

# Comprehensive School Safety Plan

Dos Pueblos High School  
Santa Barbara Unified School District



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A meeting for public input was held on December 12, 2016 at  
Dos Pueblos High School.

Reviewed by Law Enforcement on December 16, 2016.  
Plan Adopted by School Site Council January 9, 2017.

Plan approved by District on: \_\_\_\_\_

## Committee Members

**Teacher Representatives:** Katie Dwyer, Dave Haggerty, Olivia Happel, Kendall Neely, Kevin McKee, Samantha Mooneyham

**Parents of attending students:** Maribel Canalaes, Pamela Dawson, Jill O’Gorman, Carmen Magallanes, Jennifer Pierce, Alt. Elizabeth MacArthur, Alt. Elizabeth Ricard

**Classified employees:** Debbie Dulawan-Boe, Kim Feldhaus, Linda Guerena, Alt. Becca Wrench

**Law enforcement:** Deputy George Hedricks

**Students:** Peri Hernandez, Sarah Jang, Thomas Johnson, Justin Juarez, Kara Portier

## District Mission Statement

**The mission of the Santa Barbara School Districts is to ensure the educational success of all students through high expectations and a commitment to excellence and to empower them to reach their full potential as responsible, ethical, and productive citizens in a diverse and changing world. We believe that the achievement of the districts' mission is a shared responsibility requiring the cooperation and commitment of students, parents, staff, board members, and the community.**

- We will ensure academic excellence by providing quality educational programs with all staff members focused on continually improving student achievement.
- We will effectively and transparently manage our financial and human resources to support our educational goals.
  - We will maintain safe and orderly school environments for all students and employees.
- We will promote a culture of mutual trust and respect among students, parents, staff, and community members.
  - We value student and staff diversity in our schools and classrooms and will promote equal access across all educational programs and activities.

## School Mission Statement

**Dos Pueblos High School, in partnership with parents and the community, will provide professional instruction and guidance so that students will: 1) attain academic excellence, 2) take responsibility for their own learning and development, 3) understand and respect diversity, 4) balance individual interests and civic responsibilities, and 5) participate in an increasingly technological society through increased career awareness. All human and material resources of Dos Pueblos High School will be dedicated to these purposes.**

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# **Assessment of the Current Status of School Crime**

The following data sources were used for a school specific assessment of school safety and crime:

- California Healthy Kids Survey
- Law Enforcement reports, contacts and input
- CALPADS data
- Regular review of suspensions and expulsions
- Theft reports
- Regular review of Discipline Incidences and their locations on campus

## **Appropriate Programs and Strategies that Provide School Safety**

### **Bullying Prevention Policies and Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy 5131.2.

[Bullying – Board Policy 5131.2](#)

### **Child Abuse Reporting Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5141.4.

[Child Abuse Prevention and Reporting – Board Policy 5141.4](#)

[Child Abuse Prevention and Reporting – Administrative Regulation 5141.4](#)

### **Disaster Response Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 3516.

[Emergencies and Disaster Preparedness Plan – Board Policy 3516](#)

[Emergencies and Disaster Preparedness Plan – Administrative Regulation 3516](#)

### **Hate Crime Policies and Procedures**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.3.

[Nondiscrimination/Harassment – Board Policy 5145.3](#)

[Nondiscrimination/Harassment – Administrative Regulation 5145.3](#)

### **Procedures adopted under the Safe and Drug-Free Schools Act**

For specific details, refer to Santa Barbara Unified School District Board Policy 5137.

[Positive School Climate – Board Policy 5137](#)

# **Procedures for Safe Ingress and Egress from School**

Evacuation Maps are posted around the entire school campus, as well as available and posted within all classrooms. In addition to planning for daily ingress/egress routes and emergency evacuation routes, the school planned for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted. The school map identifies evacuation areas and ingress/egress routes. Details of routes are held confidential for security purposes.

## **On-Campus Evacuation/Assembly Location**

The primary evacuation site for Dos Pueblos High School will be on campus in O'Leary Stadium  
Dos Pueblos High School  
7266 Alameda Ave.  
Goleta, CA 93117  
(805) 968-2541  
Contact: Principal Ms. Shawn Carey

## **Emergency Campus Evacuation**

If it is necessary to evacuate the entire campus to another school or relief center, the principal will: notify the superintendent of the campus evacuation, cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees, direct the evacuation and assure all students/staff are accounted for as they depart and arrive.

### **In an emergency building evacuation all employees will:**

1. Upon emergency alert, secure work area and depart/report to assigned area.
2. Perform duties as pre-assigned by the principal in cooperation with emergency services personnel.
3. Do not re-enter the building without permission or request of emergency service authorities.
4. Remain in the general assembly areas and calm students if not assigned another duty.
5. When signaled to re-enter safe areas of the school, quickly do so.
6. Upon safe re-entry, report anything amiss to the operations chief.

### **In an emergency building evacuation teachers will also:**

1. Assemble students for evacuation using designated routes and account for all students.
2. Secure room.
3. If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
4. Upon arrival at the assembly area, account for all students.
5. Secure medical treatment for injured students.
6. Report any students missing or left behind because of serious injuries.
7. Stay with and calm students.
8. If signaled to re-enter school, assure students do so calmly and account for all students.
9. Check room and report anything amiss to the team leader and/or operations chief.
10. Debrief students to calm fears about the evacuation.

## **Signals**

Specific communication techniques for all incidents might vary by school site due to functional alarm systems, intercoms, etc. There are two basic alarms systems: stay in place or evacuate. Specific incidents will dictate additional responses.

## **Rules and Procedures on School Discipline**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5144.

[Discipline – Board Policy 5144](#)

[Discipline – Administrative Regulation 5144](#)

## **Suspension and Expulsion Policies**

For specific details, refer to Santa Barbara Unified School District Board Policies and Administrative Regulations 5144.1 and 5144.2.

[Suspension and Expulsion/Due Process – Board Policy 5144.1](#)

[Suspension and Expulsion/Due Process – Administrative Regulation 5144.1](#)

[Suspension and Expulsion/Due Process \(Students with Disabilities\) – Administrative Regulation 5144.2](#)

## **Sexual Harassment Policy**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5145.7.

[Sexual Harassment – Board Policy 5145.7](#)

[Sexual Harassment – Administrative Regulation 5145.7](#)

## **School–Wide Dress Code prohibiting gang-related apparel**

For specific details, refer to Santa Barbara Unified School District Board Policy and Administrative Regulation 5132.

[Dress and Grooming – Board Policy 5132](#)

[Dress and Grooming – Administrative Regulation 5132](#)

[Dress and Grooming – Exhibit 5132](#)

# Procedures for Notifying Teachers about Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The Santa Barbara Unified School District has incorporated this notification into the existing data systems. On the student attendance screen, an alert of SSA (Safe Schools Act) is placed to the right of the student name if there are any specific disciplinary or behavioral notes. When clicked, the SSA link will take you to the Assertive Discipline screen. In addition, teachers are notified when a student is suspended. The teacher can then access the suspension by looking at the student's Assertive Discipline screen. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

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

## **Exemplar of Notification** via email:

**To:** \_\_\_\_\_, Teacher  
**From:** \_\_\_\_\_, Principal  
**Date:** \_\_\_\_\_  
**Re:** **CONFIDENTIAL: Students having committed specified crime**

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The student named below has been convicted of a penal code violation. Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

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

**PLEASE DELETE THIS EMAIL IMMEDIATELY AFTER READING.**

\_\_\_\_\_ was found to have committed the following criminal activity:  
Student Name

If you have any questions, please see me.



Ms. Shawn Carey  
Principal

# Procedures to Ensure a Safe and Orderly Environment

## Safety Plan Goals for 2016 – 2017

### Component 1: Personal Characteristics of Students and Staff

***Areas of Pride:*** The Dos Pueblos High School Safety Committee recognizes the positive atmosphere at the school site. Staff, students, alumni, and community members work together to create a friendly, team atmosphere. Dos Pueblos High School has a proactive staff that, along with their efforts in the classroom, also supports athletics, ASB Leadership activities, Fighting Back programs, AVID, student clubs and extra-curricular activities. These programs all positively affect the well-being of all persons on the campus.

***Objective 1:*** DPHS will continue to improve student attendance and decrease student truancy rates.

***Related Activities:***

- A. All staff will continue efforts to inform and improve communications with students and their families about truancy while implementing the district's Truancy Prevention measures. In partnership with the Santa Barbara District Attorney's Office, the district is continuing utilizing the Student Attendance Review Board (SARB) process. Parents receive a progression of letters as their student's unexcused absences mount up. After-school meetings with school administrators, representatives from law enforcement and the District Attorney's office are held to impress upon all the consequences of violating mandatory attendance laws.
- B. The School Resource Officer (SRO) will continue to work to enforce the County Daytime Curfew and Loitering Ordinance while being a positive presence on the campus.
- C. All staff will continue to work together to keep students in class and out of the hallways and parking lots during the school day.
- D. Administration will monitor chronic tardies and truancies and follow appropriate interventions.
- E. ELAC will conduct an annual parent meeting focusing on attendance.

***Person(s) responsible for implementation:***

Dos Pueblos Administration, Santa Barbara District Attorney's Office, Santa Barbara County Sheriff's Department School Resource Officer (SRO), teachers, Campus Safety Assistants (CSA), classified staff, and students.

***Timeline for implementation:*** ongoing

***Objective 2:*** All staff will continue to work together to examine current student expectations and consequences.

***Related Activities:***

- A. Administration and teachers will collaborate to establish and enforce a consistent attendance policy, including detention after 5 tardies, and detention and/or Saturday School after a pattern of period cuts and excessive tardies is established. Other consequences are assigned in a progressive manner.
- B. CSAs are visible and providing a presence that encourages students to get to class on time.
- C. The Parent Teacher Student Association (PTSA) will communicate through E-Blasts on attendance issues using the online ParentSquare resource in order to increase parent awareness and cooperation with school expectations and consequences.

***Person(s) responsible for implementation:***

Dos Pueblos administration, teachers, counselors, campus safety assistants, classified staff, parents, and students.

***Timeline for implementation:*** year long focus

### Component 2: Physical Environment of the School

***Areas of Pride:*** Dos Pueblos High School is recognized for its beautiful 39-acre campus. The maintenance staff of custodians and gardeners is praised for their commitment to the upkeep of the campus. "Beautify DP" (BDP) is a collaborative parent, student, and staff group committed to campus beautification and improvement. The beautification of numerous courtyards, district upgrades such as exterior building paint and bleachers for O'Leary Stadium, as well as construction projects and additional campus murals all contributed to the pleasing physical environment.

***Objective 1:*** The DPHS staff commits to the continued maintenance and update/upgrade of facilities as well as the safety of all students.

**Related Activities:**

- A. The BDP Committee will continue to plant and maintain flowers, shrubs, and trees to improve the condition of campus grounds monthly. BDP will continue its partnership with the National Honor Society (NHS) where the required community service hours for qualifying students will have to come from BDP related activities.
- B. The CSAs together with custodial staff will work with staff to survey the campus grounds for safety needs and will establish and maintain a master list of items that need attention.
- C. Student leadership will provide activities to encourage student responsibility for maintaining a clean campus. Examples include recycling pickup and DP News announcements.
- D. The CSAs will continue to monitor and enforce safe drop-off zones throughout the school year to minimize congestion and monitor student safety.

**Person(s) responsible for implementation:**

**BDP Committee, CSAs, National Honor Society counselor, DPHS custodial and gardening staff, SBUSD maintenance staff, all staff, parents, and students.**

**Timeline for implementation: ongoing**

**Objective 2: The DPHS Administration will remain vigilant to addressing any incidences of bullying amongst students.**

**Related activities:**

- A. Students and parents will be informed about the school's online anonymous Incident Reporting link (accessible on the school website) so students can report incidents of bullying, theft, and other crimes immediately and without worries.
- B. Locker room access to students continues to be restricted to the first and last 10 minutes of each period. Doors will be locked behind the last exiting student and opened only to give access at the end of classes.
- C. Student Safety Plans will be developed anytime a student and/or parent has concerns regarding their student's safety at Dos Pueblos.
- D. Peace Builders Program (AHA!) will continue to be implemented.

**Person(s) responsible for implementation:**

**DP Administration, campus safety assistants, teachers, classified staff, AHA! and students.**

**Timeline for implementation: ongoing**

**Objective 3: Staff will receive disaster and safety training each fall during staff development days and practice earthquake, fire, and lockdown drills with students and staff throughout the year.**

**Related activities:**

- A. The school will observe the prescribed number of safety drills (Fire, Lockdown/Shelter in Place, and Earthquake) during the year.
- B. The school will continue to participate in Great California Shake-Out activities.
- C. A full-scale drill will be carried out at least annually.

**Objective 4: A clear protocol and staff training and communication remain a priority to ensure a quick response to any danger on-campus.**

**Related activities:**

- A. Laminated "Dos Pueblos Emergency System" booklets are provided in every room on campus. These include evacuation maps, drill procedures, emergency contact information.
- B. The new VoIP phone system has a PA system in which all classrooms can simultaneously receive lockdown commands.
- C. An emergency "Remind" one-way mass texting system has been implemented in order for all staff to be notified in the event of an emergency on campus.
- D. Select staff members have been trained in CERT, Community Emergency Response Team, hosted at University of California, Santa Barbara.

**Person(s) responsible for implementation: Dos Pueblos Administration**

**Timeline for implementation: ongoing**



### **Component 3: Social Environment of the School**

**Areas of Pride:** Dos Pueblos feels great pride about the number of students involved in athletics and extra-curricular activities. Lunchtime activities and parent involvement are also recognized as great strengths of the school.

**Objective 1:** Staff will receive data and information from the California Healthy Kids Survey (CHKS) that will include current drug and e-cigarette trends, and overall student social-emotional health and campus perception.

**Related activities:**

- A. School Resource Officer (SRO) will present related information at a staff meeting at least once each school year and hold voluntary informational sessions or visits to classrooms as requested.
- B. Campus Safety Assistants (CSA) will continue to be provided with relevant and updated information and training regarding students and unsafe areas of campus.
- C. CSAs will attend a district training on Restorative Approaches.
- D. An administrator will continue to attend monthly School Safety Meetings and report back to staff, as appropriate.
- E. As part of the August Staff Professional Development here at Dos Pueblos, data and trends from CHKS were shared with staff.

**Person(s) responsible for implementation:**

DP Administration, School Resource Officer, campus safety assistants, teachers, and classified staff.

**Timeline for implementation:** ongoing

**Objective 2:** Law enforcement will continue to be a positive and regular presence on campus.

**Related activities:**

- A. Our School Resource Officer (SRO), probation officers, and other law enforcement officers will visit/patrol campus regularly in order to be a positive preventative presence on campus.
- B. Administration will continue to work closely with our SRO to promote and continue to increase campus and law enforcement collaboration.

**Person(s) responsible for implementation:** Santa Barbara County Sheriff's Department and School Resource Officer, DP Administration.

**Timeline for implementation:** ongoing

**Objective 3:** Improve support programs for students struggling with stress and depression.

**Related Activities:**

- A. Mentoring Opportunity for Struggling Students, "Check In & Connect."
- B. Parent group, "Replace the Race," will continue to meet to discuss student academic stress.
- C. Youth Service Specialist (YSS) has increased their hours on campus to be available for students for drop-ins and Brief Intervention (BI).

**Person(s) responsible for implementation:** DP Administration and PTSA President.

**Timeline for implementation:** ongoing

### **Component 4: Culture of the School**

**Areas of Pride:** The Safety Committee recognizes the school's positive atmosphere. The friendly environment that is created by the lunchtime activities, class competitions, sporting events and traditions, and promotion of school spirit through DP News and postings around campus enhance the sense of community at DPHS.

**Objective 1:** Embed time within the school day for teachers to build community amongst their students and to explore diversity, cultural sensitivity, and related issues in the classroom.

**Related activities:**

- A. The school bell schedule has been voted in and will continue which has added time twice a week (84 minutes total) for Student Support.
- B. Talking In Class to discuss ethnic minority interests as well as our LGBTQ student needs.
- C. Peace Builders.
- D. Students and staff alike will continue to participate in the District-wide Disability Awareness Campaign.
- E. Students will continue to take advantage of clubs, organizations and course offerings that intensively address issues of diversity and tolerance.
- F. The school will participate in the *No Place For Hate* yearly certification program.
- G. Continued Staff participation in IEE for the 2016-17 school year.
- H. District Partnership with Equal Opportunity Schools (EOS).

I. Continued meetings of Allies for Equity and PTSA to further support our District's goal of Cultural Proficiency.

**Person(s) responsible for implementation:** Allies for Equity, DP Administration, teachers, and students.

**Timeline for implementation:** ongoing

**Objective 2: DPHS will continue to maximize the utilization of prevention programs such as Fighting Back.**

**Related activities:**

The YSS will teach two sections of Reconnecting Youth (RY) and be available for individual counseling referrals for a variety of needs. Friday Night Live will continue on campus.

**Person(s) responsible for implementation:** Santa Barbara Council on Alcohol and Drug Abuse (CADA), DPHS Youth Services Specialist, DP Administration, counselors and students.

**Timeline for implementation:** ongoing

**Objective 3: DPHS will redouble its efforts to reduce bullying and a positive social environment for students on campus, promoting and ensuring a safe, violence free campus for all.**

**Related activities:**

- A. Teachers will receive information on bullying – how to recognize it and intervene in support of student victims.
- B. Students/Parents may report incidents of bullying using the school's website based anonymous Incident Reporting link.
- C. Implementation of a Bullying Incident Protocol, to ensure that all Administrators respond consistently and with fidelity.
- D. Support group for students struggling with depression, stress and suicidal thoughts was implemented in January 2014 and is continuing through the school year.
- E. Establishment of the AHA! Peace Builders in August of 2015.

**Person(s) responsible for implementation:** DP Administrators, counselors and teachers.

**Timeline for implementation:** ongoing

**Objective 4: DPHS will continue the Restorative Approaches (RA) techniques and philosophies for Year 3 into its general disciplinary strategies and school wide culture to promote greater student self-discipline and personal responsibility.**

**Related activities:**

- A. Training for all new Dos Pueblos Staff (both certificated and designated classified) in RA by December 2016.
- B. Training in RA for all Campus Safety Assistants and Intervention Center Staff.
- C. Posters of the 5 Rs (Respect/Responsibility/Repair/Relationship/Reintegration) in all classes.
- D. Protocol and Organizational Chart to provide structure and layout for staff.
- E. Presentation and Overview to Students in the first month of school.
- F. Monitoring of all discipline events to assess whether RA is appropriate.

**Person(s) responsible for implementation:** DP Administrators, counselors and teachers.

**Timeline for implementation:** December 2016

#### **Safe School Plan Budget Resources:**

The following fund sources are resources for Safety Plan implementation:

- Lottery Funds,
- District Funds,
- PTSA Funds.

#### **Evaluation:**

**The following processes will be used to evaluate the Safety Plan and its implementation:**

- Quarterly review by DP Administration,
- "Beautify DP" activity reports each semester,
- Analysis of Aeries and CALPADS data on Attendance and Discipline.

*The Assistant Principal's office in charge of School Safety will make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Education Code 35924.2)*

*The school's School Site Committee will review school, district and community crime data trends. Other data can bring value to the discussions. Such data may include: mental health data, state, district or site surveys (such as the California Healthy Kids Survey), disciplinary data and community police data.*