

COMPREHENSIVE SAFETY SCHOOL PLAN

POINT LOMA HIGH SCHOOL
2335 CHATSWORTH BLVD
SAN DIEGO CALIFORNIA 92106
(619) 223-3121

November 9, 2009

SAN DIEGO UNIFIED SCHOOL DISTRICT
POINT LOMA HIGH SCHOOL

Point Loma High School

School Safety Plan

Criterion 1: Assessing The Current Status of School Crime

A. Point Loma High School is very proactive in its efforts to reduce crime, especially in terms of drug and alcohol use among our students. The most significant recent decrease in the statistics is in the area of "Drugs and Alcohol". This decrease is attributed to the school instituting unannounced random drug dog searches.

The proactive staff involvement in reporting crimes on campus along with community involvement and active police participation contributed to the decrease of crimes in the area while also helping to reduce the actual numbers of unreported crimes. We believe that we are moving in a positive direction with the professional assistance of our Juvenile Services Team from San Diego Police Department and the additional collaboration between the staff, campus security, drug dog searches and community members who are reporting incidents of crimes in progress to the Police Officer assigned to Point Loma.

Criterion 2: Child Abuse Reporting Procedures Pursuant To PC 11164 Et Seq. Reference Administrative Procedure No. 6370

A. All teachers, instructional aides, teacher's assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certified students, personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentist, and licensed nurses are required to report suspected child abuse.

B. A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the San Diego County Child Protective Agencies. Following the telephoned report a written report shall be sent within 36 hours of receiving the information concerning the incident. The following shows how and where the copies are to be routed.

S.D. County Health and Human Services Agency
6950 Levant Street
San Diego, CA 92111
White Copy

Child Abuse Team
San Diego Police Department (MS719)
Blue Copy

San Diego Unified School District
Student Support Services Department
2351 Cardinal Lane, Bldg. B, San Diego, CA 92123
Pink Copy

Within 36 hours, routes to school employee (who first observed non-accidental physical injury) for initialing and return for school files. School copy is confidential and shall remain in site principal's file. When student transfers, this copy shall be forwarded with the student's records to the new school of attendance for retention in the new principal's confidential file.
Yellow Copy

C. Persons observing evidence of suspected child abuse will inform the Principal/Vice Principal, or District Counselor. He/she will, in turn, notify attendance staff and grade level counselors.

See attached copy of Administrative procedure 6370.

Criterion 3: Disaster Procedures, Routine and Emergency

Reference Point Loma High School Disaster/Emergency Plan Procedures dated, 10/14/2008. Review pages 2-4, "General Discussion and Rules During Drills" and pages 9-43, "Basic Actions in an Emergency".

The Site Disaster Plan has been developed to provide for the safety of students, staff, visitors, buildings, equipment, and supplies. It includes the organization of staff to meet and emergency, a system of warnings, instruction and preparation of students, and appropriate drills.

PARENTAL COMMUNICATION TEAM

1. **WHERE:**

Principals Office/Administrative Building
Alternate: Library/Media Center Building (800)
Football Stadium

2. **WHO:**

Head Counselor, Financial Secretary and
Counseling Clerk distribute 8 NJROTC cadets into teams
All counselors and counseling clerical staff

3. **WHAT:**

- Following parent contact being made by school phone system or student cell phone, meet parent/guardian at office/designated reunification site and dispatch messenger to emergency assembly area for students.
- Assembly area representative to escort student to reunion site or handle as appropriate.
- Confirm that student recognizes individual claiming him/her.
- Establish valid relationship (Picture I.D.).
- Insure that records are kept (audit) on students leaving campus and with whom.

4. **EQUIPMENT//SUPPLIES:**

- Necessary records and materials, alphabetical student list, individual counselor records, etc.
- Midland Walkie Talkies

5. **DEPT. ASSIGNMENTS:**

- a. Head Counselor Hurl, Finance Secretary, Counseling Clerk
Assist as needed and oversee Parental Communication Team.
- b. Fill in if member of Team A through Team E
- c. Maintain communication between office station, emergency assembly area, and administration
- d. Assign **8 NJROTC students** to appropriate team

Team A Counselor Kissin assisted by Attendance Secretary

- a. Secure cadets from **Head Counselor** - report to team A area
- b. Take locators and master roll to Emergency Assembly Area
- c. Keep audit of students leaving with parents/guardian/other
- d. Maintain communication with **Head Counselor and Finance Clerk**

Team B Counselor Valenzuela assisted by Counseling Clerk

- a. Secure cadets from **Head Counselor**
- b. Cadets escort people who come to office or North Parking Lot to Emergency Assembly Area
- c. Maintain communication with **Head Counselor and Finance Clerk**

Team C Tolpen Counseling Secretary and Site Tech

- a. Secure **2 NJROTC students** from **Head Counselor**
- b. Report to Team C location (see map) and escort parents to Team A

Team D Counselor Valot assisted by Counseling Clerk

- a. Secure **2 NJROTC students** from **Head Counselor**
- b. Report to Team D location (see map) and have cadets escort parents to Team A.

Team E Registrar and Counselor Holcomb

- a. Secure **2 NJROTC students** from **Head Counselor Hurl**
- b. Report to north parking lot (Admin. Bldg.) and have cadets escort parents to Team A

NOTE: Underlined name leads team. Second person is in charge if team leader is incapacitated.

A “No False Drills” policy has been adopted at Point Loma High School. In the event of a “false alarm”, all staff members are aware that staff and students will evacuate the building and complete an orderly and safe evacuation of the classrooms and buildings. Staff and students will move to the safe assembly areas on the Southeast, Northwest sidewalk areas and the East parking area and then will proceed to the predetermined or alternate disaster evacuation site.

Criterion 4: Policies Related to Suspension, Expulsion, or Mandatory Expulsion and other School Designated Serious Acts which would lead to Suspension or Expulsion

Reference Administrative Procedures (in appendixes) 6290, 6295, and “Report on Suspension”. District Form 22-R 2220, revised 2-2-01. See attached Administrative Procedure 6290.

Policies related to suspension, expulsion or mandatory expulsion and other school-designated serious acts which would lead to suspension or expulsion.

Suspension is defined as: Removal of a student from ongoing instruction for adjustment purposes.

Expulsion is defined as: Removal of a student from the immediate supervision and control, or general supervision of school personnel.

Causes for suspension or expulsion include:

1. Discipline: The disciplinary action taken by the designated staff/group generally follows the steps below. The nature of the offense determines which staff member initiates the disciplinary measures. The more serious offenses begin with the vice principal. (The process described below ceases at the point when student’s behavior becomes satisfactory.)

Teacher:

- a. Confers with student individually.
- b. Confers with student to discuss consequence of act (e.g., detention).
- c. Seeks parent assistance by contacting parents by phone at home or at work and/or scheduling a parent conference. Teachers should contact parents prior to writing a referral, except in emergency situations.
- d. Refers student to student’s counselor using official referral form, describing the problem and all actions taken by teacher, including parent contact.

Counselor:

- a. Confers with student and notifies parent.
- b. Keeps student out of class for remainder of period and takes appropriate action.
- c. Schedules parent conference.
- d. Refers student to vice principal for further action.

Vice Principal:

- a. Confers with student and notifies parent. Takes appropriate disciplinary measures - campus service and Saturday school.
- b. Suspends student.
- c. Refers student to district counselor for possible new school placement.

District Counselor:

- a. Confers with student and notifies parent.
- b. Places student in another school environment.
- c. Refers to School Initiated Placement Council (SIP).

School Initiated Placement Council:

- a. Returns student to same school.
- b. Places student in another school.
- c. Places student in Independent Study Program.
- d. Recommends expulsion.
- e. Refers to Board of Education.

Board of Education:

- a. Places student in school.
- b. Expels student.

2. Teacher-Initiated Suspensions: (Education Code Section 48910) A teacher may suspend any student from a teacher's class for any of the acts enumerated for the day of the suspension and the day following.

a. Teacher shall:

- 1) Immediately report the suspension to principal of the school and send the student to principal or principal's designee for appropriate action. (If that action requires the continued presence of the student at the school site, the student shall be under appropriate supervision.)
- 2) Immediately consult with principal or principal's designee concerning due process conference.
 - a. Principal or designee determines that basic requirements of due process have been met; plans for completion and distribution of regular suspension form and assigns duties as necessary. Plans for contact with parent/guardian--may assign this duty as necessary. Completes required suspension forms.
 - b. As soon as possible teacher or vice principal shall ask the parent/guardian of the student to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or school psychologist shall attend the conference; school administrator shall attend the conference if the teacher or the parent/guardian so requests.
 - c. Principal or designee ensures that during period of suspension the student shall not be returned to the class from which he/ she was suspended without concurrence of the teacher of the class and the vice principal.
 - d. Principal or designee ensures that a student suspended from a class shall not be placed in another regular class during the period of suspension. However, if the student is assigned to more than one class per day, this subsection shall apply only to other regular classes scheduled at the same time as the class from which that student was suspended. A teacher also may refer a student to the principal or principal's designee for consideration of a suspension from school.

Report on Suspension form summary – Admin. Procedure 6290 - Zero Tolerance Contract attached:

	<u>Code No.*</u>
1) Caused, attempted to cause or threatened to cause physical injury to another person.	01
2) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess that item from a certificated school employee with the concurrence of the principal or principal's designee.	02
3) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.	03
4) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	04
5) Committed or attempted to commit robbery or extortion.	05
6) Caused or attempted to cause damage to school property or private property.	06
7) Stole or attempted to steal school property or private property.	07
8) Possessed or used tobacco or any products containing tobacco or nicotine products including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.	08
9) Committed an obscene act or engaged in habitual profanity or vulgarity.	09
10) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell, any drug paraphernalia.	10
11) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrative employees performing their duties.	11

12) Knowingly received stolen school property or private property.	12
13) Committed sexual harassment.	13
14) Threatened to cause, or participated in, an act of hate violence.	14
15) Intentionally engaged in harassment, threats, or intimidation.	15

Criterion 5, Notification to Teachers Of Dangerous Pupils Pursuant To E.C. 49070.

Reference attached Administrative Procedure 4613.

Upon receipt of information from the court that a student has committed any of the crimes mentioned in Welfare and Institutions code Section 827, the Placement and Appeals Office will inform the Principal of information received from the court and the Probation Department which needs to be transmitted to teacher, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to (a) work with the student in an appropriate fashion (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.

Any information so received by a teacher, counselor, or administrator shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator.

Point Loma School Procedures: Use of E-Mail or hard copy message.

Principal, upon receipt of information from Placement and Appeals Office or Probation Department, will notify the appropriate Vice Principal. That Vice-Principal will notify grade level counselor and all appropriate teachers by either E-Mail or hard copy notification. Specifics related to the stated behavior will be given to all school personnel who need to know.

Prior to enrolling the student, the administration, counselors, and parents of the student will meet to formulate a Support Plan for the identified student. The plan will consist of expectations in behavior and support by the parents. The school will list appropriate supports and interventions to assist the student in being successful and to protect the safety and rights of staff and other students.

If the identified student is being served under a current Individual Educational Plan (I.E.P.) all proper procedures will be followed to adhere to the intent of the law and the rights of the individual student. Staff and student safety will be of paramount concern while insuring the I.E.P. rights of the student. In the event that staff and student safety are compromised by the I.E.P. a representative from the District's Special Education Department will be consulted to investigate the situation and recommend alternative placement for the student.

Criterion 6: Sexual Harassment Policy Pursuant To E.C. 212.6 (b)

Reference Administrative Procedures 0112.6290

Sexual Harassment Policy (EC 212.6(b). – Prohibition. The district prohibits all sexual harassment and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment. The district also prohibits sexual harassment in which the student's grades, benefits, services, honors, programs or activities are dependent on submission to such conduct.

Students, or their parent, shall report any sexual harassment promptly to their school principal, vice principal, counselor, or teacher. The principal or vice principal will explain to the student and parents the steps for filing a complaint. The student will receive a brochure which delineates parents' rights and responsibilities.

Criterion 7: The Provisions Of Any School Wide Dress Code Pursuant To E.C. 35183

Reference Board of Education Policy H-6050 and attached Administrative Procedure 6270.

The provisions of any school wide dress code (EC 35183) – Gang-Related Dress and Behavior. The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment. Parents of students who wear gang-related dress will be advised that the wearing of such apparel by their children place them at risk of unintended harm.

Our intent is to create a safe, positive environment that is conducive to the learning and safety of our young people. We are pleased that an overwhelming majority of our young adults are responsible and need no direction or guidance in selecting appropriate apparel suitable to the learning atmosphere at Point Loma High School. While it is not possible to list every item that violates our dress code, the administration will use the following guidelines for those students needing direction as to **apparel not**

allowed on campus or at school activities. Point Loma High School promotes dress regulations that indicate that schoolwork is important and that school is a place of work.

- Clothing or apparel that promotes sex, violence, drugs, and/or alcohol.
- Clothing or apparel that is sexually suggestive (too tight, too short, too low, see-through materials, etc.) All tops must be capable of being tucked into slacks, skirts, shorts or trousers. All tops must also be able to close from neckline to waist.
- Apparel or items that is offensive because they cause disruption in the classroom.
- Apparel or items that are deemed to be gang or tagger related or incite confrontation.
- Apparel or items that have been altered with personalized lettering.
- Bare feet. (Shoes must be worn at all times.)
- No hats, caps, etc. shall be worn while inside any school building at any time, including assemblies in the Trepanier Gym, with the exception of attendance at sporting events.

Consequences for not following the dress code rules may include the immediate change of clothing with the use of loaner clothes.

Criterion 8: Procedures For Safe Ingress And Egress Of Pupils, Parents, And School Employees To And From School

Reference Emergency / Disaster Procedures, 8-20-05, Administrative Bulletin #15 and Site Maps at each exit of the school classrooms, common rooms, and offices.

Site emergency preparedness plans shall include site map, which designates planned evacuation routes, assembly areas, utilities shutoff valves, first aid / supply stations, and designated areas for prolonged student / staff care.

As required by state law, each Principal / Site Administrator shall conduct safety drills (including fire, earthquake / disaster preparedness, bus safety, and campus emergencies) and maintain an accurate record of each drill.

All students and staff shall review site evacuation procedures including primary / alternate routes and assembly areas, assigned responsibilities, and action to take.

Pt. Loma students are informed that school behavioral standards are in effect in route to and from school as well as during extracurricular activities both on and off the campus.

School bus riders and their parents receive the rules that will promote safe and timely transportation for all students. The rules and standards are posted on the District web site. Each student riding a bus is expected to obey these student conduct rules. Students should be respectful of others' property. The bus stop is NOT a playground. Students should not play, push, shove, or throw objects while waiting for the bus. When a student's behavior is unacceptable or rules have been disobeyed, the driver will file a written report with the school site administrator. The administrator will investigate the incident and take appropriate action.

Criterion 9: Safe and Orderly School Environment.

Reference attached Administrative Procedure No. 6270

Teachers shall be responsible for classroom discipline, which will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account of their conduct on the way to and from school, on the playground, during breaks, and in the classroom.

All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the teachers of the school. (Education Code Section 48908).

Students are to be under direct supervision of a staff member at all times while in school, or while attending a school directed activity.

All students enrolled at Point Loma High School are expected to adhere to the guidelines of the **"Point Loma Code"**:

- **Show Respect for others and act responsibly at all times.**
- **Behave safely and have regard for the safety of others.**
 - **Be kind to yourself and others.**
 - **Show respect for school property.**

It is the Principal's responsibility to maintain good discipline in the school in accordance with the Education Code, California Administrative code, and district wide regulations and procedures promulgated by the Superintendent for measurement of

citizenship and development of good discipline. A Principal may delegate to the Vice-Principal or to any teacher those duties necessary for maintenance of good student conduct.

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children.

Point Loma High School discipline hierarchy for school year 2009 / 2010:

Based on the number of referrals each student accumulates, the following school level consequences occur:

1st Referral. Counselor:

Reviews classroom rules and Discipline Hierarchy with student.
Assigns student (can use anything here)
Logs conference in computerized Discipline file code:

2nd Referral. Counselor:

Arranges and facilitates parent / student / teacher conference.
Reviews student progress on behavior plan for next four weeks.
Logs conference, behavior plan and plan to monitor progress reports in computerized discipline file.

3rd Referral. Vice Principal:

Possible suspension or alternative placement.

Classroom and School Wide Discipline Plans:

Teachers, Counselors, and Administrators should work collaboratively to revise Point Loma's "General School wide Rules", particularly to update applicable rules, eliminate obsolete rules and clarify remaining rules.

Teachers/Departments should implement individualized classroom discipline plans to meet their needs. However, all plans should share these common elements:

All discipline plans should be posted and copies given to counselors, administrators and the ISS teacher.

At least four of the following actions must be taken prior to writing a referral:

- Check school records
- Hold individual conference
- Change student's seat
- Detain after school
- Withhold privileges
- Lower citizenship grade
- Consult with counselor
- Send note home
- Telephone parent / guardian
- Hold parent / guardian conference and / or make a home visit

Attempts should be made to log each intervention taken, and log should be kept at school available for reference.

A parent contact (telephone call, letter home, or a home visit) must take place following each and every referral. Each contact must be logged in Teacher's Parent contact log. Log must be kept at school and must be available for reference by counselors and administrators.

Additional Site Safety Procedures:

In addition to the Emergency Preparedness Plan, Point Loma High School has incorporated additional operational procedures to ensure the safety of both students and staff on a daily basis. These procedures include the following:

A. PERSONNEL:

Administrator Responsible for Site Supervision:	Vice Principal Kevin Gormly__
School Police Officer:	Officer Brandon Noyes

B. GENERAL PLAN:

1. Before and After School Supervision:

- Person(s) in charge: Vice Principal Kevin Gormly
School Police Officer Brandon Noyes
- Number(s) and title(s) of other persons assigned:
 - A. Before school: **1-Campus Security Personnel, 4-Vice Principals, and 1-School Police Officer**
 - B. After school: **3-Campus Security Personnel, 4-Vice Principals 1-School Police Officer**

2. Description of Supervision Plan:

- **Before School:** (1) Vice Principal covers the front of campus (VEEP bus unloading) and (1) Campus Security Assistant supervises back entrance to school.
- **After School:** (1) Campus Security Assistant and (1) Vice Principal cover the VEEP bus loading area at the front of the school, (1) Campus Security Assistant covers Clove Street at the rear of the school and (1) Campus Security Assistant covers the lower bus loading area.
- Campus Security Assistant is assigned supervision from 3 p.m. until 6:15 p.m. for the late VEEP bus.
- Twenty Mag One Walkie-Talkie units have been purchased and distributed to serve as immediate communication for emergencies and other needs that arise throughout the school day. Units are assigned to the Principal, Vice Principals, Head Counselor, School Police Officer, Custodial, Nurse, Switchboard, Library, Special Needs Room, Staff Member for Supervision, Site Tech, Administrative Assistant and Campus Security personnel.
- Each teacher has a telephone in his or her room. **Dial "1111", "911" or "291-7678" for emergencies.**

3. On-Campus Auto Traffic and Parking:

- Persons in charge: **Vice Principal and Campus Police Officer**
- Number(s) and title(s) of other persons assigned:
 - A. Before school: **1-Vice Principal and 1-Campus Security Assistant**
 - B. After school: **1-Vice Principal and 3-Campus Security Assistants**

4. Hall, Corridor, Ground Supervision during Class Period Breaks:

- Person in charge: **Vice Principal**
- Number(s) and title(s) of other persons assigned: **4-Vice Principals and 2 to 3-Campus Security Assistants.**

5. Lunch Period Supervision:

- Person in charge: **Vice Principal**
- Number(s) and titles of other persons: **4-Vice Principals, 1-Administrative Assistant, 3-Campus Security Assistants, 2-Counselors, 1-School Police Officer and 2-Noon Duty Assistants.**
- *Description of plan:* (4) **Vice Principals**, (1) **Administrative Assistant** and (2) **Noon Duty** personnel are assigned areas for lunch supervision. (3) **Campus Security Assistants** are assigned supervision: (1) is assigned the cafeteria and rear ROTC area; (1) is assigned to the rear area of the 400 building watching the football field area and (1) is assigned to roam the front of the school and 200 building area. Other staff members will also help with supervision. The 400 and 600 buildings along with the upper 300, 800 and 200 buildings are closed for lunch. Students are not allowed to congregate on upper level halls, walkways or bridges during lunch.

6. Hall Locker Supervision:

- Person in charge: **Vice Principal**
- Number and titles of other person: **3-Campus Security Assistants**

7. P.E. Locker Rooms Supervision (Both Locker Rooms are supervised the same.)

- Boys:
 - A. Person in charge:
 - B. Number(s) and titles of other persons: **Physical Education Teachers**
 - C. *Description of plan:* Teachers must accompany boys into locker room. Before each class teachers are assigned to the front and back of the locker room to oversee the general atmosphere (noise level), prevent late students or students who do not belong from entering, and to clear the locker room before going to class. Locker rooms are to be locked during class. While class is in session, students must have a pass to get into the locker room area and must be supervised while in the locker-room. After class, a teacher is assigned outside locker room to assist with supervision and those inside locker room handle any disruption inside.
- Girls:
 - A. Person in charge:
 - B. Number and titles of other persons: **Physical Education Teachers**
 - C. *Description of plan:* Teachers accompany girls into locker room. Locker room attendant will admit girls during the class if they have a pass. One teacher is assigned to the locker room to oversee the general atmosphere (noise level) and to clear the locker room before going to class. After class, teachers are assigned outside locker room to assist with supervision and to handle any disruptions.

8. Athletic Events Supervision:

- Persons in charge: **Vice Principal and Campus Police Officer**
- Number(s) and titles of other persons assigned: The number of supervisors assigned to athletic events depends upon type of athletic activity.
- *Description of plan:* (1) **Vice Principal and 1 to 2 School Police Officers** are assigned. Person's assigned supervision are given designated areas to patrol and/or serve as clock operators, announcers, etc. Private security guards are used as ticket sellers, ticket takers, and crowd control personnel. An instruction sheet is given to the Vice Principal assigned, explaining what each additional persons assignment entails. For all events walkie-talkies will be issued to supervision personnel.

9. Co-Curricular Activities Supervision (Concerts, plays, dances, etc.):

- Persons in charge: **Vice Principal and School Police Officer**
- Number(s) and titles of other persons assigned: Teachers (numbers vary). Teachers are assigned and the School Police Officer is on duty.

Description of plan: The plan is the same for athletic supervision. An information sheet is given to the Vice Principal assigned explaining the duties of the assignment.

School Emergency Procedures:

- a. Assessment of current status of school crime. (See attached California Safe Schools Assessment Report).
- b. Child Abuse reporting procedures (See Criterion 2)
- c. Disaster procedures, routine and emergency (See Emergency Preparedness Plan)
- d. Policies related to suspension, expulsion or mandatory expulsion and other school-designated serious acts which would lead to suspension or expulsion (See Criterion 4)
- e. Notification of teachers pursuant to EC 49079 (See Criterion 5)
- f. A sexual harassment policy (EC 212.6(b)) (See Criterion 6)
- g. The provisions of any school wide dress code (EC 35183)

A. SECURING OF ROOMS AND BUILDINGS:

1. All teachers will lock doors and windows upon leaving room.
2. Teachers should coordinate their after-school work hours with other teachers and school police in order to insure safety; however, teachers should lock their door if working alone in their room.
3. Any teacher working on campus in a classroom after 3:30 p.m. should notify an administrator. This rule excludes coaches.
4. Keys issued to teachers are **not** to be given to students for any reasons. Retain your keys!
5. On weekends or after hours, the entire school is on a security system. Do not enter on weekends or after hours unless you have an emergency that has been cleared by a Vice Principal. According to district policy and procedure you are required to call school police (619-291-7678) and inform them of your presence on campus and call when you leave.

B. PERSONAL SAFETY:

1. If you have an emergency, dial "1111" for the Campus Police Office or "911" Additional extensions to reach staff in case of emergency are "1107" or "1103" for main office.
 2. Within the first week of school, teachers should establish a "Buddy System," whereby they contact nearby teachers regarding student management, restrooms, prep periods, emergencies, etc.
 3. Discuss safety with students. They are never to be left unsupervised in a classroom. Be sure they know how to get help on campus.
 4. All teachers should stand outside their classroom doors during passing periods.
 5. Assist Substitutes in nearby classrooms.
- Remember always, that in loco parentis, we are parents or adults responsible for control and safety of students. We need to correct negative behavior and to encourage positive behavior for every student at all times. **Safety and effective discipline is a number one priority** for every adult on this campus. As school employees, we are responsible for:
 - Following all site security rules as developed by the school personnel.
 - Reporting and identifying security problems and suggesting remedies to the administration.
 - Assisting in the evaluation of the site security plan.

**STAFF MEMBERS ARE ENCOURAGED TO SUBMIT ANY SUGGESTIONS
THAT WILL IMPROVE PT. LOMA'S OVERALL SECURITY**

STUDENT SECURITY RULES:

- A. Report the presence of non-students to Security personnel, in person or by dialing "1111" or "1107" or "1103" on your classroom phone.
- B. Remember personal items and books left in lockers overnight are subject to theft and/or damage. Protect your things by removing them each day. Lockers are provided as a convenience for students. The school cannot guarantee the safety of items stored in lockers.
- C. Bicycles and mopeds should be secured by lock and chain to the bike racks.
- D. Radios, cassette players, CD players, MP3 players, pagers and cellular phones are not to be used on the Point Loma campus during school hours. These items are disruptive of the instructional program and subject to theft. Full student cooperation is expected. These items will be confiscated and parents or guardians will need to pick them up.

"NINE COMMANDMENTS FOR POINT LOMA HIGH SCHOOL SECURITY"

1. Use parking facilities provided for staff members--**LOCK YOUR CAR.**
2. When ever possible, complete school business and leave campus by 3:30 p.m.
3. Schedule parent conferences in an area that will permit other school personnel to assist you if necessary.
4. **Lock valuables in a safe place. (Do not leave keys, purse or wallet in plain view.)**
5. Do not allow your students to use your keys for any purpose.
6. Do not open your door for strangers.
7. Report any unusual student or visitor behavior to an administrator or the school police.
8. **All visitors must sign in at the general office.**
9. **Eternal Vigilance--report "unidentified visitors" to the main office via your telephone.**

Criterion 10: Safe School Plan Development

Criterion 10 a

School Safety Plan developed by the school site administration with cooperation of the Instructional Governance Council (IGC).

School site delegates development of Safe School Plan to the School Safety Planning Committee.

School Safety Planning Committee Membership [required]

- | | |
|------------------------|-----------------------|
| 1. Vice Principal | Hans Becker |
| 2. Teacher | To Be Determined |
| 3. Parent | Jim Hurl |
| 4. Classified Employee | Alex Cardenas |
| | Others [not required] |

Parent Coordinator

Criterion 10 b Law Enforcement representative consulted with: ^F

Name: Officer Brandon Noyes
Agency: San Diego Unified School District Police

Criterion 10 c Public Meeting Date: 1st week of April, 2010

Criterion 10 d Annual Review Date: 1st week in September, 2009

California Safe Schools Assessment

Four major crime categories are reported through CSSA-Property Crimes, Crimes Against Persons, Drug and Alcohol Offenses and Other. Each Major Crime Category has sub-categories. A total is provided for each major crime category as well as the individual total for each sub-category.

TOTAL NUMBER OF INCIDENTS REPORTED

This is raw data and does not reflect changes in enrollment. The major crime percentage shows what percent that crime category is to the total number of incidents at a school site. Percentage columns of the four major crime categories may not add up to 100% due to rounding.

INCIDENT RATES OF CRIME

Converting crime statistics to a crime rate allows longitudinal comparisons of the data by taking into account changes in student population. It is not possible to calculate the percentage of students actually involved in crime (because some students are involved in

more than one incident). The crime rates per 100 students are an indicator of this information and provide the data for assessing the safety of a school site's environment.

Most sites will notice an increase in crime, especially in Use of Alcohol / Drugs and Property Crimes. A portion of this increase is due to more strict reporting requirements. Requiring School Police event numbers for suspensions and Maintenance Property Damage is capturing data and Loss Reports are being checked.

The current CSSA data as of 2008 covers the reporting period 7-1-05 to 6-30-06. The data obtained in this report gives the total number of incidents reported for Point Loma Senior High.

RECOMMENDATIONS:

VANDALISM / GRAFFITI:

To address the problem of vandalism and Graffiti it is recommended that the school:

1. Install video surveillance cameras in areas most often vandalized.
2. Have campus security make frequent checks of areas most vandalized (i.e. restrooms, lockers, etc.) and make contacts with students who are out of classes during class periods.
3. Develop and promote the Campus Crime Stoppers program at school and in the immediate community.

DAYTIME LOITERING/TRESPASSING:

1. Provide more information to students about the daytime loitering ordinance, truancy and trespassing laws through in-class presentations and student bulletins.

POSSESSION OF DRUGS:

1. Increase foot patrols of restrooms and low traffic areas around campus.
2. Increase drug awareness and consequences related to drug possession.
3. The use of drug dogs.

THEFT:

1. Post signs in areas of high risk and low security for students to take more responsibility for their items.
2. Give class presentations on security awareness and safety.

Types of Law Enforcement incidents are broken down into Four general categories:

- A. Property Crimes
- B. Crimes Against Persons
- C. Drug and Alcohol Offenses
- D. Other Crimes

Of all the (70) reported crimes committed at Point Loma High School:

- 49 of the crimes (70%) committed are property crimes.
- 5 of all crime (7%) committed are crime against persons.
- 13 of all the crimes (18%) committed are drug and alcohol offenses
- of all other crimes (7%) committed fall into the other category.

Within the category of property crimes, out of (49) incidents:

- incidents involved vandalism at \$100 dollars or more.
- incidents involved theft for \$50 dollars or more.
- incidents involved graffiti of \$100 dollars or more.
- incident involved arson of \$ 100 dollars or more.
- incident involved burglary.

Within the category of Crimes against persons, out of (5) incidents:

- 5 incidents involved battery

Within the category of drug and alcohol offenses, out of (13) incidents:

- incidents involved use of alcohol / drugs

- incident involved furnishing of alcohol / drugs.
- incidents involved possession of alcohol.
- 11 incidents involved possession of drugs.

Within the "Other" category of all other crimes, out of (3) incidents:

- 3 incidents involved loitering/trespassing