

Lincoln High School School Safety Plan 2008-2009



LINCOLN
HIGH SCHOOL

**4777 Imperial Avenue
San Diego, California, 92113
(619) 266-6500**

**Mel Collins, Executive Principal
Ana Maria Alvarez, Principal
R. Vernon Moore, Principal
Ana Shapiro, Vice Principal
Joe Wiseman, Vice Principal**

**Document Written and Created by Ana Maria Alvarez
July 3, 2008**

July 3, 2008

Lincoln High School School Safety Plan 2008-2009

Criterion 1. Assessing the current status of school crime, and site response to school crime data.

Since Lincoln High School was closed in 2003, no crime data reports for the site are available.

Identifying safe school strategies and programs in response to crime data

To provide proactive approaches to curtailing school crime, the Administrative Team, the Site Governance Team and the School Site Advisory Committee have identified programs and activities that address our specific needs. The following lists programs and activities that address these needs.

A. Improvement of Graffiti and Vandalism

The administration and School Police have implemented an aggressive approach toward reducing incidents of graffiti on campus. Lincoln High School makes every effort to identify perpetrators of crimes and implement appropriate consequences. The following activities have been implemented:

- a. The administration and School Police will contact parents for payment of damages.
- b. Increase awareness through bulletin announcements and special assemblies focusing on student responsibilities and school pride.
- c. Work with School Police Services and San Diego Police Department to identify and arrest perpetrators.
- d. Consult with community-based organizations for additional resources, including clean up supports and volunteer assistance.
- e. Contact South Eastern Police Division concerned with gang activity and graffiti control.

B. Vigilance in Bomb Threat

The following procedures will be continued:

- a. A step-by-step procedure to be followed has been posted for each person who is answering an incoming phone line to Lincoln High School.
- b. Copies of the Bomb Threat Information Form are available at each phone where incoming calls are received.

- c. Information will be provided at faculty meetings so staff will be aware of the procedures.

C. Eliminate the possession of weapons on campus

- a. Communicate with parents and students via school newsletter and the student discipline handbook what constitutes a weapon and the consequences for bringing a weapon on campus.
- b. Communicate directly with parents and students at Open House regarding weapons and the San Diego City School Zero Tolerance Policy.
- c. Work with School Police Services to identify students who may be possible perpetrators and provide interventions.

D. Eliminate Crimes Against Persons

In reviewing the data, the following will continue to be implemented:

- a. Increase awareness through bulletin announcement and special assemblies focusing on student responsibilities and school pride.
- b. Work with School Police Services, teachers, school counselors, Health Center personnel, United Pan Asian Communities, parents, students, and administrators to identify students for intervention strategies and school rule enforcement.
- c. An aggressive anti-violence campaign.
- d. Communicate with parents and students via school newsletter and student discipline handbook.

E. Provide vigilant enforcement of drug and alcohol infractions

The following activities will be continued to provide interventions:

- a. Work with School Police Services, teachers, school counselors, Health Center personnel, and administrators to identify students for intervention strategies.
- b. Contact the Health Center and Comprehensive Health and Wellness Department for resources to increase awareness and provide information and counseling to students, parents, and staff members.
- c. Communicate with parents via school newsletter and student discipline handbook.
- d. Continued classroom presentations by the Life Skills Teacher.
- e. Continued referral to the Substance Use Intervention Program.

To promote a safe school environment, we concentrate on building self-esteem and social skills through individual and group counseling, peer mediation, conflict resolution, and anger management strategies. We refer students for the Substance Use Intervention Program located on our site. The United Pan Asian Community Mental Health Program has two therapists on our campus that provide mental health services to students in need. In the 9th Grade Center for Social Justice, a Pupil Advocate provides additional support to students who may feel disenfranchised. Additionally, the Life Skills teacher provides in-class presentations to students.

Lincoln has also implemented after before and school activities to afford students the opportunities for extended-day learning. These activities include a variety of opportunities for students to be involved in positive educational opportunities such as an open computer lab, homework help, tutoring, an open library and reading support. It is our belief that through involvement in these before and after school activities and programs, students will be more successful. They will experience positive, enriching activities as an alternative to delinquent behavior as a result of unstructured time. Additionally, students have nineteen different athletic teams, R.O.T.C. program, and more than twenty clubs in which they can become involved.

Criterion 2. Addressing the school's procedures for complying with existing laws relating to school safety, which shall include the development of all the following:

Child abuse reporting procedures consistent with Penal Code Section 11164 et. seq.

- Reference Administrative Procedure No. 6370
- (1) All teachers, instructional aides, teacher's assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, students personnel employees, day care center administrators, licensed day care workers, physicians, psychiatrists, psychologists, dentists, and licensed nurses are required to report suspected child abuse.
- (2) A known or suspected instance of child abuse must be reported by telephone, immediately or as soon as practically possible, to one of the child protective agencies. Following the telephoned report a written report shall be sent within 36 hours of receiving the information concerning the incident.
 - a. Child Abuse Team, San Diego Police Department
Phone: (619) 531-2260
 - b. Integrated Child Protected Services, Dept. of Social Services
Phone: (619) 560-2191
- (3) Persons observing evidence of suspected child abuse may inform principal or designee. Although not required, it is strongly suggested that employees inform the principal of the incident. Students and parents shall be aware that students also may report instance of child abuse on themselves or others to their teachers, counselors, or the principals.

All staff is notified of the above procedure at a mandatory meeting or as soon as possible after employment. This information is also included in the Faculty Handbook provided all staff members on line.

Criterion 3. Disaster Response Procedures

- Reference Emergency Procedures Nos. 15 and 16 and Lincoln High Emergency Preparedness Plan
 - (1) The site disaster plan has been developed to provide for the safety of students, staff, building, equipment, and supplies. It includes the organization of staff to meet an emergency, a system of warning, instruction, and preparation of students, and appropriate drills.
 - (2) In the event of a major disaster, Lincoln High School must provide for the safety and accountability of students and staff. Each teacher should have a copy of the Emergency Preparedness Plan, the Orange Card and room identification clipboard used for classroom identification and reporting procedures, and a laminated copy of the Emergency Procedures posted in the room.
 - (3) Fire Drill – In case of a fire or fire drill, bells will ring in a series of short rings followed by a short pause. This is your signal to evacuate all buildings on campus. The fire evacuation signal is not an optional signal. All buildings must be evacuated as quickly as possible. Make sure to take your Orange Card and deliver it to the appropriate location.
 - (4) Earthquake Drill – If there is an earthquake drill, the signal will be continuous ringing of the school bell for one minute. In case of an earthquake, teachers are responsible for giving the “drop and hold” command to students or to take immediate action to protect yourself if you are not supervising students. Note that in a real earthquake there will probably not be a bell to notify you due to a power outage. When the shaking stops, students and staff are to evacuate the buildings to the Emergency Assembly Area according to the routes. (See Earthquake Disaster Route Plan in the Emergency Preparedness Plan).
 - (5) Bomb Threat – In the event of a bomb threat, the administration will assume the responsibility for initiating and directing a search and determining the need for evacuation. If an evacuation is required, a “fire drill” bell will ring and students will be directed to areas away from the danger area.
 - (6) Lockdown – In the event of a civil disturbance which may threaten the safety of students, the following procedure will be followed: A one minute continuous bell followed by 2 shorts rings will indicate the need to lock doors, close windows and blinds, and ensure that all students stay away from windows. DO NOT OPEN DOOR FOR ANY REASON. If students are outside their classrooms, staff will direct all students to the nearest room as soon as possible. Staff members should remain inside the door to allow access to any student or staff left outside as long as it is safe to do so.

Once the door is closed, DO NOT OPEN THE DOOR FOR ANY REASON UNTIL AN ALL CLEAR BELL RINGS OR YOU ARE NOTIFIED BY POLICE OR ADMINISTRATION. If necessary, all students or staff will be instructed to duck-and-cover under their desks. Make sure your computer is on and email is running. The administration will attempt to communicate via email. School Police Services will be notified either by radio or by calling 291-7678. One long continuous bell will indicate the "all clear". Teachers should take attendance to assure that all students are accounted for.

- (7) Rumor Control - It is of the utmost importance that we convey to all students that we, the adults, are in control and will protect all students. Remind students that much of what they hear will be a rumor. The administration will issue an informational bulletin to dispel rumors and to communicate facts as needed.

Criterion 4. Suspension and Expulsion Policies pursuant to Education Code Section 48900 et. seq.

- Reference Administrative Procedure 6290, 6295, and "Report on Suspension", District Form 22-R-2220, revised 7-27-2000.
- (1) Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.
- (2) Expulsion is defined as removal of a student from the immediate supervision and control or general supervision, of school personnel as provided in Education Code 46300.
- (3) The principal, principal's designee, or the superintendent may suspend a student from school for a maximum of five consecutive school days for any single cause enumerated on the suspension form. Before suspending a student for any of the reasons starred on "Report on Suspension", the principal or principal's designee shall immediately notify School Police Services, who shall initiate investigation, and/or notify the San Diego Police Department, of any assault or possession of a firearm, (as defined in Penal Code Section 240). The principal or principal's designee should detain the student at school, when feasible and without physical force, until a school police officer obtains a statement from the student.
- (4) The principal or the superintendent shall recommend an investigation and possible expulsion for all of the following acts, unless the principal or the superintendent finds, and so reports in writing to the Board of Education, that expulsion is inappropriate due to the particular circumstance set out in the report of the incident:
- Causing serious physical injury to another person, except in self-defense

- Assault upon any school employee
 - Battery on any school employee
- (5) The principal must recommend expulsion for the following acts (Education Code Section 48915, District Zero Tolerance Policy, or District Alcohol, Tobacco, and Drug Policy):
- Third offense for fighting that inflicts injury in one year.
 - Sexual Assault
 - Attempts Sexual Battery
 - Sexual Battery
 - Possessed, sold, or furnished a weapon, including firearms, any knife, explosive, other dangerous object, any object used in a threatening manner, or possession of an imitation firearm.
 - Alcohol/intoxicants/controlled substance: furnished, sold, or possession, use or influence, third offense
 - Committed or attempted to commit robbery or extortion
 - Product with tobacco or nicotine, fourth offense

All staff is in-serviced on these procedures at scheduled meetings or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members on line. Parents receive information in the registration and enrollment packets, in the Student Planner, during summer orientation, and in presentations made at Open House and through the Parent Center.

Criterion 5. Procedures for notifying teachers of dangerous pupils pursuant to Education Code Section 49079

- Reference Administrative Procedure 4613
- (1) Upon receipt of information from the court that student has committed any of the crimes enumerated 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 teachers, 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.

- (2) 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.

All Lincoln High School staff is notified the next day of the suspension of a student who is in their class. Teachers also receive notice of the availability of a notebook in the main office containing the names of newly enrolled students who have been suspended.

Criterion 6. Sexual Harassment Policy pursuant to Education Code Section 212.6 (b)

- Reference Administrative Procedure Number 0112 and Number 6290.
- (1) Definition of sexual harassment: A form of sexual discrimination which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting (see Office for Civil Rights Sexual Harassment Guidance, 62 Federal Register 12034, March 13, 1997).
 - (2) 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 a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

This information is disseminated at staff development held prior to the beginning of school and is provided in the Faculty Handbook available on line. A member of the administrative team gives a video presentation in each classroom. Additionally, the policy is posted in all classrooms. For late enrollees, the video is shown several times throughout the year with new students required to attend the video presentation.

Criterion 7. School-wide dress codes prohibiting gang-related apparel pursuant to Education Code Section 35183, if such a dress code exists.

- Reference Administrative Procedure 6270 and Board of Education Policy H-6050.
- (1) 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. In conformance with the district's discipline policy, each school community shall establish a school

dress and behavior code that will eliminate gang-related behavior. The wearing of gang attire is not protected under the first amendment.

- (2) A school may develop a dress code that includes the wearing of a school uniform. A school dress code policy that requires pupils to wear a uniform shall not be implemented with less than six months notice to parents of students currently enrolled. The school shall make available resources to assist economically disadvantaged pupils who cannot afford a uniform, the school dress code and uniform policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against, nor denied attendance to school, if the pupil's parents choose not to have the pupil comply with the school uniform policy. The school dress code and/or uniform policy shall not preclude pupils who participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting. Parents shall be required to specifically designate in writing that their child will not wear a uniform.

The dress code requirements are shared with all staff members at staff development held prior to the beginning of school. The administrative team has created a video that is shown in all classrooms. This video depicts appropriate student dress. For late enrollees, the video is shown several times throughout the year with new students required to watch the video presentation. A visual of appropriate and inappropriate dress has been provided to all teachers and is posted in classrooms, the counseling center and the main office, and has been mailed to all parents in the parent newsletter. Additionally, the dress code is delineated in the Faculty Handbook available on line. Bulletin notices are provided periodically to remind students of appropriate dress, and teachers are reminded at faculty meetings to enforce the dress code. This year a lanyard/identification system has been implemented. All students must have a lanyard that contains a class schedule and Identification Card while on campus.

Criterion 8. Procedures to ensure safety of students, staff, and parents while going to and from school. (See Site evacuation maps and Emergency Preparedness Plan)

- Reference Emergency/Disasters Procedures dated 11-15-99 (EP02 through EP19) and Administrative Bulletin #15.
- (1) Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.
 - (2) 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.

- (3) All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take.

Criterion 9. Procedures to ensure a safe and orderly school environment. (See attached School Discipline Plan)

- Reference Administrative Procedure Number 6270.
- (1) Teachers shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.
 - (2) “All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.” (Education Code Section 48908)
 - (3) Students are to be under direct supervision of a staff member at all times while in school, or while attending a school-directed activity.

Rules and procedures on school discipline adopted pursuant to Education Code Sections 35291 and 35291.5.

- Reference Administrative Procedure No. 6270.
- (1) It is the principal’s responsibility to maintain good discipline in the school in accordance with Education Code, California Administrative Code, and district wide regulations and procedures promulgated by the superintendent for measurement of citizenship and development of good discipline. A principal may delegate to the vice-principal or to any teacher those duties necessary for maintenance of good student conduct.
 - (2) Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.

Staff is in-serviced at staff development held prior to the opening of school. The administrative team makes classroom presentations and has developed a Discipline Handbook video presentation that is shown to all students. Articles are written in the parent/community newsletter. Students are provided a Student Planner with this information. Articles are written in the student-published newspaper (The Buzz). Behavior guidelines and consequences are presented to parents at Open House. Information is provided in every registration and enrollment packet in regards to this and on-going dialogue occurs with parents in our Parent Center. Information is shared at Site Governance and School Advisory Council meetings. The school marquee on Imperial Avenue is used to provide information to the community. The fire department comes to the school two times per year for fire safety inspections. Lincoln’s school police officer works closely with the San Diego Police Department school liaison and

the local police storefront. Lincoln High School has collaborated with the San Diego Police Department's South Eastern Division, the Jackie Robinson Y.M.C.A., and the Safe Passages program to ensure that students, parents, and community members are promoting school safety issues.