



Comprehensive School Safety Plan

CRITERION 1: Assessment of current status of school crime and site response to crime data

To obtain crime data for the vicinity surrounding your school site go to <http://www.crimemapping.com> and customize the dates for a period of six (6) months and adjust the Search Radius to a radius that gives sufficient information to answer the criteria. Click Trend Report icon. Please document the following -

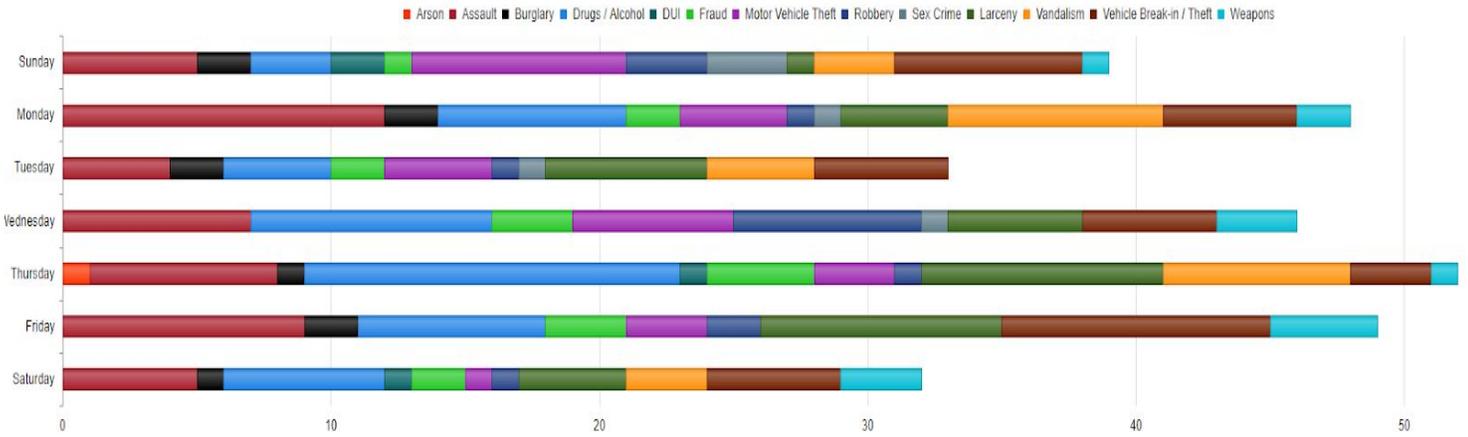
Based on the criminal data, develop a response below as to how your school community will improve on the current year's trend. Identify appropriate strategies and programs to provide or maintain a high level of school safety, to include on site as well as to and from school.

We have formed a close working relationship with the SDPD liaison officer, who keeps us apprised of issues in the neighborhood that may be of concern to the school. We have full-time campus security assistant who patrols not only our campus, but the areas immediately adjacent to the campus. We have installed a security camera network that links to the School Police system. We have a full time School Police Officer on Campus. We go over specific areas of our School Site Safety plan to our teachers during their mandatory report days in August.

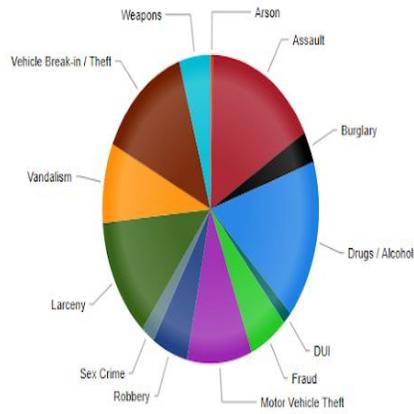
The majority of crimes occurring in our area are related to Drug/Alcohol, Vehicle Theft, and Assault. Morse has security and cameras that monitor our main parking lots and have Vista Hill referrals for our students that may be involved in drug/alcohol issues. Furthermore, to address assaults, we follow our District's anti-bully policy and have an anti-bully policy presented at our Policy Assemblies. In addition, Morse has established new Student Learning Outcomes to promote respect and acceptance for all our diverse students. Lastly, we have added some additional services and support programs, like SDPD's diversion program into our Tiers of support.

Morse High School is equipped with 32 security cameras covering areas of campus including the parking lots, back alley, auditorium, stadium, in addition to hallways, corridors, and lunch courts. The viewing of these cameras is available on campus, as well as monitored by the SDUSD School Police dispatch. As outlined under Criterion 9: Safe and Orderly School Environment, Morse HS has established a comprehensive Supervision General Plan. This plan includes supervision by an extensive team of administrators, campus security, and counselors when needed, posted a various locations across campus before school, during passing periods, at lunch, and after school.

Day of Week Summary



Crime Summary



Crime	Incidents
Arson	1
Assault	49
Burglary	10
Drugs/Alcohol	50
DUI	4
Fraud	17
Vehicle Theft	29
Robbery	16
Sex Crime	6
Larceny	38
Vandalism	25
Vehicle Break In/Theft	40
Weapon	14
Total	299

CRITERION 2: Child abuse reporting procedures

This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. Please describe below how you provide in-service training for your staff and students:

We annually devote a staff meeting to review of admin procedure 6370 and CPS. Our School Nurse presents this information annually. All staff members are required to take the districts mandated online course for Child Abuse. Time is allocated for mandated on-line training.

Instructions for filing a Suspected Child Abuse Report

1. Call the Child Abuse Hotline first (1-800-344-6000 or 858-560-2191) to make a verbal report. Please be sure to get the full name of the hotline worker. Must follow up the verbal report with a written report via one of these options: mail, fax or electronically (web based).
2. The appropriate form for the follow-up report is DOJ SS 8572 if submitting it by mail or fax. This form is available on the district's website under Nursing Forms in two formats. PDF form, which you may print and handwrite the information; or Word form, which you may save template to your computer and type directly into the boxes. To move from one box to another, press the tab key. Print report. **DO NOT SAVE A COMPLETED REPORT ON YOUR**

COMPUTER. To submit an electronic report, the Hotline Staff emails you a link to access the report once you register with them.

3. Please complete every space on the SS 8572 form. If you do not know certain requested information, write .unknown. Type or print legibly in black ink to avoid a time consuming callback.

4. .Narrative. -Please give detailed information. If you have additional information beyond what you have given by phone, please indicate this on the written report. If necessary, please continue your narrative on an additional sheet of paper, identifying the minor and indicating it is page 2 of the referral.

DISTRIBUTION OF FAX OR ELECTRONIC SS 8572 FORM AFTER PHONE REPORT:

1. Fax form to SD Child Abuse Hotline (858-467-0412); or submit form electronically (web based) and print copy when done. The Hotline will cross reference with SD Police.

-OR-

DISTRIBUTION OF WRITTEN SS8572 FORM AFTER PHONE REPORT:

1. Original to SD Child Abuse Hotline P.O. Box 711341, San Diego, CA 92111

2. Send a copy to SD Police Department, (MS) 719, Child Abuse Team, 1401 Broadway, San Diego, CA 92101

3. You may place a copy in a sealed envelope and keep in a confidential locked file that is located in the nurse's office. Record on the envelope: the name of the person to whom the phone report was made, date and time of the report.

NOTE: We no longer need to send a copy to Nursing & Wellness or Health Services. Suspected Child Abuse Reports are never placed in the student's cumulative record or documented in the student's health record.

Reporting Procedures taken from district Administrative procedure 6370.

CRITERION 3: Disaster procedures, routine, and emergency

The Site Emergency Response Plan is reviewed annually with SDUSD Police Department. While a Public version is available for inspection, a confidential version is kept in the site's Emergency Response Box and reviewed annually with site staff.

Describe below when the plans are reviewed with staff and the type of drill held by with staff and students:

A hard copy of our Confidential Site Emergency Response Plan is available **ONLY TO STAFF** for review in the main office of our administration building. We also present the Public Site Emergency Plan to the public in conjunction with the SSC of Morse High School. Morse High School participates in an annual Districtwide Earthquake Drill conducted in October. In addition the site participates in a second semester fire drill. The faculty handbook contains the site emergency procedure.

Site procedures are reviewed by staff at the beginning of the school year. Staff has access to Emergency Procedures, highlighting critical information and responsibilities for each noted possible disaster – fire, intruder, and evacuation.

CRITERION 4: Policies and acts related to suspension, expulsion, or mandatory expulsion

This mandate is outlined in Administrative Procedures 6290 and 6295, and “Report on Suspension” form, Stock item 22-R-2220 (English), and item 22-R-2222 (Spanish).

To ensure this information is properly disseminated to the student body and their families, the policies and procedures are reviewed in grade level assemblies at the beginning of each school year as well as are outlined in the student information packet requiring signatures by both student and parent to indicate understanding. Students are issued a school planner which outlines student expectations and behaviors. Describe below details on how staff is in-serviced on these procedures and how the community is informed of the process (parent conferences, student handbooks, etc.):

Reference AP (in appendixes) 6290, 6295, and “Report on Suspension”. District Form 22-R 2220, revised 2-2-01. See attached AP 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. Takes appropriate action. i.e. assigns detention; keeps student out of class when appropriate for remainder of period
- c. Schedules parent conference if necessary.
- d. Refers to V.P. if necessary.

Vice Principal:

- a. Confers with student and notifies parent.
- c. Provided restorative justice measures in lieu of other discipline when appropriate or other tiers of support.
- c. Suspends student when appropriate.
- d. Recommends the student for expulsion according to District Procedure.

Board of Education:

- a. Places student in school.
 - b. Expels student.
2. Teacher-Initiated Suspensions: (Ed 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 – AP 6290 Code No.*

1. Assault / Battery 01

2. Weapons 02

3. Alcohol / Intoxicants / Controlled Substances 03

4. Substance in Lieu of Alcohol / Intoxicants / Controlled Substances 04

5. Robbery / Extortion 05

6. Damage to Property 06

7. Theft of Property 07

8. Tobacco or Nicotine Products 08

9. Obscenity / Profanity / Vulgarity 09

10. Controlled Substance Paraphernalia 10

11. Disruption/Defiance 11

12. Sexual Harassment (Grades 4 to 12) 13

13. Hate Violence (Grades 4 to 12) 14

14. Threats and Intimidation 15

15. Harassment (Grades 4 to 12)

CRITERION 5: Notification to teachers of dangerous students

To meet this mandate, refer to Administrative Procedure 4613 and incorporate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students' rights be respected as well.

Describe below how staff is notified of students considered dangerous or troublesome:

This information is provided to the administration through the placement and appeals office. The information is then disseminated to the student's teachers by our Administration via hard copy or phone conversations. Teachers are notified of student consequences for referrals.

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.

Morse High 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 through a verbal conversation. These specifics will not be disseminated via email.

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: Discrimination, harassment, intimidation, and hate violence policy

Administrative Procedure 0108, 0112 and 6290

A districtwide sexual harassment policy is outlined in Administrative Procedure 0112 and 6290.

Describe below how staff is in-serviced on this policy:

We annually devote a faculty meeting to sexual harassment training using materials provided by the district. We also annually provide each employee with the district-generated pamphlet on sexual harassment, requiring each person to sign off indicating receipt. Administrators also attend sexual harassment training provided by the district on a regular basis. All staff members are required to take the district's mandated online course for sexual harassment.

Sexual Harassment – power-point presentation

Bullying –power-point presentation

Hazing- power-point presentation

Discrimination – power-point presentation

Intimidation-power-point presentation

LBGTQIA –District training that occurs yearly at the beginning of the school year on site.

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.

Sexual harassment can be defined as such actions as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. These actions can be student-student, student-staff, staff-student, staff-staff involvement. Furthermore, sexual harassment need not be one sex to another; rather, harassment can exist regardless of gender or sexual desire/intent.

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.

It is the district's policy to disseminate pamphlets to all staff members to update on this policy, including all on and off campus coaches. All staff who receive district mandated training at the beginning of the school year. This log is kept by the Principal's secretary. Administrators receive training, an online refresher every 2 years.

CRITERION 7: The provisions of any schoolwide dress code

Referring to Administrative Procedure 6270 and Board Education Policy H-6050 can address this mandate. Be sure to incorporate into your plan the language that addresses the wearing of gang attire, including the fact that the wearing of gang attire is NOT protected under the first amendment.

Describe below your site's dress code along with how students, parents and staff are informed and any reference to your student handbook and/or website:

The expectation of dress code is outlined during grade level assemblies at the beginning of each school year as well as is a part of the student information packet which requires a signature by both parent and student. Dress code enforcement is to ensure that students come to school with the attire for the business of learning. The student dress code is outlined in the student planner issued to students at the beginning of the school year.

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 Morse 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. Morse 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.(including but not limited to profanity).

* 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.)

Consequences for not following the dress code rules may include the immediate change of clothing with the use of loaner clothes. The Dress code policy is outlined in both the Student Planner and Staff Planner, as well as on the school website. The School Governance Team regularly reviews policy and updates as needed.

CRITERION 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school

In order to meet this criterion, refer to district's emergency procedures. You should refer to current site maps and Crimemapping.com data. Verify the safe and proper avenues of travel for students, staff, and parents.

Describe below your plan in case of an accident, fire, earthquake, or other emergency affects these routes:

Morse High School works with both district and city traffic personnel to create Safe Pathways to School. We have established safe drop off zones for all visitors to the campus. Pedestrian and traffic safety is addresses at all grade level assemblies at the beginning of each school year. We discuss with PTA annually the proper protocol for dropping off and picking up students. In case of emergencies Morse High School is equipped to communicate with district via emergency radio and with the community via e-mail and Connect ED. Each teacher is issued a safety and evacuation plan with a school evacuation map. Fire and disaster drills are practiced a minimum of twice annually.

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.

CRITERION 9: Safe and orderly school environment

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to Administrative Procedure 6270 and incorporate these policies.

Describe how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also how you work with local fire and law enforcement authorities. Include details on what you are doing to improve communication, both with the partners in your school community and between on-campus organizations or groups of students.

Students and families are apprised of rules and regulations designed to create a safe and orderly school environment via the Student Information Packet, grade level assemblies, school website, School Messenger, SSC, SGT, School-Cluster and PTA meetings. We have established a close working relationship with the SDPD liaison officer as well as fire station. Morse High School and our ASB annually campaigns against bullying and harassment through student initiated programs. The student planner issued to students at the beginning of the school year outlines school procedures.

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 Morse High School are expected to adhere to these guidelines

- **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 promoted 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. Morse High School discipline hierarchy for school year:

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.

Classroom and School Wide Discipline Plans:

Teachers, Counselors, and Administrators should work collaboratively to revise 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:

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.

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

At least four of the following actions are recommended to take place 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.

Additional interventions may be necessary and are met with counselor interventions and administration as needed.

CRITERION 10: Assisted Rescue Protocols

During natural disasters, fires, or black-outs, equipment used to assist individuals between elevate floors, stages, or multi-level walkways may become inoperable. *Blind, mental disability, etc.*

Please describe the site's plans to assist individuals with limited mobility. Include the equipment used, the training conducted with staff on the use of such equipment and where the equipment is stored in preparation of an emergency.

Morse High School along with district personnel and on-site staff have Assisted Rescue Procedures for students with disabilities for evacuation. All Staff and impacted staff have gone through specific training. Additionally, working with district and on-site personnel, primary and secondary path of travel and evacuation sites have been identified.

This criterion relates specifically to equipment used to assist individuals with limited mobility between multi-level walkways in the event they become inoperable during natural disasters, fires, or black-outs. The campus of Morse HS does not have multi-levels that are not accessible by a current ramp/walkway. All buildings are single story, and where there is a raised platform (i.e. stage of theater) there are multiple exits that release to ground level.

CRITERION 11: School Safety Committee formation

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district's own police department.

Describe below when and where the presentation to your School Site Council was conducted. If it was not held during a School Site Council meeting, describe how it was presented. The meeting must provide an opportunity for members of the public to share an opinion of the plan. Include how you announced the meeting to your school community. Your plan must include a list of people on your school safety committee, their role, and how their participation was coordinated in developing your plan.

Morse High School holds an annual public meeting via the SSC to review and solicit input on the school safety plan. We review our plan with SDUSD police, as well as with our SDPD liaison. Members of the school safety committee can be found in the On-Site Emergency Plan.



San Diego Unified
SCHOOL DISTRICT

**Comprehensive School Safety Plan
School Safety Committee Meeting Minutes**