

PALM SPRINGS UNIFIED SCHOOL DISTRICT



DESERT HOT SPRINGS
HIGH SCHOOL

2009/2010

SAFE SCHOOL PLAN

SCHOOL SAFETY PLAN COMMITTEE

For School Year: 2009 / 2010

School: Desert Hot Springs High

| Name | Position/Title | Signature |
|-------------------------|--------------------------------|------------------|
| Dr. Milt Jones | Principal | |
| Linda Dugdale | Asst. Principal | |
| Todd Diliberto | Vice Principal | |
| Kate Mason | Vice Principal | |
| Erica Watson | Vice Principal | |
| Carlos Estrada | Security Officer | |
| Arie Serafin | Security Officer | |
| Theresa McAloney | Security Officer | |
| Sidney Welch | Security Officer | |
| Rick Morand | Lead Day Custodian | |
| Amalia Cervantes | Lead Night Custodian | |
| Maria Sepulveda | Probation Officer | |
| David O'Dowd | School Resource Officer | |
| Claudia Solano | Office Specialist | |
| Lillie Squillace | Office Specialist | |
| Sharon Loya | Office Specialist | |
| Laurie Karr | Lead Counselor | |
| Debbie Hadden | Teacher | |
| Dan Kirkbride | Teacher | |
| Sarah Robles | Teacher | |
| Joseph May | Teacher | |
| John Olver | Teacher | |

School

School Safety Committee Chairperson: Erica Watson

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

2009 / 2010 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 | |
| <ul style="list-style-type: none"> ▪ Incident Command System Organizational Chart updated (Include copy with Safe School Plan) | X | |
| <ul style="list-style-type: none"> ▪ Evacuation Plans (Primary / Secondary) Identified (Include copy with Safe School Plan) | X | |
| <ul style="list-style-type: none"> ▪ Emergency Preparedness Supply inventoried | 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: Erica Watson

Date

Evaluation of Previous School Year

For the 2009 / 2010 Plan

School Safety Plan Goals and Objectives

Component 1. "People and Programs"

Goal(s):

- To keep the percentage of suspensions due to fighting below the 2008-2009 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(s):

- **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, 2009 and February 1, 2010
- The Safe School Plan Committee will review and evaluate in June 2009, October 2009 and January 2010
- 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

Evaluation:

Student data related to student suspensions, tardie's and intervention will be review bimonthly basis and tally at the end of the school year by admin team.

Component 2. "Place"

Goal(s):

- 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(s):

- 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 2009, October 2009 and January 2010
- Those responsible for maintaining this goal are Administration (Facilities & Discipline), Custodians, Security, Facilities & Discipline Senior Clerks, SRO and the PO

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, 2009 and February 1, 2010
- The Safe School Plan Committee will review and evaluate in June 2009, October 2009 and January 2010
- 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
- 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 2009, October 2009, and January 2010
- 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

This document will be available at 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:

- March 1, 2009 – March 1, 2010

ACTION PLAN FOR COMPONENT #2

Component #2. “ Place”— 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 2009, October 2009 and January 2010
- 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

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

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, 2009-February 1, 2010.

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 2009, October 2009 and January 2010
- 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

Checklist for Compliance with Requirements for the 2009 / 2010
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 SSC & ELAC |
| 2. Safe School Committee assessed the current status of school crime at the school by reviewing the following types of information: | X | |
| <ul style="list-style-type: none"> • Reviewed UMIRS data • Office Referrals • Attendance rates/SARB data • Suspension/Expulsion data • California Healthy Kids Survey data • School Improvement Plan • Property Damage data • Other: _____ • | 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: | X | |
| • Child Abuse Reporting procedures | X | Reviewed in the fall and in staff handbook |
| • Suspension/Expulsion procedures | X | Reviewed in the fall and in staff handbook |
| • Teacher notification of dangerous students | X | Reviewed in the fall and in the staff & student handbook |
| • Sexual Harassment policy | X | Reviewed in the fall and in the staff & student handbook |
| • Dress Code | X | Reviewed in the fall and in the staff & student handbook |
| • Procedures for safe ingress and egress from school site. | X | Reviewed in the fall and in the staff & student handbook |
| • Access to the school campus (visitors) | X | Reviewed in the fall and in the staff & student handbook |
| • School rules and procedures for discipline. | 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-Site Emergency Preparedness Reference Manual Reviewed | X | |
| ▪ Incident Command System Organizational Chart updated (Include copy with Safe School Plan) | X | |
| ▪ Evacuation Plans (Primary / Secondary) Identified (Include copy with Safe School Plan) | X | |
| ▪ Emergency Preparedness Supply inventoried | X | |
| 5. School Safety Committee identified areas of need/focus for the year. | X | |
| 6. 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: | X | |
| • <u>Component 1: People and Programs</u> | X | Included |
| • <u>Component 2: Physical Environment</u> | X | Included |
| 7. The School Safety Committee communicated the School Safety Plan to the public. | X | front office, website, parent meeting |
| 8. 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 |
| 9. School Safety Plan is included in the School Accountability | X | |