



Comprehensive Safe School Plan
Anna Kirchgater Elementary School
 8141 Stevenson Avenue, Sacramento, CA 95828
2022-2023

Step I:

The Anna Kirchgater Elementary Comprehensive Safe School Plan (CSSP) Committee is composed of members of the administrative team, clerical staff, a classified staff and a parent. The committee, in cooperation with local law enforcement agencies, community leaders, and other stakeholders interested in school safety, will meet to create, review, refine, and implement the vision of the Safe School Plan using the best reasonable data available. This plan is intended for on campus learning. The members are as follows:

Anna Kirchgater Elementary School
2022-2023

Safe School Plan Committee

Donna Y. McGee	Vice Principal/Site Safety Coordinator
Jorge Leiva	Vice Principal /APC
Suzette Groetsema	School Secretary
LaKeisha Salvant	Parent
Brayonna Baptist	Community Member
Elizabeth Rodriguez	Para Educator
Brian Westlake	Custodian

Kirchgater Elementary School boasts an average class size of 24 students in primary grades and 28 students in intermediate grades with a total enrollment of 724 students. Our student population is approximately comprised of 11.91% African American, 29.50% Hispanic, 39.75% Asian, and 6.23% Caucasian. Approximately 233 of our students, or 29%, are English Language Learners who speak one of twenty-two different languages known on campus. This diversity is our source of strength and community unity. Our free and reduced lunch program is universal, so all students are eligible to receive free breakfast and lunch. An evening meal is provided to the approximately 190 students that are enrolled in our Gator XL/ASES grant funded after school program.

2022-2023 School Site Council Members

Faculty/Staff

Cheri Sanchez, Principal
 Cindy Carroll, Teacher
 Suzi Burkart, Teacher
 Stefani Brown, Teacher
 Suzette Grotsema, Secretary

Parent/Community Member

Odie Douglas, PhD, Community Member
 Kailynn Becker, Parent
 Bertha Moreno-Vargas, Parent
 Danny Williams, Parent
 Richard Padilla, Parent

PBIS I Team at Anna Kirchgater Elementary School

Kindergarten	Meghan Williams	First	Jessica Bias
Second	Yulri Chong	Third	Natalie Pritchard
Fourth	Haley Walker	Fifth	Amy Valadez
Sixth	Amber Hespeler		

Relationship building with the committee will be on-going to ensure that every member contributes to building a safety plan where all children and adults feel safe on our campus. Each person on the committee will have a responsibility to work with a group to collect and evaluate to data, set goals, and make recommendations on how to achieve those goals. If goals are not met the team will regroup to modify or change the strategy to meet the expected results.

Step II: Vision

Our Vision for Anna Kirchgater Elementary School

Our district's mission is to provide a learning community that challenges ALL students to realize their greatest potential. At Anna Kirchgater Elementary, it is our goal to ensure this important undertaking.

Anna Kirchgater Elementary provides a unique and innovative educational experience for all students, from the safety of the campus to the warmth of the learning environment, to the rigor and depth of our instructional programs. We are committed to a tradition of excellence in providing students with the academic and social skills they need to be successful in school. Reading at grade level is a major focus and goal for our students. Our students know their individual instructional reading level and our teachers use small group instruction to teach students where they are and to help get them where they need to be.

Parent support and involvement continue to be important aspects of the success at Anna Kirchgater Elementary. We welcome parents as true partners in their child's learning experience. Parent support is given, recognized, and appreciated in many ways. Some parents help plan programs and policies on our School Site Council. The campus is open for volunteers and visitors, parents join their students during our monthly Parent Picnic events, Cultural Workshops and they can volunteer in our classrooms and library. Parents also support student success by providing space, time, and encouragement for daily homework and by sending a clear message that education and regular school attendance are important.

The safety of our students is our school's priority, the discipline policy is an important part of this endeavor. We emphasize being kind, safe, respectful, and responsible behavior through our Positive Behavior Intervention and Supports program (PBIS). We encourage students to be responsible citizens and strong problem solvers. This, in turn, supports their ability to be flexible and dynamic in a diverse learning environment. It is our commitment to reading, community, and culture that earns the reputation that Anna Kirchgater Elementary School has today.

Anna Kirchgater Elementary School is a Positive Behavior Intervention and Supports (PBIS) and an Advancement Via Individual Determination (AVID) school. Our expectation for student conduct is clear and consistent. All educators and classified staff are expected to follow the Anna Kirchgater Behavior Management Process when referring possible infractions to the administrator for investigation. All Kirchgater Elementary students will be treated with respect. Fair and logical discipline practices will be the standard. Discipline, or consequences, have one focus: Helping

students make better choices, as we make every effort to TEACH students how to make better choices. This requires a partnership between families and the Kirchgater staff. As a result of our safe policies and procedures, students and staff are free to focus on the essential educational mission of our school.

Step III: Review of the Data

Suspension Data (from Sisweb & Synergy)

Total Number of Suspensions by School Year

2018 – 2019: 23 suspensions

2019 – 2020: 11 suspensions

2020 – 2021: 0 suspensions

2021—2022: 1 suspension

Suspensions to Date (12/31) over last four years

2018: 3

2019: 3

2020: 0

2021: 0

2022: 0

Physical Aggression Referrals (total of all physical aggression, physical contact, and fighting referrals)

2018 – 2019: 232

2019 – 2020: 140

2020 – 2021: 97

2021 – 2022: 0

2022 – 2023: 0 (None at the writing of this report Jan. 2023)

- ❖ **Conclusion from our Committee:** Students are benefiting from our Social Emotional Learning (SEL) strategies utilized in class community circles conducted in classrooms, character education program, Restorative Practices supports, and continued implementation of PBIS. In addition, opportunities for group counseling and individual counseling focus on anger management and self-control will benefit our students with repeated behavioral offenses. As a committee, we are encouraged to see the continual growth in the area of behavior expectations while the large number of physical aggression referrals remain on the decline.

Programs/Supports that were added or maintained to help decrease student suspensions during the 2022-2023 school year:

- Ongoing meetings throughout the year with our PBIS Tier I team to review protocols, procedures, and behavior expectations.
- Addressing school expectations, procedures, and having a shared focus on data with teachers during preservice and staff meetings has been effective. Referral procedures have also been reviewed and addressed with our staff.
- Behavior Expectation assemblies for students in kindergarten – grade 6, led by Vice Principal and student leaders, are now implemented three times annually (beginning of the year, Winter, and Spring) and as needed.
- Use of “Assist Team” in structured recess activities to support students in skill building, conflict resolution, SEL and PBIS.
- All school staff have received professional development on the MTSS process. In addition, all teaching staff have been given additional support and direction on how to refer students for intervention.

- Updated the GATOR BUCK prize system to make weekly raffles more enticing for students. Students suggested prizes and additional prizes were added to the cart.
- Administration, PBIS Team, and staff all look at suspension data throughout the year.
- Our administrative team has reviewed the arrival and dismissal process and has continued to have additional staff be more visible during these time frames.
- Tier 3 students are referred to our District Behaviorist for additional support.
- Recess schedules have one grade level on the playground at a time instead of two, cutting down the number of students to supervise at once and reducing the possibilities of cross grade conflict. During 2022-2023, the Assist Team and the supports of recess mentors oversee this process.
- Minimum Day and Inclement weather schedules were modified to better fit student needs and match with the space and supervision available.
- Our end-of-recess procedures are monitored to allow for faster transitions and more teacher support during the transition from recess.
- We have continued to monitor changes in lunchroom and lunch recess routines and procedures to better support student success. During 2022-2023, classes were placed and ate in class cohorts according to student-assigned class.
- We have updated our MTSS form to incorporate multiple data points to fully inform our PBIS Tier 2 team of concerns to guide the next steps of interventions. We use Synergy to keep our data.

Truancy Data from Anna Kirchgater Elementary

- Anna Kirchgater's overall attendance rate stayed steady in 2016-2017 at 95%. Our attendance rate slightly improved to 95.23% for the 2018-2019 school year. In 2021-2022 we dropped to 89%. Our yearly goal for attendance is 95% or better.
- Our number of chronically absent students was 17.5% in 2016-2017. During the 2017-2018 school year the percentage of chronically absent students dropped to 15.7%. The percentage of chronically absent students dropped in 2018-2019 to 14.8% and continued to drop even further in 2019-2020 to 13.7%. In 2021-2022, our rate substantially increased to 38.9%.

❖ **Conclusion from our Committee:** Administration, office staff, Bilingual Teaching Assistant and (BTA), and Attendance Improvement Office (AIO) will work together to identify and reach out to families that are or potentially chronically absent. More school attendance meetings will be held on campus with administration and concerned families. Administration will also keep a log of attendance-related interventions to share with staff.

Programs/Systems that were added or maintained to help increase attendance rates during the 2022-2023 school year:

- Monthly attendance awards for classrooms with the best attendance for each grade.
- More frequent calls/texts home for chronically truant students by administration, office & Attendance improvement office (AIO).
- Administration continued to support and review the process of adding student/parent contact information to log in Synergy to assist in communication between teacher, office, and administration.
- Use of Talking Points to communicate with families in multiple primary languages.

Sacramento County Sherriff Neighborhood Crime Report

- During the month of October 2023, and within the school boundaries of Kirchgater Elementary School, crime reports have been logged through the Sacramento County Sheriff's department.

- Most reports were for burglary or the (38%), assault (17%) and robbery (11.5%).
- ❖ **Conclusion from Committee:** Administration continues to work with law enforcement and families to improve safety for students who walk and or get picked up by vehicle. We continue to keep the back gate closed/locked to ensure students enter at the front of the school and in the car pickup parking lot. This has decreased behavioral and traffic challenges on Power Inn Road. The school will continue utilizing drug awareness curriculum and activities. We will continue to promote and engage students in Red Ribbon Week. We will continue our community outreach with our community and apartment complexes. Administration will continue to take frequent bus rides on EGUSD school buses to support students and families. Administration and staff will continue to conduct porch and home visits.

Step 4: School Safety

School safety is a priority for the staff at Anna Kirchgater Elementary. Our school is surrounded by large gates that are opened at 7:50 am and are closed/locked when school begins. All visitors on campus must sign in at the office and get a visitor's pass.

When gates are opened at 7:50 am, students may enter the cafeteria and eat breakfast. Students are dismissed from the cafeteria to line up with their class by 8:15 am. Students are supervised in class lines on the blacktop until school begins at 8:20 am. The entire school starts the day with the flag salute and a presentation by our student run color guard.

Staff and students take part in monthly drills to review procedures in the event of an emergency such as a fire, earthquake, or lock-down emergency. Emergency protocols are reviewed with teachers throughout the year and students are instructed in procedures in their classrooms.

Administration and the custodial team are responsible for maintaining school facilities. All needed repairs are reported to maintenance and the lead custodian ensures the repairs are completed appropriately.

Committee Recommendations:

After reviewing suspension data, truancy data, and crime statistics from the Sacramento County Sheriff, three goals were created to address the needs indicated by the data. The Comprehensive Safe School Plan Committee agreed to the following goals: 1.) to see a significant decrease in physical aggression referrals, 2.) to see a significant decrease in trancies, and 3.) improve our safety and emergency plans.

Step 5: Goals

Goal #1:

- **Reduce the number of incidents involving physical aggression**

Objectives:

- At risk students will be referred to PBIS Tier two groups based on student need.
- Tier 2 students may be referred to our PBIS Coach on campus.
- Increase engagement and improve Tier 1 practices at unstructured times (recess, lunch).

- Increase character education and engagement during unstructured times at school (recess, EOT-Early Out Thursday).
- Have 3 separate behavior assemblies throughout the school year emphasizing PBIS Tier 1 systems and interventions.
- Increase the opportunities for students to celebrate and be celebrated for reaching our PBIS expectations. Administration will continue to promote positive behavior by conducting PBIS Gator Bucks Raffles each week. Student names will be announced over the school's intercom and students then report to the office to retrieve their prize. Selected students will be given the opportunity to choose a prize from the PBIS Gator basket on a specified day each week (Friday).
- Introduce bully prevention curriculum through school wide assemblies with continued lessons and support from our Mental Health Therapist (MHT) and classroom teachers.
- Increase our use of "check in/check out" behavior plans for Tier 2 students.

Person(s) responsible:

- Principal/Vice Principal
- Teachers
- Mental Health Therapist
- All support Staff

Activities:

- Students will be explicitly taught PBIS behavior expectations through behavior assemblies and reinforcement throughout the year through assemblies directed by administration and student leaders.
- Tier 2 students will work with the school psychologist, Mental Health Therapist or PBIS coach on a regular basis to learn necessary skills to avoid conflict.
- PBIS Rewards for good behavior utilizing our "Gator Bucks" program.
- Students will have extra-curricular opportunities throughout the year to build relationships with staff and peers.
- Student volunteers can engage in the making of "How to" videos to demonstrate our school wide expectations.

Evaluation:

- Reduction in the number of physical aggression referrals by 10%, from 42 to 37.8
- Increase of appropriate behavior on playground and in the classroom

Timeline:

- Implementation to begin immediately

Goal#2:

- **Improve our attendance rate to 96.2%**

Objectives:

- Students will attend school regularly.
- Students will arrive on time to school.

Person(s) responsible:

- Principal

- Vice Principal
- Bilingual Teaching Associates (BTAs)
- Attendance Improvement Office (AIO)
- Office Staff
- Teachers
- Students and Families

Activities:

- Grade Level attendance trophies and magnetic door awards are given out monthly.
- Students may become involved in the “Here On Time/HOT” program to promote better attendance.
- Personal phone calls home by office staff, administration, or our bilingual teaching associate to support our families getting their children to school every day.
- At-Risk students and families will meet in person with school staff to discuss ways to improve attendance.
- Utilize systems, such as phone calls, emails, texts, postcards, and home visits to connect with families.
- Monitor student absences daily and build relationships with families.
- School administration and office staff will work with the district attendance office to support families and/or schedule family meetings.
- Students will have extracurricular opportunities throughout the year to build relationships which will encourage better attendance.

Evaluation:

- Reach an attendance rate of 96.2%

Timeline:

- Ongoing

Goal #3:

- **Refinement of Kirchgater Elementary Emergency and Safety Plans**

Objectives:

- To ensure that Anna Kirchgater Elementary is safe daily
- To be district and state compliant for safety regulations

Person(s) responsible:

- School Administration
- School Staff

Activities:

- Following guidelines established through our IIPP emergency evacuation and lockdown drills will be practiced monthly.
- Periodic meetings of the Administration and school staff to discuss and refine current practices will occur as needed.
- Share implemented procedures and gather feedback during staff meetings and community parent forums.

- IIPP Committee meetings will be held quarterly to review safety practice, concerns, and possible solutions.

Evaluation:

- Timelines and guidelines for school safety procedures and implementations will be met
- Site will be in compliance with district and state standards

Timeline:

- Immediate compliance with standards and regulations
- Ongoing goal

Step 6: Sharing the Plan

The Safe School Plan will be shared with the public through various means.

- Our Safe School Plan Team will be notified of publication and will be given a hard copy of the plan.
- Our staff will be presented with the plan.
- Our School Site Council will review and approve the plan.
- The plan will then be placed in the Comprehensive Safe School Plan Binder and will be accessible to staff and community, as needed.
- Future changes to the plan will take place annually as the Site Emergency Response Team reviews it.
- A copy will be posted to our school website.

Step 7: Review and Evaluation

On an annual basis, our Safe School Plan Team will evaluate and review the prior year's plan. This process will involve meeting to determine areas of strength and concern. Our team will recommend refinements based on data and the experiences brought to fruition by the team. Steps to modify the plan will take place based on discussion, feedback, and consensus. The new plan will then be implemented and shared with the community through the process outlined in the plan.