



COMPREHENSIVE SCHOOL SAFETY PLAN

Part I – Public Components

2019-2020

School: Harbor High School
Address: 300 La Fonda Ave.
Santa Cruz, CA 95062-1431
Principal: Tracey Runeare
Phone Number: 831 429 3810 X1050
E-mail Address: truneare@sccs.net

District: Santa Cruz City Schools
Superintendent Kris Munro
Phone Number: 831-429-3410
E-mail Address: sarahmiller@sccs.net

Table of Contents

Purpose of the Comprehensive School Safety Plan (CSSP)	3
Plan Development and Approval	4
Current Status of School Crime	5
School Safety Strategies and Programs	6
Child Abuse Reporting Procedures.....	8
Emergency/Disaster Preparedness Training Schedule.....	9
Procedures for Emergency Use by Public Agency – BP 3516	9
Suspension/Expulsion Policies – BP 5144.1	9
Procedures to Notify Teachers of Dangerous Pupils – BP 5148	9
Nondiscrimination/Harassment Policy – BP 5145.3	9
Dress Code – BP 5132	10
Rules and Procedures for School Discipline – BP 5144	10
Consultation, Cooperation and Coordination with other School Site Councils or School Safety Plan Committees	10
Bullying Prevention – BP 5131.2	10
Positive School Climate – BP 5137	11
Uniform Complaint Procedure – BP 1312.3	13
Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act	13
Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school	13
Appendix	15
Board Policy 5141.4 Child Abuse Prevention and Reporting.....	15
Board Policy 3516 Emergencies and Disaster Preparedness.....	15
Board Policy 5144.1 Suspension and Expulsion/Due Process	15
Board Policy 4158 Employee Security/Teacher Notification.....	15
Board Policy 5145.3 Nondiscrimination/Harassment	15
Board Policy 5132 Dress and Grooming.....	15
Board Policy 5144 Discipline	15
Board Policy 5131.2 Bullying Prevention.....	15
Board Policy 5137 Positive School Climate	15
Board Policy 1312.3 Uniform Complaint Procedure	15

Purpose of the Comprehensive School Safety Plan (CSSP)

Sections 32280-32288 of the California Education Code outline the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a Comprehensive School Safety Plan relevant to the needs and resources of that particular school.

It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated Comprehensive School Safety Plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses. Comprehensive School Safety Plans are required under SB 719 & AB 115 and must contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual School Accountability Report Card (SARC).

A copy of the Comprehensive School Safety Plan Public Version – Part I is available for review at the Harbor High School office, and online at <http://harborhigh.org/>.

Plan Development and Approval

The Harbor High School Comprehensive School Safety Plan has been developed by:

- X School Site Council
- X School Safety Planning Committee

Which includes the following members:

Name	Membership Role
Tracey Runeare	Principal or Principal's Designee
Katrina Wedding	Teacher from Harbor High School
Tim Roach	Parent whose child attends the School
Rosario Weckler	Classified Employee
Trevor Kendall	Law Enforcement Agency Representative
Maribel Ocaranza, Student	Other

Key Dates of Plan Development and Approval	Date(s)
Meeting with representative of law enforcement agency to develop the Plan	January 16, 2019
Meeting at the school site to allow members of the public the opportunity to review and express opinions about the Plan	January 22, 2019
School Site Council approval of the Plan	January 22, 2019
School District Board approval of the Plan	February 20, 2019
Submission to Santa Cruz County Office of Education for audit review	March 1, 2019

Current Status of School Crime

This section presents data that will be analyzed to assess the current status of school crime committed on the Harbor High School campus and at school-related functions. Data presented include:

Incident Type	2015-16	2016-17	2017-18
Suspensions (Total #)	33 (.04%)	61 (.07%)	45 (.03%)
Expulsions (Total #)	1 (.001%)	8 (.009%)	4 (.005%)
Chronic Absentee Rate (%)	15%	13%	16.8%
Discipline for Bullying and Harassment (Total #)	7 (.008%)	3 (.004%)	4 (.005%)
Discipline for Fighting/Physical Harm (Total #)	11 (.013%)	30 (.035%)	10 (.012%)
Discipline for Substance Abuse (Total #)	17 (.020%)	48 (.056%)	24 (.028%)
Incidents involving Law Enforcement	no data	no data	2

Findings from the analysis of the data presented above include:

Suspensions and expulsions, including fighting and physical harm incidents, are continuing to decline since the 2016-2017 school year. In addition, after implementing a one-day in-school suspension program for students with a first offense for marijuana use or possession during the 2017-2108 school year, our number of incidents for possession and/or use of a controlled substance has declined over the last three years. The in-school suspension program includes protocols for social-emotional supports and academic interventions.

Consistent monitoring of student attendance is a priority for Harbor high School. Data indicates a slight increase of Chronic Absenteeism of 1.8% over three years. Harbor High School staff continues to support students with poor attendance through parent outreach, counselor/social worker interventions, and appropriate referrals to the district Student Attendance Review Board.

School Safety Strategies and Programs

Harbor High School is committed to school safety for all students, staff, and visitors. Many strategies and programs provide and maintain a high level of school safety.

School Vision/Mission Statement

HHS Mission statement:

Educating all students to become critical thinkers and globally-minded community members.

HHS Vision Statement

Where adults and students are respectful and own their learning. Harbor High graduates are college and career ready and equipped with the skills needed to become the best version of themselves.

HHS Goals 2018-2019:

School Connectedness: Build school climate, culture and student ownership of learning

English Learner Progress: Develop common teaching and assessment practices through collaboration

Math and Academic Literacy: Challenge and Advance all Learners through Responsive Teaching

Providing a safe learning environment is a priority for staff, parents, students, and school community members. Harbor High School prepares students to be self-disciplined and responsible citizens who can meet the challenge of living in an ethnically and socio-economically diverse community. Harbor High School promotes caring and nurturing relationships and work cooperatively with parents, students, law enforcement representatives, and other community agencies. Harbor High School stresses prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety.

Programs are implemented to prevent drug, alcohol, and tobacco use. The Harbor High School discipline policy provides students with behavior guidelines that are aligned to the California Education Code and district policies. School-wide rules, classroom rules, the dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as to build protective factors leading to student success, both academically and socially.

Intervention and prevention programs focus on positive youth development. Harbor High School implements programs to create a positive school climate and promote social-emotional learning using research-based strategies. Harbor High School implements multi-tiered systems of support/response to intervention for students that promote high expectations, maintain student engagement in school, and provide systems for student success.

Strategies and programs unique to Harbor High School that provide a safe learning environment for all students, including specifically for LGBTQ students.

Harbor High has two Campus Supervisors that monitor safety conditions on the school campus, school parking lots, and areas surrounding the campus before and after school and throughout the school day. Our school resource officer comes to Harbor High on average 2-3 times per week during Break and Lunch, and/or at the request of site or district administrators. Security cameras are installed campus wide and alert a security company and/or police during after-school hours and weekends.

Harbor High's Site Safety Committee, which is comprised of an administrator, both Campus Supervisors, the Head Custodian, a district facilities representative, the school resource officer, and a classified staff member, meets monthly to address current school safety concerns. In addition, an administrator participates in a monthly district Safety Meeting and a monthly Facilities meeting to address resources and supports needed to ensure safety at the site level.

In 2018, after county-wide implementation of a Threat Assessment protocol, Harbor instituted a Threat Assessment Team, which includes site counselors, the school psychologist, site administration, district social worker, and school resource officer. Site administration and counselors were also trained on the county Threat Assessment protocol.

Harbor High Health classes, which all Freshman students take, cover anti-bullying, non-discrimination, sexual harassment, sexual orientation and gender expression. The school also has an active LGBTQ Club. Staff are trained annually during staff meetings in protocols and laws surrounding non-discrimination and harassment. Harbor's campus has three all-gender bathrooms available to all students.

Child Abuse Reporting Procedures

(EC 35294.2 [a] [2]; PC 11166)

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the principal's office. Board Policy 5141.4 addresses Child Abuse Prevention and Reporting and is included in the Appendix of the Comprehensive School Safety Plan.

Emergency/Disaster Preparedness Training Schedule

Harbor High School will provide all students and staff with emergency/disaster preparedness training in a variety of procedures according to the following schedule:

Training	Date(s)
Fire Procedures	October 10, 2018; February 13, 2019
Lock Down Procedures	January 16, 2019
Code Red Procedures	January 16, 2019
Shelter in Place Procedures	January 16, 2019
Earthquake Emergency Procedures	October 10, 2018; February 13, 2019

Procedures for Emergency Use by Public Agency – BP 3516

As documented in Board Policy 3516, public agencies, including the American Red Cross, have permission to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board will cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. Board Policy 3516 is included in the Appendix.

Suspension/Expulsion Policies – BP 5144.1

As documented in Board Policy 5144.1, the school desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standards of behavior expected of students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. Board Policy 5144.1 is included in the Appendix.

Procedures to Notify Teachers of Dangerous Pupils – BP 5148

As documented in Board Policy 5148, the Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom. Board Policy 5148 is included in the Appendix.

Harbor High teachers and relevant staff are notified of incidents from the past three years through a flag in Illuminate, the district's student information system. Teachers and relevant staff are notified of current behavior events via email, after the suspension or expulsion has been enacted. Teachers and staff may inquire with administrators at any time if they have safety concerns about their students.

Nondiscrimination/Harassment Policy – BP 5145.3

As documented in Board Policy 5145.3, the Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education

Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Board Policy 5145.3 is included in the Appendix.

Strategies and programs unique to Harbor High School that provide a safe school environment for all students, including specifically for LGBTQ students.

Harbor High Health classes, which all Freshman students take, cover anti-bullying, non-discrimination, sexual harassment, sexual orientation and gender expression. The school also has an active LGBTQ Club. Staff are trained annually in staff meetings in protocols and laws surrounding non-discrimination and harassment .

Dress Code – BP 5132

As documented in Board Policy 5132, the Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Students are prohibited from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Board Policy 5132 is included in the Appendix.

Rules and Procedures for School Discipline – BP 5144

As documented in Board Policy 5144, the Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Consultation, Cooperation and Coordination with other School Site Councils or School Safety Plan Committees

County-wide school safety collaboration meeting on December 12, 2017. District-wide safety collaboration meeting on January 17, 2019. Site Safety Committee collaboration on January 10, 2019. School Site Council collaboration on January 22, 2019.

Bullying Prevention – BP 5131.2

As documented in Board Policy 5131.2, the Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Board Policy 5131.2 is included in the Appendix.

Strategies and programs unique to Harbor High School that prevent bullying for all students, including specifically for LGBTQ students.

All freshman students take Health, and bullying prevention is part of the curriculum. In Health class, members of the LGBTQ community present on anti-bullying and anti-discrimination.

Positive School Climate – BP 5137

As documented in Board Policy 5137, the Board of Education desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools. Board Policy 5137 is included in the Appendix.

Additional data for positive school climate includes the results from our California Healthy Kids Survey, last administered in 2016-2017 to all freshman and junior students. We will administer the survey again in February, 2019. Excerpts from the 2016-2017 survey are below.

"I feel safe at my school."

Agree + Strongly Agree: 67%; Disagree + Strongly Disagree: 4% (9th grade)

Agree + Strongly Agree: 68%; Disagree + Strongly Disagree: 6% (11th grade)

"I feel like I am part of this school."

Agree + Strongly Agree: 50%; Disagree + Strongly Disagree: 12% (9th grade)

Agree + Strongly Agree: 55%; Disagree + Strongly Disagree: 17% (11th grade)

Overall School Connectedness Index -- High + Moderate

96% (9th grade)

91% (11th grade)

Additional data for positive school climate includes the results from the Social Emotional Health Survey, which was administered in October, 2018 to freshman, sophomore, and junior students. Excerpts from the survey are below:

"I feel like I am part of this school."

Agree + Strongly Agree: 79%; Disagree + Strongly Disagree: 8% (9th grade)

Agree + Strongly Agree: 73%; Disagree + Strongly Disagree: 4% (10th grade)

Agree + Strongly Agree: 74%; Disagree + Strongly disagree: 8% (11th grade)

"I feel safe in my school" -- Agree + Strongly Agree

Agree + Strongly Agree: 73%; Disagree + Strongly Disagree: 5% (9th grade)

Agree + Strongly Agree: 77%; Disagree or Strongly Disagree: 11% (10th grade)

Agree + Strongly Agree: 69%; Disagree or Strongly Disagree: 6% (11th grade)

Part time Activities Director position
Full time Athletic Director position
Full time School Community Coordinator
District Social Worker and Social Work intern
“Harbor Pride” apparel and stickers for students and staff
Link Crew program for incoming Freshman students
College-going culture support, including a strong AVID program and use of the Organized Binder system
Classroom and after-school learning center, tutors Tuesday through Friday
Student Leadership class and Pirate Pride student leadership club
Student athletic programs and clubs
Pirate Pride positive recognition for behavior, academic achievement, improvement, and school citizenship

Harbor High’s Counseling and Guidance Department provides a proactive, comprehensive, and developmentally appropriate program of planning and support for students' academic and career goals and social-emotional well being. Harbor High’s Counseling program partners with parents/guardians, all school staff, community members and other stakeholders to teach and reinforce academic and social-emotional goal setting, planning, persistence, self-awareness and reflection, and helping self and others. The Harbor High Guidance and Counseling department provides a welcoming and safe environment for Harbor students to receive a full range of academic and emotional supports. Our Counseling staff is available throughout the day and often during evenings and weekend events to provide academic, personal, social and career counseling to students. Harbor High Counseling and Guidance staff includes three full-time Counselors, a part-time CTE/ROP Counselor, a School Community Coordinator, a Counseling Secretary, a Registrar and an Assistant Principal of Counseling and Guidance.

Harbor takes a proactive approach to establishing the behavioral supports and school culture needed for all students to achieve social, emotional, and academic success. In terms of behavior management, Harbor uses a community accountability model where students reflect on their actions and the benefit or harm those actions have caused to the community. Behavior management is focused on ensuring a safe environment where students can learn and thrive academically and socially. Educators work with students to create an environment of mutual trust and respect and the emphasis is one where students work to repair harm and restore relationships with each other and adults on campus. Examples of community accountability practices include student-teacher conferences, student reflection forms, and conflict resolutions. The impact of this approach has been an overall decline in total behavior events over the last five years. During the 2017-2018 school year, Harbor administration moved toward in-house suspension for many behavior incidents that would have otherwise resulted in out-of school suspension. This transition has allowed more students to remain on campus, where they have access to academic and social-emotional supports. Also, during the 2018-2019 school year, a team comprised of teachers, a Campus Supervisor, and the AP of Student Services are attending a series of training on Restorative Justice practices. In the second semester of the 2017-2018 school year, Harbor High leadership created positive behavior referral forms for teachers and staff to recognize students by highlighting exemplary behavior or recognizing growth. Harbor’s practices around student attendance are focused on interventions that aim to address the root of the attendance issue. These practices include student and parent meetings and consultations with guidance counselors, the school psychologist, district nurse, Special Education case managers, and social workers, as appropriate. The Student Services department includes two Campus Supervisors, an Assistant Principal secretary, and an Assistant Principal of Student Services.

Strategies and programs unique to Harbor High School that create a positive school climate for all students, including specifically for LGBTQ students.

In addition to programs stated above, Harbor High has an active LGBTQ student club. The Campus also has three all-gender bathrooms. At Harbor High School there is ongoing and dedicated learning about LGBTQ student inclusivity and support by and for the whole school. This support is evidenced via staff knowledge of laws and policy, as well as expected behavior and interactions between students and staff.

Uniform Complaint Procedure – BP 1312.3

As documented in Board Policy 5137, the Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Board Policy 1312.3 is included in the Appendix.

Strategies and programs unique to Harbor High School that encourage early resolution of complaints for all students, including specifically for LGBTQ students.

Student and family complaints can be communicated in a variety of ways: in-person contact with administration and office staff or via email, phone, or mail to site administrators or the district office. At the site level, the principal is the designated person to review complaints. At the district level, the Assistant Superintendent of Educational Services and the Assistant Superintendent of Human Resources are the designated people to review complaints.

Protocols to Address Mental Health Care of Pupils Who Have Witnessed a Violent Act

Pupils who have witnessed a violent act at school or at a school-sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found both positively and significantly associated with child psychological trauma symptoms and self-reported violent behavior, even after controlling for the effects of various demographic factors. Serious emotional and behavioral consequences can occur for students who are merely witnesses to violence (Flannery, D. J., Wester, K. L., & Singer, M. I., 2004).

Teachers and staff submit counseling referrals for students needing social-emotional support. We have a School Community Coordinator and district social worker, who work closely with students and their families to address mental-health needs and make to referral to outside agencies as appropriate. Student Study Team (SST) meetings, attendance meetings, and counseling intervention meetings are held to address social emotional concerns for students. Counselors also make appropriate referrals to outside community-based counseling programs.

In 2018, after county-wide implementation of a Threat Assessment protocol, Harbor instituted a Threat Assessment Team, which includes site counselors, the school psychologist, site administration, district social worker, and school resource officer. Site administration and counselors were also trained on the Santa Cruz County Office of Education Threat Assessment protocol.

Procedures for Safe Ingress and Egress of Pupils, Parents, and School Employees to and from school

In an effort to assure the safety and welfare of students, parents, and visitors to Harbor High School, the following procedures should be followed when traveling to and from the school site:

- Daily Bus Drop-off & Pick-up at School:
- Students Walking to School:
- Students and Adults visiting the school site after hours or on weekends:

Daily Bus Drop-Off & Pick-up at School: Students arrive/leave by motor vehicle via La Fonda Ave. Students are dropped off in school parking lot. Students that walk to school enter through the La Fonda entrance to the school. At least one Harbor High Staff member supervises the drop-off/pick-up area in school parking lot during the first ten minutes before and after school.

ID Badges: Visitors must check in with the office to receive a visitors pass which must be visible at all time.

Security Cameras: Security cameras are in place campus wide and alert a security company of any persons on campus during evening and weekend hours. Local law enforcement is contacted if necessary.

Keys: Duplicate set of keys or duplicate master keys that can open every space on campus are available on campus. They are stored in a secure location in the main office.

Safe School Requirements: Safe School Requirements are posted in every classroom, the staff room, and locker rooms.

Interpreters on staff are as follows:

Rosario Weckler, Spanish

Italia Diaz, Spanish

Juan Lopez Hernandez, Spanish

Celia Reyes, Spanish

Joanna Garcia, Spanish

Teri Virostko, Spanish

Yesenia Anaya, Spanish

Appendix

Board Policy 5141.4 Child Abuse Prevention and Reporting

Board Policy 3516 Emergencies and Disaster Preparedness

Board Policy 5144.1 Suspension and Expulsion/Due Process

Board Policy 4158 Employee Security/Teacher Notification

Board Policy 5145.3 Nondiscrimination/Harassment

Board Policy 5132 Dress and Grooming

Board Policy 5144 Discipline

Board Policy 5131.2 Bullying Prevention

Board Policy 5137 Positive School Climate

Board Policy 1312.3 Uniform Complaint Procedure

