

La Canada High School

*Safety Plan
2017-2018*

Summary of Changes

Section 1

LA CANADA HIGH SCHOOL

SCHOOL SAFETY PLAN

Note: Areas shaded in gray are new or changed.

Area of Focus	Current Procedures/Programs in Place	2 nd Second Semester/2016-2017 Focus
<p>1. Assessment of current status of school crime</p>	<p>The State no longer requires each school site to prepare monthly crime reports.</p> <p>La Canada High School works in conjunction with the Los Angeles County Sheriff's Department to ensure ongoing communication of crimes on the La Canada High School campus. Information regarding crimes such as vandalism, drug use, weapons, and truancies are shared with law enforcement as often as needed.</p> <p>Law enforcement is always contacted when students are found to be in possession of drugs. (Please see suspension data.)</p>	
<p>2. Child abuse reporting procedures</p>	<p>Child abuse reporting procedures are made pursuant to PC 11164 et. Seq. During the employment process, all district employees sign a district form indicating their awareness and responsibilities to report any suspected child abuse. Each year certificated and classified employees renew their mandated reporter certifications. Certificates of completion are filed in the Human Resources office at the district.</p> <p>Suspected Child Abuse forms are filed by school year in a cabinet in the Associate Principal's office. The Associate Principal notifies the Principal and Superintendent when a child abuse form is completed by a staff member.</p> <p>At the end of each school year, a report is filed regarding grade level and category of abuse. This information is then sent to the District Office where it is combined with</p>	

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	information from all La Canada Unified School District schools. A report is ultimately filed with the Los Angeles County Office of Education.	
3. Disaster procedure, routine and emergency	<p>The La Canada High School Emergency Preparedness plan is updated annually by the 9-12 Associate Principal. Each employee at the site is given a plan at the beginning of each year.</p> <p>Disaster drills are held in accordance with Ed. Code guidelines during both the regular school year and summer school. Data regarding disaster drills and fire drills held at La Canada High School is maintained in the 9-12 Associate Principal's office. Besides normally scheduled emergency drills, LCHS participates in the "Great Shake-Out," which is a statewide earthquake drill.</p> <p>Following all planned disaster drills, the Associate Principal organizes a de-briefing with all key players to see how to improve and streamline the process while addressing any areas of concern.</p> <p>Emergency Drills are created and communicated to staff and to local agencies.</p> <p>La Canada High School works closely with the City of La Canada Flintridge to organize city-wide emergency drills on a yearly basis. The 9-12 and 7/8 Principals work with JPL in order to organize emergency training opportunities for 7-12 staff.</p>	

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	<p>La Canada High School participates in a lock down drill to review all procedures to prepare for an emergency situation on or around the LCHS campus each year.</p> <p>The “Lock Down Procedure” plan for grades 7-12 is communicated to all staff and students. The plan has been reviewed by an emergency security specialist. In addition, our Resource Officer presented to LCHS staff a video simulation of multiple lockdown scenarios and then reviewed our procedures.</p> <p>In August/September of 2016, emergency procedures were updated by the Associate Principal’s office to include new staff members. Each teacher was provided with a clip-board which contained evacuation procedures.</p> <p>The LCUSD uses School Messenger phone service. This service allows school personnel to contact all parents/guardians immediately in case of an emergency. This service is used to communicate important events and deadlines to parents/guardians.</p> <p>The 9-12 Associate Principal works with the PTA to provide supplies stored in the disaster trailer (near the football field) and restock it as needed.</p> <p>Emergency procedures will be communicated to parents and community members via the PTA President Newsletters.</p>	

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<p>4. Policies related to suspension, expulsion or mandatory expulsion, and other school-designated serious acts which would lead to suspension or expulsion.</p>	<p>The La Canada Unified School District Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. This is found in BP 5144.1 (a), BP 5144.1 (b).</p> <p>The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation AR 5144.1 (a), AR 5144 (b), AR 5144.1 (c).</p> <p>The policies and procedures for suspension and expulsion are also written in the Attendance and Discipline Policy and Procedures each year. A copy of the policy is available for anyone to view online. In addition, each homeroom teacher reviews the information with students at the beginning of school and then each student signs that he/she has had the opportunity to review and ask questions about the information.</p> <p>At the end of the each school year a Discipline Review Committee (DRC) consisting of teachers, students, parents, administrators, counselor and the members of the classified staff is created. This team takes time to review all of the current policies that are currently in place. Suggestions and concerns from all stakeholders are taken into account when making changes for the next school year.</p>	<ul style="list-style-type: none"> During second semester of 2017, the 9-12 School-wide discipline policy and other documents will be reviewed by a Discipline Review Committee (DRC). The Committee will consist of teachers, students, parents, administrators, counselors, staff and a LCUSD board member. Volunteers will be selected from all stake holders via email, conversations, and solicitations from school administration. Changes to any of the documents will be communicated to all stakeholders before its implementation during the 2017-2018 school year. The Assistant Principal in charge of discipline will hold a senior assembly to remind seniors of consequences that will stem from violation of school policy including senior pranks, violation of drug/alcohol policy and other violations that may jeopardize a student's participation in senior events including the graduation ceremony.

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	<p>Each year the Assistant Principal reviews all of the current policies that are in place. Suggestions and concerns from all stakeholders are taken into account when making changes for the next school year.</p> <p>During the Summer of 2016 all policies were reviewed by the LCUSD legal counsel and revised as needed.</p> <p>At the beginning of each school year, the Assistant Principal meets with all 9-12 students in a class by class assembly to review rules, consequences and disciplinary action. She also reviews the changes that have taken place in the policy that all students are aware.</p> <p>The 2016-2017 Academic Honesty Policy which was revised in 2013-2014 will continue to be in place. The policies main goal is to hold LCHS students to a strict, clearly outlined policy with consequences that are understood. Every 9-12 student and their parent were required to complete and sign the policy at the beginning of the school year. This policy was also reviewed at the class by class assemblies.</p> <p>As an outcome of the Spring 2014 DRC meeting a greater focus on dress code was planned for the 2014 – 2015 school year and continuing forward. As part of these changes the staff has access to a google form which allows them to report any inappropriate attire. This generates an email to the administration. When time appropriate, administration or a designee calls in the student and addresses this issue with progressive discipline. This policy was addressed in the class by</p>

2nd Second Semester/2016-2017 Focus

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	<p>class assemblies and is available online with registration documents.</p> <p>At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7th graders at the orientation and the 8th grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyberbullying at the beginning of the school year. In addition all parents & students turn in a document which they sign, acknowledging their agreement of the policies.</p> <p>The 7-12 Saturday School program continues to increase student accountability and responsibility. LCAP funds are used to fund this program. An after school Detention program has been initiated on a small scale.</p> <p>A 9-12 cell phone policy is effectively implemented at LCHS. This policy has decreased cheating and theft incidents, and has caused far less disruptions during instructional time. Within the cell phone policy LCHS 7-12 has added all wheeled devices so that it is clear to students that they can not be ridden on campus at any time. Consequences are in the new policy titled <i>Skateboard/Wheeled and Electronic Devices Policy</i>. This has been posted and reviewed with all students during the class by class assemblies and is available online with registration documents.</p>	<p>The progressive discipline program which includes Detention and Saturday School will continue and expand as needed.</p>

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	<p>Upon returning from suspension, 9/12 students and parent(s)/guardian(s) meet with the Assistant Principal and to review the incident. The student is then placed on a behavior contract at this meeting. 7/8 Students & parent(s)/guardian(s) meet with the 7-8 Principal when suspended.</p> <p>All 7-12 students are required to sign the LCUSD Student Technology and Internet Use Agreement.</p> <p>The Assistant Principal regularly meets with students who are having attendance issues. Monthly, a list of students is generated who have multiple absences. These students are called in on an individual basis to discuss the reasons for their absences. Parents may also be notified at this point to advise them of the steps that will be taken if attendance issues continue. Students receiving excessive tardies/absences as outlined in the attendance policy are referred for a SART (Student Attendance Review Team) meeting and if attendance is not improved may be followed by a SARB (Student Attendance Review Board which includes a representative from District Attorney's office) meeting. The policy is available online to see the changes.</p> <p>A new data based attendance letter system has been set in place for 7-12 realigning with the current State standards. Approximately every two (2) weeks these letters are sent to parents of students who are at or exceeding the number of days allowed.</p>	<p>Student attendance is up across the board for the 1st semester of 2016-2017, in part due to the additional focus on attendance by LCHS.</p>

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	<p>The senior attendance policy has been updated for the 2016-2017 school year. This policy helps hold seniors more accountable for being in school during the entirety of their senior year. As part of a realignment with State standards, senior attendance requirements have been realigned to meet the state requirements. LCHS dropped from the 12 absences allowed per semester to 9 absences per semester (or not more than 10% of the school days to the date of the absence). The policy was relayed to them in numerous ways including class by class assemblies, registration documents, and a senior contract/High School Senior Event Participation Criteria, signed by both seniors and their parent(s)/guardian(s).</p>	<p>Second semester, this system will be reset so that the letters going to parents/guardians will be for 2nd semester only (they will not include 1st semester attendance</p>
<p>5. Notification to teachers pursuant to EC 49079</p>	<p>The school office maintains a file on all students who have been suspended or expelled.</p> <p>Teachers are informed of any students with whom such disciplinary action was necessary.</p> <p>On the day a student is suspended all his/her current teachers are notified that the specific student has been suspended. Teachers may retrieve more information by speaking with the 9-12 Assistant Principal or 7-8 Principal.</p>	

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<p>6. Sexual Harassment policy (EC 212.6 (b))</p>	<p>In accordance with the Board Policy and Administrative Regulations relating to students, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. At the beginning of each school year all 9/12 students attend an assembly where sexual harassment is discussed. In addition, any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to appropriate disciplinary action. For students in grades 7-12, the disciplinary action may include community service, counseling, Saturday School, detention, suspension and/or expulsion depending on the severity of the offense.</p> <p>In accordance with Board Policy and Administrative Regulations, the Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.</p> <p>Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.</p>	

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<p>7. School wide dress code provision (EC 35183)</p>	<p>Dress code guidelines were developed by a committee of students, teachers, parents and administrator in the summer of 2006. The Dress Code guidelines are provided to students in the summer registration packet and 7-8 agendas.</p> <p>The outcome of the DRC for 9-12 students asked for a greater focus on dress code for the 2014 – 2015 school year.</p> <p>All staff have access to a Google form which allows them to report a student when they are inappropriately dressed. This form in turn generates an email to the administration. When time appropriate, administration or a designee calls in the student in and addresses this issue with progressive discipline.</p>	<p>Twice each year, the 7-12 Dress Code Guidelines will be reviewed by the DRC.</p>
<p>8. Safe ingress and egress of pupils, parents, and school employees to and from school</p>	<p>The reported incidents of a suspicious nature that involve strangers loitering around the school area are responded to promptly. The campus security has the responsibility of monitoring areas directly surrounding the campus when such a report is made. More substantial reports of significant concern trigger informing all staff and parents by memo or letter or email of the nature of the concern. The school has established a lock-down procedure, which is practiced as a drill yearly. The site principal also works with the district administrative staff when issues arise that may lead to a potential problem in or around the park area which borders the school. Additionally, the Sheriff's Department is very responsive</p>	

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	<p>to our requests for patrolling surrounding areas.</p> <p>A half-time Community Resource Officer is on the LCHS site. The position is funded by the City of La Canada Flintridge. The Community Resource Officer participates in SART and SARB meetings and assists with supervision. He also attends extra curricular activities outside the school day, including dances and athletic events and often is involved in parent education presentations at PSTA meetings. During the 2016-2017 school year, the Community Resource Officer and LCHS Head of Security played an integral role helping to organize and implement programs including Red Ribbon Week, guest speakers, drug presentations and other intervention and mentoring activities for parents and students.</p> <p>LCHS participated in the Every 15 Minutes program in May 2015 and anticipates participating in the program again in 2017. This program helps make students much more aware of drunk driving with a recreation of the events that can transpire during a DUI incident. This program is an impactful look at all the effects drunk driving has on many different levels.</p> <p>LCHS has a total of 35 surveillance cameras, with a new server which was installed in the Fall of 2015 to improve the quality of the playback and storage. This will also allow LCHS the ability to add additional cameras in the near future. These have helped provide a much safer and secure campus.</p>	<p>During the second semester of the 2016-2017 school year the Assistant Principal, LCHS security and the Community Resource Officer will continue planning for the Every 15 Minutes program. This is done in conjunction with the California Highway Patrol who issues a grant to help cover the costs of this impactful program. Additional monies are received from other sources in the community to help defray costs.</p>

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	<p>During the Spring of 2013 LCHS went through an extensive security audit conducted by an outside company. All findings were reported to the site principals and the Board of Education.</p>	
<p>9. Safe and orderly school environment</p>	<p>The La Canada High School staff provides students with a safe and orderly school environment. The school wide progressive discipline plan is effectively utilized. The plan provides students with progressive consequences and guidelines for acceptable behaviors.</p> <p>At the beginning of each school year, the 9-12 Assistant Principal of discipline will meet with all 9-12 students during a grade level assembly to review rules, consequences and disciplinary action.</p> <p>At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7th graders at the orientation and the 8th grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyber-bullying at the beginning of the school year. 7-8 initiated the Stand Up/Anti Bullying program which is a week long program with Peer Counselors from the 9-12 Bridge class etc. The 9-12 counselors received training in cyber-bullying.</p> <p>In Spring 2015 the canine search program returned to the LCHS campus. The program focused on areas such as parking lots/cars and hallways/open areas.</p>	<p>Canine searches will continue on the LCHS campus for the 2016-2017 school year.</p> <p>LCHS has invested in a new program which provides an anonymous electronic avenue to report bullying and school safety threats. This site will be activated during the Spring of 2017.</p>

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	<p>Many school wide programs are in place to help ensure a safe and orderly environment. At the 7/8 level, several programs have proven to be successful. Counselors lead small groups during lunch to deal with a variety of topics including death, social skills, and divorce. The 7/8 staff and counselors deliver lessons in Homerooms to promote character development through the Developmental Assets Framework. Small school student counseling also takes place. Individual students identified to be at risk have a student/parent conference with teachers each year. The 7/8 After School Enrichment Program (GATE) provides students with opportunities to become involved in academic activities.</p> <p>The Link Crew campaign was initiated in the summer of 2016 when ten (10) teachers, administrators & counselors were trained to lead both a Link Crew program (9-12) and a WEB program (7-8) where upper classmen volunteer to mentor the incoming 9th or 7th graders. The main goals of this interaction is to provide advice and a supportive group to help the students be successful in school.</p> <p>In October, the Community Prevention Counsel and LCUSD presented "Living with Technology" to the community to assist parents with their understanding of the benefits & challenges of the technology world.</p> <p>These programs and activities are in place to increase student "connections" to the school which results in a safe and orderly school environment.</p>	

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	<p>Numerous clubs (about 100 in the 2016-2017 school year an increase of about 40 clubs from the 2013-2014 school year) have been organized to meet student interests. Some of the clubs include: Aviation Club, Cultural Awareness Club, Key Club, Hockey Club, Challenge Club and Smile Club. The La Cañada High School ASB continues to make strides in promoting service activities.</p> <p>In the wake of statewide budget cuts in the Arts, the LC Performing/Visual Arts Department still continues to be exemplary and provides opportunities for students to display their creative talents. Additionally, the LCHS athletic program continues to excel.</p> <p>The counselors for grades 9-12 continue to make strides in working with at-risk students. The counselors work with the Assistant Principal of Attendance and Discipline to ensure the needs of the “whole child” are addressed. Two interventions have been introduced by the 9-12 counselors and Assistant Principal of Attendance and Discipline. Guidelines to participate in the annual graduation ceremony have been developed and communicated to each member of the current class. Each senior and their parent(s) signed a Senior Contract (High School Senior Event Participation Criteria) detailing the expectations and consequences involved in the area of attendance and participation in senior events.</p> <p>In response to community input the counseling department has been redesigned to reduce the counselor/student ratio. The additional counseling staff will continue for the 2016-2017 school year. Currently</p>	

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	<p>there are seven (7) 9-12 counselors divided by alphabet. Each 9-12 counselor has approximately 50 seniors they will work with each year allowing for a very close counselor/student relationship. The ratio is approximately 200/1 for the 2016-2017 year.</p> <p>7-8 counselors continue with two (2) counselors, one at each grade level. These counselors rotate so that students will have the same counselor for both 7th and 8th grades.</p> <p>The District and Board have adopted a new administrative regulation for questioning and apprehension of students. The Sheriff's Department may only question students on campus in certain situations as outlined in the new AR 5145.11.</p>	
<p>10. Rules and procedures pursuant to EC 35291 and 35291.5</p>	<p>School Rules and discipline policies are provided electronically to students and parents on an annual basis. These policies and rules are revised annually. Parents are requested to review specific discipline sections with their children.</p>	
<p>11. Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code</p>	<p>The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.</p>	

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Hold a public meeting (EC 35294.8 (g))	The Comprehensive School Safety Plan overview and description of the component was discussed and approved by School Site Council on January 26, 2017.	