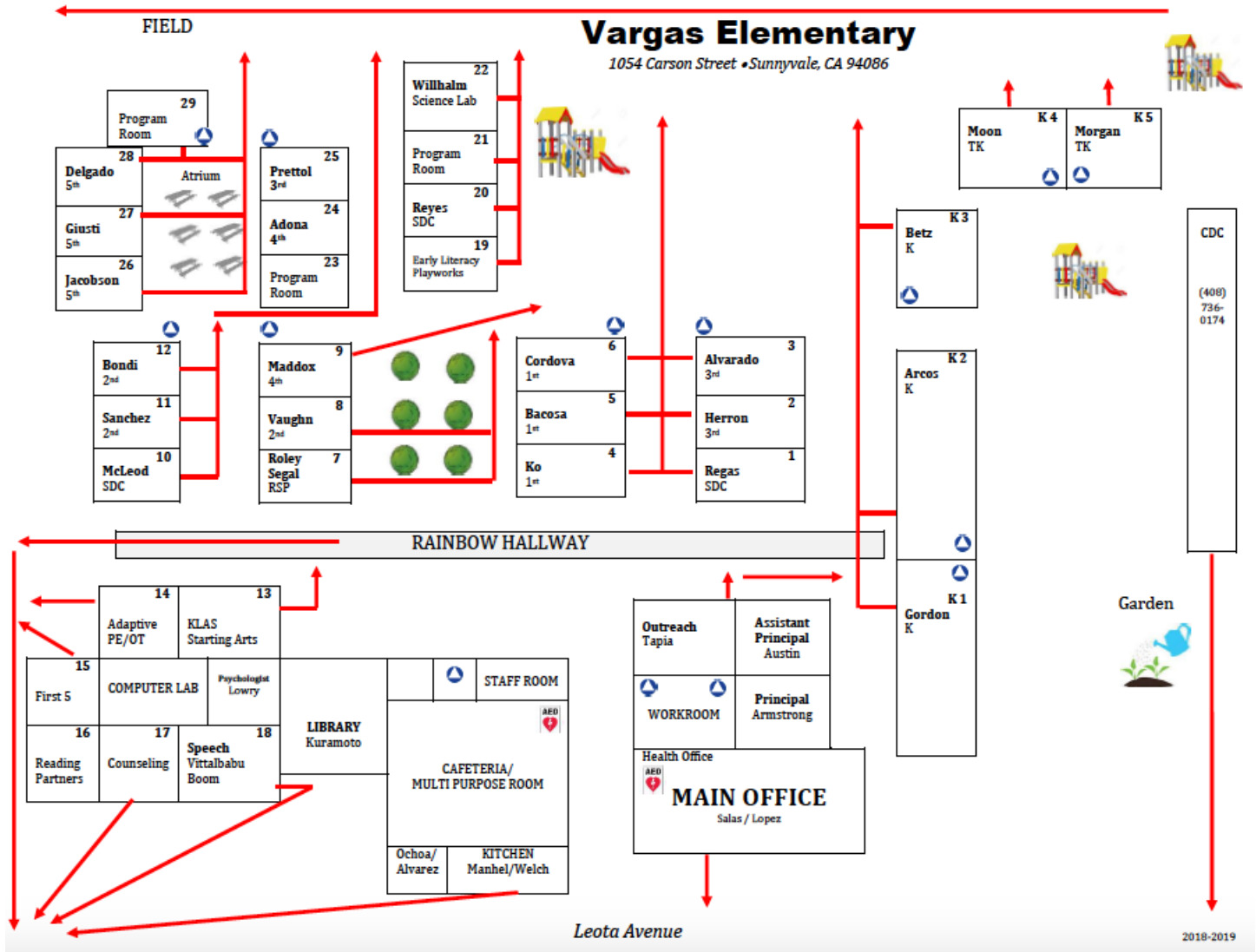
**Vargas Elementary School**

*Updated:*

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		
<b>Transportation Leader</b>	Siobhan Tapia		
<b>Division Leaders</b>	Shannon Gordon Pamela Alvarado Dennis Vaughn Sheena Jacobson Heather Willhalm Chandru Vittalbabu		
<b>Staging Leader</b>	Louise Kuramoto		



# School/Site Evacuation Plan



## Emergency Drills

2019-2020

### Vargas Elementary School

Type	
Fire	September 14, 2018
	November 15, 2018
	December 18, 2018
	February 12, 2019
	March 26, 2019
	May 7, 2019
Earthquake	October 19, 2018
Lockdown	October 2018

#### 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.

## **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.

### **Crossing Guards:**

There are three Vargas crossing guards every school day during arrival and departure times. They are provided by The Crossing Guard Company All City Management Services, Inc. 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

### **Walking:**

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.

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

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:

- 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 and Leota	Washington
<b>Parent/Student Drop off &amp; pick up</b>	Round-about area on Leota	Washington Park
<b>Bus Drop off &amp; pick up</b>	Side of school on Carson Bus Parking Zone	During an emergency, the director of transportation 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.