

Santa Cruz City Schools
COMPREHENSIVE SCHOOL SAFETY PLAN
EFFECTIVE DATES: March 1st, 2015 – Mar. 1st, 2016

Harbor High School
300 La Fonda Avenue, Santa Cruz, CA 95062
(831) 429-3810

Principal/Administrator
Richard Davis

Plan Developed By	Title
Shad Coffey	Assistant Principal
Richard Davis	Principal
Joseph Allegri	Teacher
Mathew Meachen	Teacher/Athletic Director
Kelly Paulsen	Assistant Principal's Secretary
Hollis O'Brien	Campus Supervisor
Libby Greer	Parent
Leslie Greathouse	Parent
Collin Travers	Student Representative
Zugiley Santos	Student Representative
Angel Alvarez	Community Coordinator

Public Hearing Date

2/17/2015

Date Adopted by School Site Council

Santa Cruz City Schools COMPREHENSIVE SCHOOL SAFETY PLAN

Harbor High School

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MEMBERSHIP

Harbor High School

School Site Council or Delegated School Safety Planning Committee Members Date:	Principal/Designee	Classified Employee	Certificated	Parent	Law Enforcement	Other School Staff	Community Representative	Student	Other
(A)	(B)	(C)	(D)	(E)	(F)	(G*)	(H*)	(I*)	(J*)
1. Richard Davis	X								
2. Shad Coffey	X								
3. Hollis O'Brien		X							
4. Angel Alvarez		X							
5. Kelly Paulsen		X							
6. Joseph Allegri			X						
7. Ron Indra			X						
8. Janna Bedell			X						
9. Libby Greer				X					
10. Leslie Greathouse				X					
11. John Larson				X					
12. Tim Roach				X					
13. Trevor Kendall					X				
14. Collin Travers								X	
15. Zugiley Santos								X	

HARBOR HIGH SCHOOL VISION STATEMENT:

As evidence of their readiness for the world after high school, Harbor High School graduates will:

- be academically prepared to enroll in a college or a training program related to their future goals, academic accomplishments, personal skills and abilities.
- strive to reach their highest potential and in so doing will demonstrate World Ready skills.

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DATA ANALYSIS

Harbor High School

Sources	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 (S1)
California Healthy Kids Survey			X		
IC- Suspensions	X	X	X	X	X
IC- Expulsions	X	X	X	X	X

Results	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 (S1)
Total Expulsions	2	5	3	1	(7)
Total suspensions	101	65	43	58	(24)
Total days suspension	106	137	75	56	(91)
Total students suspended	76	43	37	48	(20)
Percent of total student population suspended	7.1%	3.9%	3.3%	4.4%	(1.8%)
Percent of suspensions categorized as having caused or attempted physical injury (fighting), possession of a weapon, bullying, and/or harassment.	28% 29/101	26% 17/65	13.9% 6/43	29% 17/58	(70%) 17/24)

Rates of attendance	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 (S1)
Average percent of (students in attendance)	95.87%	94.77%	95.14%	94.92%	94.60%	(94.81%)

Conclusions from data:

- Harbor High has had a significant increase in expulsions during the 2015-2016 school year.
- Harbor High's total suspensions have been in general decline since the 2009-2010 school year with a small increase during the 2013-2014 school year. This decline may be attributable to district-wide changes in suspension policies and a purposeful increase in supportive student contacts and conferences on the part of Harbor High counselors and student services team.
- Total days of suspension has decreased markedly until the 2015-2016 school year. If current trends for the year continue total number of days of suspension are projected to be higher this year than for any for the last five school years.
- The decline in total number of students suspended and percentage of student population suspended over the last four school years is projected to continue for the 2015-2016 school year.
- Where data from previous school years has shown a majority of suspensions for use or possession of controlled substances, the majority of suspensions for the 2014-2015 school year so far (70%) have been for fighting, weapons, harassment or bullying.

Conclusions from Parent, Teacher and Student Input:

- Harbor High's 2012-2013 California Healthy Kids Survey (CHKS) showed 65% of grade 9 students and 71% of grade 11 students feel safe at school. Harbor High's 2013 WASC student and parent survey show 85% of total students and 93% of parents feel that students are safe at school. These percentages may reflect parents'/students' sense of safety increasing as they proceed from grade 9 to 12.
- According to the CHKS 91% of all grade 9 students and 95% of all grade 11 students responded that they had a caring adult relationship at school. Because caring relationships are one of Harbor High's Cultural Norms these percentages represent a significant success.
- Additionally, 88% of grade 9 Hispanic/Latino students and 95% of grade 11 Hispanic/Latino students reported having caring adult relationships at Harbor High. When compared with the reported percentages for white students (92% of grade 9 and 96% of grade 11) an area for growth is caring adult relationships for Hispanic/Latino grade 9 students.
- The CHKS results show that 69% of grade 9 students and 70% of grade 11 students feel close to people at Harbor High. These percentages show that student connectedness is an area for growth.
- Another area for growth is student perceptions of fairness. On the CHKS only 65% percent of grade 9 students and 64% of grade 11 students responded that they feel teachers treat students fairly.
- A total of 56% of grade 9 and 55% of grade 11 students reported that they do interesting activities at school on the CHKS. Though Harbor High offers a range of sports, clubs and other activities, outreach to students needs to be improved and additional options for activities should be developed with student input.

- Harbor’s 2012-2013 WASC parent survey results showed that 93% of parents felt “their child feels safe at this school” and 82% of parents agreed that “people care about each other at this school.”

Data Sources Reviewed:

- Discipline data (Infinite Campus)
- Suspension data (Infinite Campus)
- Attendance data (Infinite Campus)
- Anecdotal feedback from Site Leadership, SCIL and PLC Lead teams
- Anecdotal feedback from Student Leadership
- Anecdotal feedback from students
- Anecdotal feedback from parent groups (ELAC, SSC, PTA)
- 2012-2013 WASC Report
- 2012-2013 Healthy Kids Survey results

Areas of Pride and Strength:

- Site Leadership team and meetings
- SCIL team and meetings
- PLC Leads team and meetings
- Student Leadership
- Student clubs
- EL Recognition
- BASTA/Pride (SCPD)
- WEB
- AVID
- CAP Awards
- Honor Roll
- Club Rush
- Athletics
- Link Crew
- Academic Awards/Senior Awards
- Mock Trial
- JSA

Areas we wish to Change:

- I. Increase students’ sense of connection to and involvement in the Harbor High community.
- II. Increase students sense of physical and emotional safety at Harbor High School.

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Component I – People and Programs

Harbor High School

Component I: People and Programs
Goal I: Increase students sense of connection to and involvement in the Harbor High community.
Objectives: <ol style="list-style-type: none">1. 70% or more of Harbor High students will have participated in a club, sport, or other extracurricular activity by 3/1/16.2. 85% or more of students will report they feel teachers care about them and that they feel they have an adult they trust to help them with problems as measured by the most recent California Healthy Kids Survey.3. Total attendance will increase at least .5% from 94.81% in 2013-2014 to 95.31% or higher in 2014-2015.
Action Steps: <ol style="list-style-type: none">1. Freshman Orientation will include time for all Freshmen to learn about and identify possible activities, clubs, sports and community service with which to become involved. Sign-up process will be integrated into orientation agenda. (Objective 1)2. Lunchtime Club Rush will be held twice during the school year to provide opportunities for students to learn about and sign-up for clubs and other extra-curricular activities. (Objective 1)3. Clubs and extracurricular activities' rosters will be monitored with the goal of increasing the number of students regularly attending and participating in activities beyond the school day. (Objective 1)4. Student services team will grow implementation of Harbor High Community Accountability by piloting PBIS classroom strategies training with Site Leadership, SCIL and PLC Leads. (Objectives 2 and 3)5. SCIL will develop and deliver at least three professional development opportunities for each of Harbor High's Instructional Norms (Setting a Purpose, Engaging Students and Checking for Understanding) with specific focus on productive group work and student interaction strategies. (Objectives 2 and 3)6. PLC teams will develop and deliver at least four common formative assessments and identify at least two new instructional strategies for re-teaching as part of ongoing PLC cycles of inquiry. (Objectives 2 and 3)7. At least four articles covering the development of a productive community of learners in the classroom will be presented, debriefed and action planned during whole staff professional development. (Objectives 2 and 3)

- 8. Site Leadership, SCIL and PLC Leads will develop a common resource of strategies that build positive and engaged school climate/culture from which departments will select three to implement in the classroom and build capacity with for the school year. (Objectives 2 and 3)
- 9. Site counselors will lead at least two whole staff professional development opportunities devoted to the teenage mind and the developmental needs of the teenager learner. (Objectives 2 and 3)
- 10. Implementation of Organized Binder will be expanded to include all freshman and sophomore classrooms by including all teachers of freshmen and sophomore students in twice yearly Organized Binder trainings. (Objectives 2 and 3)

Who will take the lead	Assistant Principal
Completion Date and Budget	February 2016
Resources Needed	<ul style="list-style-type: none"> ● Site Leadership, SCIL and PLC Leads ● Organized Binder trainer and materials ● PBIS trainer and materials
How we will Monitor and evaluate	<ul style="list-style-type: none"> ● Clubs Attendance Sheets ● Community Service records ● Site Leadership, SCIL and PLC Leads meeting records/minutes ● Whole staff meeting records/minutes ● After School Program Attendance Report ● Administrative observation ● Teacher and student feedback/surveys ● Infinite Campus reports ● Clubs/student activities attendance records ● Safety Committee will assess the progress of the Safety Plan quarterly and will update the School Site Council on progress of the Safety Plan.

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Component II – Place

Harbor High School

Component II: Place	
Goal II: Increase students sense of physical and emotional safety at Harbor High School.	
Measurable Objective: <ol style="list-style-type: none"> 1. Total out of school suspensions will decrease by at least 10% from 24 during the 2014-2015 school year to 21 for the 2015-2016 school year. Total out of school suspensions will decrease an additional 10% to 19 or less the following school year, 2015-2016. 	
Action Steps: <ol style="list-style-type: none"> 1. Student Services team will visit grade 9 and 10 classrooms to introduce and review Harbor’s World Ready Skills, Cultural Norms, Community Expectations and accountability tools for recurring or statistically significant behavior events (e.g.: possession of knife, caused physical injury, etc.). 2. During Health and eLiteracy classes, students will complete selected behavior workshops focusing on harassment, bullying and related consequences: <ol style="list-style-type: none"> a. Students will study and discuss stereotypes, name-calling and bullying behaviors b. Students will learn about the various forms of harassment (racial, religious, sexual, sexual-orientation, gender) and bullying c. Students will learn about potential school and legal consequences d. Students will also learn about preventative measures and how to approach harassment when confronted with it. 3. Site Leadership, Student Leadership, Link Crew and Site Council will include in their regular meetings time to surface ongoing and newly developing sitewide school culture and behavior concerns and action plan solutions for immediate and long term implementation. 4. Site Leadership, Student Leadership, Link Crew and Site Council will use the results of the 2015 California Healthy Kids Survey to identify improvables for immediate action and create an action plan for school safety for the 2015-2016 school year. 5. Student services team will grow implementation of Harbor High Community Accountability by piloting PBIS classroom strategies training with Site Leadership, SCIL and PLC Leads. 	
Who will take the lead	Assistant Principal
Completion Date and Budget	February 2016

Resources Needed	<ul style="list-style-type: none"> ● 2015 CHKS results ● PBIS trainer and materials
How we will Monitor and evaluate	<ul style="list-style-type: none"> ● Truancy Reports (Infinite Campus) ● Suspension Report (Infinite Campus) ● After School Program Attendance Report ● Site Leadership, SCIL and PLC Leads meeting records/minutes ● Whole staff meeting records/minutes ● Teacher and student feedback/surveys ● Administrative observation ● Safety Committee will assess the progress of the Safety Plan quarterly and will update the School Site Council on progress of the Safety Plan.

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COMMUNICATION OF THE PLAN

Harbor High School

<p>Method for Communicating Plan and Notifying Public: <i>Ed Code 32288</i></p>	<p>Date of Public Hearing: 2/17/2015</p> <p>Site of Public Hearing: Harbor High School Site Council</p> <p>The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ● Local Mayor ● Representative of the local school employee organization ● A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs ● A representative of each teacher organization at the school site ● A representative of the student body government ● All persons who have indicated they want to be notified 	
	<p>The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting:</p> <ul style="list-style-type: none"> ● A representative of the local churches ● Local civic leaders ● Local business organizations ● In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with <i>Ed Code 32281</i> 	
<p>Review of Progress for Last Year</p>	<p>Name: Libby Greer (Site Council President)</p>	<p>Date: 2/10/2015</p>
<p>Law Enforcement Review</p>	<p>Name: Trevor Kendall</p>	<p>Date: 2/10/2015</p>
<p>Site Council Approval</p>	<p>Name: Libby Greer (Site Council President)</p>	<p>Date: 2/17/2015</p>
<p>School Board Approval</p>	<p>Name:</p>	<p>Date:</p>

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EVALUATION OF THE PLAN

Harbor High School

How was the previous plan monitored?

- Infinite Campus data on suspensions and referrals
- Healthy Kids Survey data
- Principal and Assistant Principal study of plan
- School cabinet discussions and action items throughout the year
- Staff feedback and recommendation
- Parent feedback and recommendation

What progress was made on Component 1: People and Programs?

- 2014-2015 Freshman Orientation did include time for all Freshmen to learn about activities, clubs, sports, and available community service.
- 2014-2015 Club Rush did provide opportunities for students to connect to school and community.
- Student Leadership is working with Link Crew to encourage clubs to meet often during the school year and is reaching out to Freshmen who have joined their club.
- Two new Teachers were not sent to Link Crew Training to support current Link Crew Advisor.
- Link Crew did not become part of a Culture Committee of students, staff and parents who develop specific action steps to connect grade nine students to school.

What progress was made on Component 2: Place / Physical Environment?

- Freshman and seniors did not complete the World Ready survey focusing on self-assessing World Ready Skills.
- Total average attendance did not increase by .5% from 95% to 95.57%
- Harbor High is projected to decrease total suspensions by 5% by February 2015.
- Student Services team did not visit grade 9 Physical Education and Computer Literacy classes to discuss World Ready Now and the 5 World Ready skills with students.
- Link Crew and Student Leadership are not regularly holding monthly meetings at lunch to discuss school climate
- Administration is working with staff during collaboration days, professional development opportunities, staff meetings and SCIL, Site Leadership and PLC Lead team meetings to incorporate lessons, activities and projects that develop World Ready Skills.
- Student Services team has continued to work to decrease total number of student suspensions.

Safe Ingress and Egress

Students arrive/leave via La Fonda Ave. Students are dropped off in school parking lot. At least one Harbor High Staff member will supervise the drop-off/pick-up area in school parking lot during the first ten minutes before and after school.

Emergency Drills

Type	Elementary	Secondary School
Fire	1 per month	4 times / year
Earthquake	4 times / year	2 times / year
Lockdown	4 times / year	2 times / year

- Fire (4): 3/15, 5,15
- Earthquake (2): 5/15
- Lockdown (2): 4/15

Re-unification Sites

The following are two off-campus reunification sites our school will use in case of evacuation due, for example, to a campus intruder or damaged structures:

1. St. Stephen's Church
2. Adult Education

Call Tracing

Call tracing procedures currently not available.

Mandated Reporters

Annual staff training regarding referrals to Child Protective Services will be conducted in March 2015 and August 2015.

Risk of Harm Protocol

Annual staff training regarding implementation of Risk of Harm Protocol was conducted in and will be conducted again in March 2015 and August 2015.

ID Badges

Principal and principal-designee are not currently required to wear ID badges while on campus. Visitors must check in with the office to receive a visitors pass which must be visible at all time.

Keys

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

Safe School Requirements

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

Interpreters

Interpreters on staff are as follows:

<u>Name</u>	<u>Language</u>
Roselle Bocaletti	Spanish
Angel Alvarez	Spanish