

PALM SPRINGS UNIFIED SCHOOL DISTRICT



DESERT HOT SPRINGS
HIGH SCHOOL

2007/2008

SAFE SCHOOL PLAN

ACTION PLAN FOR COMPONENT #1

Component #1. “People and Programs” – Create a “*caring and connected*” school climate. (Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294).

Goal(s): (What broad area we will focus on *in the near future* to accomplish our mission and vision?)

- To keep the percentage of suspensions due to fighting below the 2002-2003 District Comprehensive High School suspension rate for fights by using interventions such as individual and group counseling and conflict mediation at the first sign of a crisis

Objective #1-1: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? *Who* is responsible?)

- **Objective #1-1:** 100% of our students will have equal access to site and district level student assistant programs through our Student Services
- We will consider the number of suspensions due to fighting between February 1, 2007 and February 1, 2008
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008
- People responsible for executing these interventions to realize this goal will include our Teachers, Guidance Team (Individual & Group Counseling), Youth Accountability Team (YAT), School Resource Officer (SRO), Probation Officer (PO), Psychologist, Nurse, District Personnel (Student Assistance Programs SAP), Security staff and Administration

Related activities:

- Multi-step referral and intervention process involving Teachers, Support Staff, Guidance, Security, Nurse, Psychologist, YAT and Administration
- Teacher and staff recommendations of students who can benefit from individual/group counseling
- Individualized counseling for students and families
- Anger management groups
- Insight
- Conflict mediation
- Parenting education of school, district and outside resources and support
- Student Study Teams (SST)
- Post meeting held w/Counselor after a suspension
- California Healthy Kids Survey will be given to students to monitor student perceptions of meaningful participation, caring relationships, and high expectations
- School administrators will be available to all members of the school community and will be highly visible on the campus and in classrooms
- Teachers will stand at their doors during passing periods
- Communicate with YAT & SRO to address concerns of drug abuse and gangs on campus

Safe School Plan for Desert Hot Springs High School: March 1, 2007 – February 28, 2008

- Mandatory assignment of individual or group counseling of all students who receive a suspension for any violence or alcohol or other drug suspension
- Communication and collaboration with the Desert Hot Springs Police Department (DHSPD) & Coachella Valley Narcotics and Gang Task Force (CVNGTF)
- Safe School Plan Committee will review number of fight suspension days in June 2007, October 2007, and January 2008
- Conduct metal detector scanning on days scheduled by District Security Department
- Students will be encouraged to become involved in school activities such as sports and clubs through the scheduling of the school wide “Club Rush” activity.

Resources needed:

- Planning time and a spreadsheet with group enrollment kept by each Team (Guidance, Psychologist, YAT, District, Security and Administration)
- Time for the Guidance staff to develop and facilitate individual and group counseling
- Planning time to meet with DHSPD and/or CVNGTF
- Implementation of a Desert Hot Springs Youth Task Force to include Administrators from all our city schools, District Personnel, City Business owners, Community Leaders, representatives from all Youth Group Organizations, CVNGTF & DHSPD

Person(s) responsible for implementation:

- Counseling Team, Security Personnel, Psychologist, Nurse, YAT, Administration & District

Timeline for implementation:

- On-going
- Staff and Faculty will be notified of resources at Staff & Faculty meetings at the beginning of each term
- Students and parents will be notified of resources through validation packets, parent newsletters, parent conferences, school website and at Back to School Nights
- Parents will also be notified at conferences with counselors and administration

Budget:

- \$1700.00

Personnel:

- \$800.00

Materials:

- \$200.00

Training:

- \$300.00

Administration:

- \$100.00

Evaluation:

- \$300.00

This document will be available at the SSC, ELAC and Booster meetings. It will also be available at Back To School Nights, Parent/Teacher Conferences and at the front office upon request.

Evaluation criteria and timeline:

- February 1, 2007- February 1, 2008.

How will we know if our action plan is effective? Consider the following ways to measure effectiveness:

- Reduction of suspensions due to fighting as reviewed during our statistical indicators in April 2007, June 2007, October 2007 and January 2008
- Student, parent and employee surveys showing an increased perception of a caring and connected school climate
- An increase in student attendance
- A decrease of transfer requests due to safety issues

ACTION PLAN FOR COMPONENT #2

Component #2. “Physical Environment” – Create a physical environment that communicates respect for learning and for individuals. Part 2 of the “safe and orderly environment” requirement of SB 187, (*Education Code Sections 35294*).

Goal(s): (What broad area we will focus on *in the near future* to accomplish our mission and vision?)

- To maintain a safe and orderly campus environment (Internal-Classrooms, External-Campus) and to maintain a clean and presentable campus environment that will make staff, students and the community proud

Objective #2-1: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? *Who* is responsible?)

- **Objective #2-1:** 100% of the School site administration and staff will know, understand and implement the Crisis Response Plan and Safety School Plan as designed
- Evidence of meeting our goal will be seen through the immediate response given to a crisis and its record keeping. It will also be evidenced through the information given to all staff through email, meetings and handbooks
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008
- All site employees are responsible in implementing both Plans. Administration will ensure its implementation

Related activities:

- Administration will ensure that all staff know their role in the Safety Plan and will annually review the school’s Crisis Plan and Emergency Preparedness Plan
- School staff and students will be trained in dealing with emergency procedures and will have at least one (1) fire/earthquake drill per term

- Standard school procedures and policies will be reviewed and updated as needed
- All classrooms will establish and maintain a clean and orderly environment to support academic growth as measured by student, staff and parent surveys
- All staff & faculty will be informed of the school wide discipline policy at the beginning of each term and through new teacher meetings
- Site administrators will review guidelines and procedures regarding school-wide and classroom safety during each semester
- Lead custodian will do daily checks of entire campus to determine safety and cleanliness
- Kitchen staff will check serving area for cleanliness and safety
- SRO will evaluate and inform site administrators as needed
- All parents and students will be informed of the school wide discipline policy through the student handbook and the school's website
- All teachers will be required to turn in a classroom discipline plan to the Administrator(s) overseeing discipline
- Security Officers will receive training needed to respond to everyday and crisis situations
- Implementation and reinforcement of site attendance policy
- Implementation and reinforcement of site tardy policy

Person(s) responsible for implementation:

- All Certificated and Classified employees
- (Administrators overseeing Safe School Plan and Crisis/Emergency Preparedness Plan)

Timeline for implementation:

- Ongoing data collection from February 1, 2007-February 1, 2008.

Resources needed:

- Time for Administration, Security, Custodians and Clerical support to monitor and record the data
- Scheduled time to practice drills
- Closed circuit cameras to monitor outside hallways and campus blind spots to better supervise the entire campus

Objective #2-2: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? (*Who* is responsible?))

- **Objective #2-2:** All reports of graffiti and vandalism will be attended to and referred to Security, Custodians, the Facilities & Discipline Vice-Principals and our SRO. Maintenance & Operations will also be notified, as needed
- We hope to see a reduction of incidents by addressing them immediately, keeping records/photos on file and disciplining those responsible and making them accountable for restitution when applicable
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008

- Those responsible for maintaining this goal are Administration (Facilities & Discipline), Custodians, Security, Facilities & Discipline Senior Clerks, SRO and the PO

Related activities:

- All staff will establish and maintain a clean and orderly environment to support academic growth as measured by student, staff and parent surveys
- Lead custodians will perform daily checks of the entire campus to determine safety and cleanliness
- All graffiti will be reported to Security, Custodians and/or Administration
- Back packs and other student personal items with graffiti will be confiscated, as needed
- Security will take photos of graffiti to document and compare
- School Resource Officer will evaluate and inform site administrators as needed
- Clerical support for Discipline will document and monitor all incidents of graffiti and vandalism conducted by students
- Clerical support for Facilities Administrator will document and monitor all incidents of graffiti and vandalism
- All reports of graffiti and vandalism will be attended to and referred to Security, Custodians, SRO and the Facilities Vice-Principal. Maintenance & Operations will also be notified
- Security will immediately photograph all campus graffiti and vandalism and save on a computer
- Lead Custodians and the Facility Administrator will determine on whether it's a school or district task
- All efforts will be made for an immediate clean up of graffiti and/or vandalism
- Jobs to big for custodians will be referred to M & O
- All efforts will take place in order to find those responsible for the graffiti and/or vandalism
- Those responsible will be referred to Administration and the SRO for possible consequences
- SRO and the PO will be notified of all incidents

Resources needed:

- Closed circuit cameras to monitor outside hallways and campus blind spots to better supervise the entire campus
- Time for Custodians and/or M & O to clean up graffiti & vandalism
- Time for Security to investigate and find those responsible

Person(s) responsible for implementation:

- All Custodial Staff, Administrators and Security Staff

Timeline for implementation:

- On-going

Evaluation criteria and timeline:

- February 2007 to February 2008

Budget:

- \$2000.00

Personnel:

- \$700.00

Materials:

- \$400.00

Training:

- \$600.00

Administration:

- \$0.00

Evaluation and Dissemination:

- \$300.00

How will we know if our action plan is effective? Consider the following ways to measure effectiveness:

- We will know if our plan is successful through the data kept for immediate response and the reduction of incidents. The Safe School Committee will review this data in June 2007, October 2007 and January 2008

SAFE SCHOOL PLAN

Areas of need/focus for the school year

The Desert Hot Springs High School Safety Committee, School Site Council and Security identified areas of need/focus for the school year.

***SUMMARY:* After analyzing our data and resources, our review matrix, and our major areas of desired change, our priorities for action are:**

1. To keep the number of suspensions due to fighting below the 2002-2003 District Comprehensive High School suspension rate
2. To give 100% of our students equal access to student support services, such as individual and/or group counseling, addressing areas such as Anger Management, Conflict Mediation, Grief and Drug and Alcohol Counseling at the first sign of a crisis
3. To immediately clean up and/or remove new graffiti and/or other vandalism to encourage pride in school and deter future incidents
4. To maintain a safe and secure environment conducive to learning, internally and externally
5. To increase students attendance
6. To decrease students tardies

Our overall goal(s) for the 2007/ 2008 school year is (are):

Component #1

Component #1. “People and Programs” – Create a “*caring and connected*” school climate. (Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294).

Goal(s): (What broad area we will focus on *in the near future* to accomplish our mission and vision?)

- To keep the percentage of suspensions due to fighting below the 2002-2003 District Comprehensive High School suspension rate for fights by using interventions such as individual and group counseling/mediation at the first sign of a crisis
- To increase students attendance
- To decrease student tardies

Objective #1-1: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? *Who* is responsible?)

- **Objective #1-1:** 100% of our students will have equal access to site level student assistant programs
- We will consider the number of suspension due to fighting between February 1, 2007 and February 1, 2008
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008
- Reinforce the attendance policy

- Reinforce site tardy policy
- People responsible for executing these interventions to realize this goal will include our Guidance Team (Individual & Group Counseling), Youth Accountability Team (YAT), School Resource Officer (SRO), Psychologist, Nurse, District Personnel (Student Assistance Programs SAP), Security staff and Administration

Component #2

Component #2. “Physical Environment” – Create a physical environment that communicates respect for learning and for individuals. Part 2 of the “safe and orderly environment” requirement of SB 187, (*Education Code Sections 35294*).

Goal(s): (What broad area we will focus on *in the near future* to accomplish our mission and vision?)

- To maintain a safe and orderly campus environment (Internal-Classrooms, External-Campus) and to maintain a clean and presentable campus environment that will make staff and students proud

Objective #2-1: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? *Who* is responsible?)

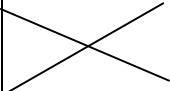
- **Objective #2-1:** 100% of the School site administration and staff will know, understand and implement the Crisis Response Plan and Safety School Plan as designed
- Evidence of meeting our goal will be seen through the immediate response given to a crisis and its record keeping. It will also be evidenced through the information given to all staff through email, meetings and handbooks
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008
- All site employees are responsible in implementing both Plans. Administration will ensure its implementation

Objective #2-2: (What measurable *results* will show us that we are meeting our goal? *When* will we see them? *How much* change do we want to see? (*Who* is responsible?)

- **Objective #2-2:** All reports of graffiti and vandalism will be attended to and referred to Security, Custodians, the Facilities & Discipline Vice-Principals and our SRO. Maintenance & Operations will also be notified, as needed
- We hope to see a reduction of incidents by addressing them immediately, keeping records/photos on file and disciplining those responsible
- The Safe School Plan Committee will review and evaluate in June 2007, October 2007 and January 2008
- Those responsible for maintaining this goal are Administration (Facilities & Discipline), Custodians, Security, Facilities & Discipline Senior Clerks, SRO and the PO

Checklist for Compliance with Requirements for a Comprehensive School Safety Plan

School: Desert Hot Springs High School

Requirements for a Comprehensive School Safety Plan	Requirement Met	Comments
1. Plan is written and developed by a site council or a safety planning committee.	X	Safety Planning Committee (names included) with input from SSC & ELAC
2. Safe School Committee assessed the current status of school crime at the school by reviewing the following types of information:		
<ul style="list-style-type: none"> • Reviewed UMIRS data • Office Referrals • Attendance rates/SARB data • Suspension/Expulsion data • Local law enforcement juvenile crime data • California Healthy Kids Survey data • School Improvement Plan • Property Damage data 	X	All these sources of data were considered in writing our plan
3. Reviewed and addressed, as needed, the school's procedures for complying with existing laws related to school safety:		
• Child Abuse Reporting procedures	X	Reviewed in the Fall and in Staff Handbook
• Disaster procedures	X	Reviewed in the Fall and in Staff Handbook
• Suspension/Expulsion procedures	X	Reviewed in the Fall and in Staff & Student Handbook
• Teacher notification of dangerous students	X	Reviewed in the Fall and in Staff Handbook
• Sexual Harassment policy	X	Reviewed in the Fall and in Staff & Student Handbook
• Dress Code	X	Reviewed in the Fall and in Staff & Student Handbook
• Procedures for safe ingress and egress from school site.	X	Reviewed in the Fall and in Staff & Student Handbook
• Access to the school campus (visitors)	X	Reviewed in the Fall and in Staff & Student Handbook
• School rules and procedures for discipline.	X	Reviewed in the Fall and in Staff & Student Handbook
• Crisis Response Plan	X	Reviewed in the Fall and in Staff Handbook
• Hate Crime procedures and policies.	X	Reviewed in the Fall and in Staff Handbook
4. School Safety Committee identified areas of need/focus for the year.	X	
5. The School Safety Plan has two components that select appropriate strategies and/or programs that provide school safety and address the areas of need/focus for the year:		
• <u>Component 1: People and Programs</u> ("Connectedness and Caring")	X	included
• <u>Component 2: Physical Environment</u> ("Respect for learning and individuals.")	X	included
6. The School Safety Committee communicated the School Safety Plan to the public.	X	Front Office, website, parent meetings
7. The Safe School Planning Committee planned for the evaluation of the progress of the School Safety Plan and annual revisions.	X	The Committee meets throughout the year
8. School Safety Plan is included in the School Accountability Report Card.	X	

Communication of School Safety Plan to the Public

The School Safety Plan for Desert Hot Springs High School was communicated to the public through the following venues:

Existing meetings:

- **School Site Council (SSC) – June 2007**
- **SSC – January 2008**
- **ELAC – March 2008**
- **Parent Conferences Spring 2007**
- **Security & YAT monthly and weekly meetings throughout the school year**

We communicated the availability of the plan to the public in the following:

- **DHSHS Website**
- **Parent Conferences – Spring 2007**
- **ELAC – June 2008**
- **SSC – June 2007**
- **Boosters – June 2007**

We sent a copy of the School Safety Plan to the local Chief of Police or other appropriate law enforcement agency

**Capt. Patrick Williams
Desert Hot Springs Police Department
65-950 Pierson Blvd.
Desert Hot Springs, CA 92240
(760) 329-2904**

Principal: Dr. Milton Jones

School Safety Committee Chairperson: Blanca Kabeary

**Review of School Procedures for Complying with
Existing Laws Related to School Safety**

2007 / 2008 School Safety Plan

*We reviewed the following procedures and policies related to school safety:
(Initial or check the appropriate box)*

	In Compliance	Implementation needs to be addressed
Child Abuse Reporting procedures	X	
School Site Specific Emergency Preparedness Plan	X	
Suspension/Expulsion procedures	X	
Teacher notification of dangerous students	X	
Sexual Harassment policy	X	
Dress Code	X	
Procedures for safe ingress and egress from school site.	X	
Access to school grounds (visitors)	X	
School rules and procedures for discipline.	X	
Crisis Response Plan	X	
Hate Crime procedures and policies	X	

Principal: Dr. Milt Jones

Date

School Safety Committee Chairperson: Blanca Kabeary

Date

SCHOOL SAFETY PLAN COMMITTEE

Year: 2007 - 2008

School: **DESERT HOT SPRINGS HIGH SCHOOL**

Name	Position/Title	Signature
Dr. Milt Jones	Principal	
Roland Doepner, III	Assistant Principal	
Linda Dugdale	Assistant Principal	
Todd Diliberto	Vice- Principal	
Blanca Kabeary	Vice- Principal	
Carlos Estrada	Security Officer	
Arie Serafin	Security Officer	
Theresa McAloney	Security Officer	
Sidney Welch	Security Officer	
Robert Lopez	Security Officer (Alt.Ed.)	
Lee Wild	Lead Day Custodian	
Rick Morand	Lead Night Custodian	
Jennifer Gardner	Probation Officer	
David O'Dowd	School Resource Officer	
Heather Egtvedt	Senior Clerk	
Sharon Loya	Senior Clerk	
Claudia Solano	Senior Clerk	
Martha Fuerte	ELAC President	
Laurie Karr	Lead Counselor	
Erica Watson	Teacher	
Demetrious Sinor	Teacher	

School Safety Committee Chairperson: Blanca Kabeary