Comprehensive School Safety Plan[1]

Richard Henry Dana Middle School
Wiseburn School District

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[1] This document is on file for public viewing in the Dana Middle School Main Office upon request.

School Site Mission

R.H. Dana Middle School (Dana) is committed to having a safe learning environment for all students and staff members. After reviewing site data, discipline and attendance reports, and student performance, we continue to strive for ways to increase student ownership and to provide students with a safe and personalized experience at Dana.

The Dana Team Initiative (DTI) is in its eighth year in the 2017-2018 school year and continues to be an effective model to help achieve a greater sense of student ownership and a personalized experience for students. In this model, a team of interdisciplinary teachers is responsible for approximately 160 students. DTI gives Dana faculty the ability to really know their students, study student data, and ultimately provide a personal and positive school experience. In an attempt to meet the needs of our school we continue to put our teaming effort as a primary focus for staff meetings/collaboration. All teams spend time looking at school and grade level data and collaborating on the progress of their students. Teams have, and will continue to work diligently with the students and their families to support academic progress. This process is continually assessed for its effectiveness formally and informally.

The new California Standards are a focus for Dana Middle School staff development. Monthly departmental meetings are hosted by our Math Teacher on Special Assignment (TOSA), in conjunction with Loyola Marymount University- Math Leadership by Design (MLD) strategies for Math and the Talking Teaching Network (TTN) for English/Language Arts, Science and Social Studies. The 2017-2018 school year is the third year of Dana's use of the Math Leadership by Design (MLD) strategies In ELA and Social Studies, the TTN has bolstered grade-level and vertical articulation as teachers delve deeper into instruction via the Common Core Standards. TTN has also helped the Science department fully embrace the Next Generation Science Standards (NGSS). Common preparation periods and departmental teacher release days offer support for teachers to maximize work started during PD days and other departmental professional collaboration sessions.

The 2017-2018 school year marks more than three years of preparation for a 1:1 technology implementation plan. Each classroom is equipped with at least 35 Chromebooks for teachers and students to utilize and various tablet sets are also available on campus. All students and teachers are assigned a Google Apps for Education (GAFE) account, within the protected network established by Google for Wiseburn Unified School District. Staff members are able to monitor student work and a local, El Segundo-based technology company named Go Guardian filters and red flags any potential inappropriate content. Go Guardian filters, and GAFE security, along with parent meetings, cyber citizen workshops for students and general cyber safety reminders, support students' positive use of GAFE. Dana also adopted a brand new learning management system called Canvas. Canvas has allowed staff to consolidate teacher websites, gradebooks and lessons into one friendly user site for parents and students to easily access.

Dana continues to embrace our student population and provides for a safe and secure environment. All gates leading to campus continue to be opened around 8:00am and students can begin to enter the campus. This was a change from keeping students off campus till 8:25 am, to bringing them safely on campus at an earlier time. This shift in culture has been implemented for eight years and has boasted positive results. The number of disciplinary incidents happening before school continues to be low, and almost non-existent. As a whole, the shift in culture has also caused overall discipline to decrease as basic referrals are down as well as suspension numbers. The overall approach to student behavior is restorative in nature and focused on promoting positive student behavior through adult and peer relationships. A well-defined and articulated behavior expectation matrix, coupled with issuing "student merits" via www.studentmerit.com help solidify a positive culture and healthy

relationships. To further advance the merit system, a token economy was created where students can redeem merits for schools supplies, front of the lunch line passes, or other highly sought after items. Aside from promoting positive student behavior, the use of merits also allows for more data to identify trends in the school climate. School safety is a top priority and 29 cameras cover parts of the campus deemed necessary. They are monitored and serviced regularly.

The following document is our Comprehensive Safe School Plan and includes the major action plan that focuses on programs and policies that help in our goal of a safe school.

Our Comprehensive Safe School Plan includes the following state mandates:

- A safe and orderly environment that is conducive to learning
- Disaster procedures for various emergency situations
- Sexual Harassment Policy
- Procedures for reporting hate crimes
- Procedures for notifying teachers of dangerous students
- Child Abuse reporting procedures
- School dress code and board policy
- Policies related to suspension and expulsion
- Procedures for student safe ingress and egress
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Assessment of the Current Status of School Crime

Dana Middle School uses an online referral system to track all referrals and provides students and parents with anonymous and face-to-face opportunities to report any wrongdoing. Dana staff monitors referral data regularly to identify areas of concern, including times of incidents and the setting of the incidents. The purpose of this inquiry is to allocate the appropriate security and supervision resources to mitigate the problems. Additionally, Dana Middle School implemented a full scale student behavior support system in 2015-2016 that allows staff to reward students via merits using an online platform that is accessible to staff, parents, and students (www.studentmerit.com). This behavior support system has continued and been improved during the 2017-2018 year. Parent, teacher, and student surveys are also used to determine areas and/or issues that might be a concern and/or strengths of Dana's initiative to maintain a positive climate.

The data suggests that students feel safe (+98%) according to a Dana Middle School Student Survey in all areas of campus life. However, bullying and harassment continue to be target areas for Dana Middle School as evidenced by student and parent survey responses and referral/suspension data. Although the number of these incidents has decreased, there remains the need to educate students, parents and teachers as to the definition of bullying and harassment and the appropriate protocols needed to address these incidents effectively. Further, the addition of 21st Century tools, both in classrooms and at home, provide yet another platform for student misbehavior as 20% of the incident data revolves around cyber-related incidents. Additionally, parents indicate the growing need to be better informed about cyber-usage and safety.

Child Abuse Reporting Procedures
For specific details, refer to Wiseburn Board of Trustees 5141.4.

Disaster Response Procedures
For specific details, refer to **Section B** in the Comprehensive Safe School plan, which is held in the Dana Middle School Main Office for public review.

Suspension and Expulsion Policies
For specific details, refer to Wiseburn Board of Trustees Policy and Administrative Regulations 5144(a-k), 5144.1(l-x)).

Procedures for Notifying Teachers about Dangerous Pupils
In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. Dana Middle School administrators will contact teachers of suspended students and provide necessary information to ensure their safety and that of their students. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is

CONFIDENTIAL, and is not to be shared with any student(s) or parent(s). Teachers are asked to handle the information as privileged and confidential.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the Wiseburn School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

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R.H. Dana Middle School
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To: ALL CERTIFICATED STAFF
From: **Dana Administration**
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended. Dana Middle School will inform all teachers of students suspended as to the infraction they committed to ensure their safety and the safety of all students. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.*
The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.
E.C. 48900   **(a1)** Mutual fight   **(a2)** Battery
      (b) Possessed dangerous object
      (c) Controlled substance/alcohol
      (d) Imitation controlled substance
      (e) Robbery/extortion
      (f) Vandalism
      (g) Theft
      (h) Tobacco/nicotine products
      (i) Habitual Profanity/vulgar or obscene act
      (j) Drug paraphernalia
      (k) Disruptive/willful defiant behavior
      (l) Received stolen property
      (m) Imitation firearm
      (n) Sexual assault or battery
      (o) Harassed/threatened witness
      (p) Sale of soma
      (q) Hazing
      (r) Bullying/cyber bullying
      (t) Aiding and abetting
E.C. 48900.2 Sexual harassment (gr 4-12)
E.C. 48900.3 Hate violence (gr 4-12)
E.C. 48900.4 Severe and pervasive threats and intimidation (gr 4-12)
E.C. 48900.7 Terrorist threats
E.C. 48915 (a1a) Serious physical injury
(a1b) Possession: knife, explosive, dangerous object

(a1c) Controlled substance

(a1d) Robbery or extortion

(a1e) Assault/battery school employee

E.C. 48915(c1) Possessing, selling, furnishing firearm

(c2) Brandishing a knife at another person

(c3) Selling a controlled substance

(c4) Committing or attempting sexual assault or battery

(c5) Possession of an explosive

If you have any questions or want more information, please see me.

R.H. Dana Middle School

Confidential
Memorandum

To: _____, Teacher
From: _____, Principal
Date:

Re: **Students having committed specified crime**

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. <u>UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE. (EC 49079)</u>

PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.

_____ was found to have committed the following criminal activity:

If you have any questions, please see me.
Dr. Silvers

<u>Sexual Harassment Policy</u>

For specific details, refer to Wiseburn School Board of Trustees Policy and Administrative Regulations 4119.11(a & b), 4219.11, 4319.11, 5145.7

<u>School–wide Dress Code prohibiting gang-related apparel</u>

For specific details, refer to Wiseburn Board of Trustees Policy and Administrative Regulations 5132.

<u>Procedures for Safe Ingress and Egress from School</u>

See attached documentation that explains the supervision policies for Dana Middle School, which includes a map of supervision areas. Additionally, evacuation routes are found in the Emergency Preparedness and Response section of this Comprehensive Safe School Plan.

<u>Procedures to Ensure a Safe and Orderly Environment</u>

Component #1: To create and maintain a "caring and connected" school climate that fosters student achievement.

Goal #1: To sustain a school wide positive student behavior system – Community of Respect and Empathy (C.O.R.E.) and team at Dana Middle School.

Objectives –

1. Dana will continue to have a C.O.R.E. Team to promote student ownership of behavior school wide. The team will consist of at least 7 staff members.
2. Staff and students will monitor and alter definitions of appropriate and inappropriate student behaviors.
3. CORE Team, with direction from staff members, will continue to edit a behavior expectation matrix that outlines appropriate behavior based on acronym P.R.I.D.E. (Preparedness, Respect, Integrity, Determination, Empathy).
4. PRIDE posters will identify appropriate behaviors in specified locations on the campus (i.e. lunch area, classroom, etc.).
5. CORE Team will continue to meet monthly to review student behavior support and to ensure sustainability and growth of the program.
6. Student referrals and student merit data will be used to drive the team's decision-making as related to a new consequence matrix and a revised incident flow chart.
7. Restorative Justice will be utilized to deal with any conflict and/or incident that might arise.
8. Student behavior support system will take into consideration the use of technology and its impact on student behavior and well-being.
9. CORE Week (1st Week of School) will help transitions at each grade level, especially for 6th graders. The focus of CORE Week is to initiate the behavior support program for students as it relates to PRIDE.

Related Activities:
● Overall school wide effort to reinforce and communicate student expectations for behaviors that reflect accepted norms for discipline and anti-bullying.
● School wide expectations will be set for appropriate behaviors and the consequences that follow.
● Ongoing review of student data and reinforcement of PRIDE behaviors.
● Monthly PRIDE assemblies recognizing students demonstrating PRIDE attributes.
● The Merit Market offers items students can earn by redeeming their student merits as well as VIP events for students to attend.
● Students will create committees and or volunteer opportunities to spread PRIDE values into the community.

Resources

PBIS resources and training as needed to include staff experiential input

Embedded time in the Master Schedule for the purpose of implementing the program (TLC)

GoGuardian Teacher to help encourage positive behavior while using technology ($4,000-$5,000/year)

Staff Responsible
1. All Staff demonstrate positive behavior and good character traits and serve as role models.
2. CORE Team Members
3. Counselor creates and monitors the bullying awareness lessons.
4. School Psychologist
5. Administrators oversee all the programs.

Timeline
- Welcome Assemblies in September will reinforce new discipline procedures, expectations, and anti-bullying/harassment.
- CORE team meetings will continue throughout the 2017-2018 and 2018-2019 school year.
- Interdisciplinary teams provide informal meetings with their students to reinforce positive behavior, attitude, and leadership skills.
- Technology safety course for every new student and parent by end of the first quarter in November.
- Monthly bullying awareness lessons from November to June.

Evaluation
- Discipline Data
- Student Merit Data (www.studentmerit.com)
- Overall response to CORE initiative by multiple stakeholders
- Anti-Bullying Program Survey (to be created)
- Student/Parent survey
- Teacher survey

Goal #2: Increase parent participation in supporting the safe use of technology for middle school students to over 80%.

Objectives –
1. Hold a series of 4 to 5 technology nights for new parents and/or students to share the positives and negatives of online activities for minors.
2. Create a well-publicized parent network, through e-blasts, website postings, and social media to encourage attendance at the important tech safety nights.
3. Create the Dana Parent Partnership Program to reach out to parents and involve them more on campus and planning ways to improve the school.
4. Educate parents on the appropriate use of the internet, social networking sites, as it relates to their children in popular culture.
5. Share Dana's use of Google Apps for Education (GAFE).
6. Increase the effectiveness of Dana's website.
7. Increase parent usage of Canvas

Related Activities
- Provide up-to-date and timely information regarding technology to parents and students.
- Ensure that the website provides information related to the safe use of technology.
- Integrate a technology meeting into the 6th grade parent orientation.
- Research a website design company that can create a professional and inclusive website for Dana.

● Use of our parent liaison to help facilitate tech support for parents. (ie drop in hours in the morning)

Resources
Administrators
Counselors
Technology TOSA
Cyber Safety Resources

Staff Responsible
1. TOSA and School Administrators will help guide and facilitate the presentation on safe use of technology.
2. Administrators and parent outreach groups will help market the technology nights to draw larger crowds.

Timeline
● Approximately 5 parent meetings by November.

Evaluation
Increase in parent use of Canvas and other online resources offered by Dana Middle School (queries can be obtained)
Less infractions of inappropriate use of technology
Student/Parent Survey
Student/Parent Informal feedback throughout the school year

Goal #3: Reduce incidents of harassment, including threatening, bullying (cyber and in person), and intimidation by 20% by the end of the 2017-2018 school year as measured by discipline data.
Objectives –
1. Increase student and parent awareness of harassment and bullying that can be inherent in cyberspace.
2. Create a well-publicized and appropriate means for students to report bullying/harassment and provide the appropriate consequences as needed.
3. Educate students on the appropriate use of the internet, social networking sites, etc.
4. Use a web-based discipline program to track referrals and misbehaviors to gather more accurate data on incidents of harassment and bullying.
5. Include valuable information regarding bullying resources on the Dana website
6. Encourage restorative resolution to conflict, bullying, and harassment.

Related Activities
● Use of the "Educator's Handbook" a web-based referral/discipline data system to track students misbehaviors and to gather important data.
● Define strategies for students to report harassment by others.
● Create an incident flow-chart to distinguish difference between bullying and other offenses.
● Continue to employ activities to deal with bullying and to educate students (victims) on how to respond to bullying (i.e. role playing, counseling).
● Provide "at-risk" counseling to selected students who are identified as possible bullies and those who are targeted by bullies.

- Provide group counseling for students who are identified as "at-risk" to provide a safe and comfortable environment to share problems, and concerns with their peers.
- Share with students that they should have one adult on campus they can confide in and trust. This can be a teacher, administrator, counselor, or paraprofessional.
- Continue our positive behavior support system and CORE program

Resources
Counselors
School Psychologists
Counselor Interns (if applicable)
Wiseburn Unified School District Psychologists
Use of psychologist interns from Pepperdine University in extreme cases
"Educator's Handbook" – online discipline referral system ($500/year from donation account)
Welcome Assemblies and class presentations

Staff Responsible
- Administration will present important discipline information at Welcome Assemblies and in class presentations as needed.
- Counselors will support students through classroom guidance to define harassment and how to report it.
- Students will be held accountable for their actions, with the approach of identifying and modeling appropriate behavior. Interventions and positive behavior support will be put in place to encourage students to make the right choices.
- As needed, administrators will enforce the Education Code 48900(r) specific to bullying.

Timeline
- Due to the high need, this will be an ongoing goal for 2017-2018 and beyond

Evaluation
Discipline data from "Educator's Handbook"
Student/Parent Survey
Student/Parent Informal feedback throughout the school year

Goal #4: Promote student positive behavior by using an online web application called studentmerit.com. This will be an ongoing goal with 2015-2016 providing Dana with baseline data.
Objectives –
1. To promote healthy relationships and a healthy environment on campus.
2. To teach students invaluable lessons on following Dana's CORE acronym – PRIDE.
3. To decrease referrals and suspensions.
4. To encourage students to make the right choices.
5. To maintain a Merit Market where students redeem merits for sought after items.

Related Activities:
- Weekly school-wide raffles

● Ongoing classroom raffles
● Student of the Month Assemblies – CORE/PRIDE assemblies that honor students and are now conducted before school to allow more parent participation.
● Merit Market open during recess and after school, as well as special events during recess

Resources
CORE Team Resources
Dana Middle School Behavior Matrix
www.studentmerit.com
Student prizes

Staff Responsible
● Dana Middle School Administrators
● Dana Counselors
● Dana Staff members
● Activities Director
● CORE team

Timeline
● Ongoing for 2017-2018 school year and will be continued, revised (as needed) for the years to come

Evaluation
● Collection of data from studentmerit.com
● Participant survey (student, parent, teacher)
● Collection of data from suspension numbers, referral numbers, parent and student surveys

Component #2: To create and maintain a physical environment that communicates respect for learning and individuals.

Goal #1: To have a graffiti/tagging and vandalism free campus.
Objectives –
1. Through video surveillance and routine inspection procedures we will strive to rid 100% of the incidents of graffiti and vandalism on campus.
2. A special focus will be placed on maintaining graffiti free restrooms.

Related Activities:
● All graffiti will be removed quickly and efficiently when seen or reported.
● Cameras will be maintained and monitored regularly.
● Dana Middle School is a closed campus.
● Teachers will turn in all student graffiti so it can be copied/photographed and filed for future reference.
● Open lines of communication will be maintained between the Dana administration and identified at-risk students.
● Administrators will collaborate with custodial staff to determine areas of concern and any vandalism that occurs on campus.
Resources

29 cameras strategically located throughout the campus (paid for by building/construction funds)
Custodial and aide time to consistently check the bathrooms
Custodial training provided to properly train on new equipment
Hawthorne Police Department and other law enforcement officials as advisors

Staff Responsible
- Custodial staff
- Dana Middle School administrators
- Teachers

Timeline
- Our goal is to eliminate graffiti and vandalism entirely from the campus, which makes this an ongoing goal from year to year. We will be persistent in identifying and addressing (via consequences) graffiti/vandalism and those who use such means to vandalize the school.

Evaluation
- Incidents of graffiti and vandalism will be documented and compared year to year.
- The school will be free of unsightly graffiti and the reports of such will be less.
- Begin record keeping on other forms of vandalism to set a baseline from which to improve.

Goal #2: To assess and update the Dana Middle School emergency response system and supplies.

Objectives –
1. Update the comprehensive emergency response plan that covers all the requirements of SEMS/NIMS.
2. Continue to research ways to better prepare Dana Middle School for a disaster/emergency situation – **FOCUS on SAFE INGRESS AND EGRESS, VIOLENT INTRUDER RESPONSE** (Traffic flow and safety in parking lot before and after school).
3. To make parents aware of our emergency response especially in regards to student release information in case we need to employ a mass dismissal. In addition parents should be aware of alternate staging locations.
4. Continue discussion regarding how to educate students on violent intruders.
5. Part II of teacher training on ALICE active shooter response training (review/scenarios).

Related Activities:
- Attend a conference on Emergency Preparedness, Active Shooter training
- Continue teacher training for ALICE (alert, lockdown, inform, counter and evacuate)– how to revisit the training
- District and school training in Spring 2018 or Fall 2018
- Discuss how to disseminate violent intruder (ALICE) strategies to students
- Meet with County Sheriff specialist who is trained in active shooter response for "civilians."
- Participate in the "Great Shakeout"

● Coordinate with HPD and local Fire Department to clarify parking enforcement issues and procedures for safe pickup and drop-off ● Disseminate parking, pick-up and drop-off procedures to all stakeholders ● Test our emergency communication system, including text messages and emails, to parents and staff.
Resources City emergency personnel School Resource Officers from Hawthorne Police Department LACOE training session ($95 paid by Wiseburn School District) CLS Safe School Conference ($1000) paid by WUSD More Prepared – Emergency Supply Warehouse Collaboration with other Middle Schools
Staff Responsible ● Principals ● Site Council
Timeline ● The plan updated October of 2017. ● School supplies will be inventoried ● Staff ALICE training between September 2017- June 2018 ● Parent safety night between September 2017- June 2018
Evaluation ● "Great Shakeout" ● Monthly emergency drills ● Teacher input/survey ● Observations in the parking lot including parent input

Rules and Procedures on School Discipline

For specific details, refer to Wiseburn School Board of Trustees Policy and Administrative Regulations 5144 and the attached consequence matrix and incident report template.

Procedures adopted under the Safe and Drug-Free Schools Act

For specific details, refer to Wiseburn School Board of Trustees Policy and Administrative Regulations 5137(a).

Hate Crime Policies and Procedures

For specific details, refer to Wiseburn School Board of Trustees Policy Board Policy and Administrative Regulations 5145.3, 5145.9.

Bullying Prevention Policies and Procedures

For specific details, refer to Dana Middle School anti-bullying procedures and incident reporting protocols as available under section Rules and Procedures on School Discipline.