

Comprehensive Safe School Plan 2016-2017

ENSURING SAFE AND ORDERLY ENVIRONMENT
Component I

Phoenix High School
School/Site

Component I: People and Programs
Goal #1: <i>To create and foster a positive, safe, and caring learning environment in which all students can feel safe, experience success, and build self-esteem.</i>
Objectives: <i>To provide and foster a proper learning environment that: is free of distractions, has a discipline policy applied fairly, consistently, and timely; and allows for personal growth.</i>
1.0 Related activities: a. Revised 2016-17 PHS Student Handbook delivered to all students-1 st Day Packet. b. Consistently enforce the discipline policy and model desired classroom behaviors. c. Explain the District's attendance policies, procedures, expectations and consequences with students during registration and new student orientation. d. PHS Period Schedule: students assigned to content area classrooms each period. e. Counselor on campus every Monday (7:30 am – 4:00 pm) to conduct new student orientation and provide career counseling – exposing students to the opportunities available. f. Recognize academic, attendance and citizenship success. g. Establish a goal of earning (2) credits a week for every student and provide a 5 th period intervention class for those students not meeting their minimum credit goal. h. Continue to develop extra-curricular activities that provide leadership opportunities and provide collaboration with other students.

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**PEOPLE AND PROGRAMS, Continued
Component I**

Phoenix High School
School/Site

Who will take the lead?	<ul style="list-style-type: none">• Staff• Administration• Students• District administration
Completion Date	<ul style="list-style-type: none">• 2016-17 School Year
Resources Needed	<ul style="list-style-type: none">• General fund• Safety fund• Volunteers
How will we monitor and evaluate?	<ul style="list-style-type: none">• Staff/administration coordination of policies/programs.• Safe/orderly campus as measured by fewer suspensions/expulsions and improved attendance.• Incident logs and referral logs.• Reduced incidents of smoking in the restrooms.• Clean campus as measured by visual observation and feedback from custodian, staff, and students.

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ENSURING SAFE AND ORDERLY ENVIRONMENT
Component II

Phoenix High School
School/Site

Component II: Physical Environment
Goal #1: <i>To create and foster a positive, safe, and caring learning environment in which all students can feel safe and experience success.</i>
Objectives: <i>To continue to improve, upgrade and evaluate the school facilities to foster a safe learning environment.</i>
1.0 Related activities: a. Continue to improve and upgrade facilities as needed for use, growth and safety. b. Immediate action taken to remove evidence of graffiti, gang symbols, etc. c. Students are monitored upon entrance and exit of school (Phoenix High School is a closed campus). The addition of cameras for video surveillance on campus. d. Dress code enforced as per student handbook. e. Adequate custodial service and site maintenance. <ul style="list-style-type: none">• Work with students to take pride and respect in PHS/facilities.• Implement Friday student/staff meetings to provide feedback.• Continue PHS garden – student project. f. Utilize the additions of Rooms #2 & 3: <ul style="list-style-type: none">• School-wide assemblies, group meetings, social gathering @ lunch• Career Counseling Center & Library• VOLUNTEERS – tutoring (Monday→Friday)• Multi-Use: district in-service, staff development, guest speakers etc...g...Installed School-Wide (Wi-Fi) intercom/telephone system: <ul style="list-style-type: none">• Emergency situations H Installed video surveillance cameras on campus.

Comprehensive Safe School Plan 2016-2017

**PHYSICAL ENVIRONMENT, Continued
Component II**

Phoenix High School
School/Site

Who will take the lead?	<ul style="list-style-type: none">• Staff• Administration• Students• Student body officers
Completion Date	<ul style="list-style-type: none">• 2016-17 School Year
Resources Needed	<ul style="list-style-type: none">• General fund• Safety fund• Grants
How will we monitor and evaluate?	<ul style="list-style-type: none">• Staff/administration coordination of policies/programs.• School Site Council oversight• Weekly credit completion progress report.

Western Placer Unified School District
Comprehensive Safe School Plan 2016-2017

Phoenix High School
 School/Site

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Comprehensive School Safety Plan 2016-2017 MEMBERSHIP

Phoenix High School School/Site

School Site Council or Delegated School Safety Planning Committee Members Date:	Principal or designee	Classified Employee	Classroom Teacher	Parent	Law Enforcement	Other School Staff	Community Rep.	Student	Other (specify)
1. Chuck Whitecotton	X								
2. Sandra Hackbarth		X							
3. Jennifer Nelson			X						
4. Tracy Gruber			X						
5. Dan Alcorn			X						
6. Clint Nelson			X						
7. Adam Salinger			X						
8. Adriana Agular								X	
9. Andrew Milikan								X	
10. Rocio Mojica-Bierwirth						X			
11. Heather Piester				X					
12. Ken Mello				X					

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STUDENT DATA SUMMARY

Phoenix High School

	School/Site				
Data Source	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
• Discipline records					
Suspensions (number of incidents)	151	164	116	45	38
Expulsions	3	1	1	0	0

Conclusions from Data:

- There was a significant reduction in suspensions during the 2014-2015 and 2015-2016 school year.
- Discipline has been consistent over the last five years. Expulsions continue to remain low each year.

Conclusions from Parent, Teacher and Student Input:

- Students who attend Phoenix feel the school is a safe place to be, the academic environment encouraging and the staff supportive.
- Teachers have observed a different attitude in the classroom; more respect and less negative interaction between students and staff.
- All 5 of the REACH categories (responsible citizen; effective communicator; academic achiever; career planner; healthy choices) have been emphasized.
- Students are focused on earning the credits needed for graduation or return to LHS.

Comprehensive School Safety Plan 2015-2016

DATA SUMMARY, Continued

Phoenix High School

School/Site

List Data Sources Reviewed and How the Data Determined the Goals:

- Discipline records.
- Standardized test scores (CAHSEE)
- Student credit completion rate data.

Area of Pride and Strength (including school programs and practices that promote a positive learning environment).

- Supportive staff and administration
- Individual student learning plans foster communication between school, students, and parents.
- Cleanliness of campus
- Career exploration field trips
- Student expectations are high regarding behavior, academics, and personal demeanor.
- Improving attendance record.
- All students are treated equally and have equal opportunities to participate and be successful.

Areas we wish to change:

- Provide more elective opportunities for our students.
- Provide more on-line and direct instruction classes.
- Increase student credit completion rate.
- Add more classroom space for increased student population.
- Lower drop-out rate
- Add extra-curricular activities based on student interest.

PHOENIX HIGH SCHOOL SAFETY PLAN

Disaster/Procedures/Crisis Response

CLASSROOM EVACUATION

Immediate threat (i.e. fire, etc.)

1. The fire alarm will be activated.
2. Upon activation, teachers will escort their class to the designated evacuation area (parking lot west of campus).
3. Teachers are responsible to clear their classrooms.
4. Roll will be taken to ensure all students are present.
5. At end of emergency or drill, the “all clear” will be executed.

Threat requiring evacuation to another site.

1. The alarm will be activated with announcement over the PA system “All students are to return to and remain in their classroom!”
2. If PE students are on the playing field (LHS campus), teachers will be notified over cell phone to either return to school site or go to LHS office.
3. When transportation is available, principal or designee will call for orderly evacuation of the school to the North end of the high school track.
 - Staff will bring emergency clip board and evacuation kits.
 - Students will be moved to the west end of the athletic field for bus loading.
 - Busses will be boarded at the front of school (J Street), unless otherwise stated.
 - Additional emergency equipment (cell phone, radio...) should be secured as time permits.
4. Dare care will bring childcare supplies.
5. Phoenix High School will be locked and alarm set.
6. Students and staff will be transported to **primary** evacuation site (LHS or COES).
7. At the evacuation site, emergency activities will be coordinated jointly by the administration.
8. Phoenix High School’s **secondary** emergency evacuation site, if necessary, is Carlin Coppin Elementary School.
9. At the evacuation site, Phoenix High School students will remain together until released to go home, or parents personally sign them out, and a record is kept.

Threat of violence at school.

1. All doors at Phoenix are kept lock during school hours.
2. Intecom/PA system will be used to notify staff and students to remain in the classroom and be sure their doors are locked.
3. Students and staff will remain in the classroom until the “all clear” is sound

Post Crisis plan.

1. Through combined effort with district personnel, counseling and de-briefing of students will be established.

*** Students with disabilities will be assisted to staging and evacuation areas. All egress and ingress routes can accommodate students with disabilities.**

PHOENIX HIGH SCHOOL SAFETY PLAN

TEACHER RESPONSIBILITIES DURING EMERGENCY PROCEDURES

Basic Duties: Supervise and assist your students

Lock Down/Hold in Place Procedures: (Upon Notification from Administration)

- Secure your classroom by locking all doors, close and lock windows, and close drapes and blinds.
- Direct students to remain seated in their desks
- Account for all of your students. Report to office students not accounted for using e-mail
- Attempt to keep the students calm
- Do not use classroom phone or cell phones
- Remain with your students and wait for instructions via phone, e-mail and/or announcement

Off Campus Evacuation Procedures:

- Quickly, yet orderly, escort students to identified Evacuation Area
- Take the teacher record book, student information
- At Evacuation site, assemble your students and take role.
- Remain with your students and wait for instructions
- Record when and with whom each student is released

Site Command Operational Liaison:

Chuck Whitecotton

Evacuation Area: (Bus pick-up)

Westside of Ihs Baseball Field – N Street

Evacuation Sites:

Primary (LHS or Glenn Edwards)

PHOENIX HIGH SCHOOL SAFETY PLAN

OPERATION OF PA SYSTEMS

OUTSIDE PA SYSTEM

In the front office, there are 3 phones **model AT&T 725** that broadcast to the outside quad. One phone is located on the east wall behind the clerical station. A second phone is located on the east wall in the principal's office. The third phone is located on the south wall in the extra office.

To operate the outside PA system:

Lift phone off of the base.

Dial #10 All Call Page (Classrooms and Quad)

Dial #13 All outside Speakers

ALL CLASSROOM PA SYSTEM

In the front office, there is a Visiplex control unit that broadcasts messages to all classrooms.

To operate the Visiplex control unit:

Dial 1 to select "Send Message".

Dial 200 to communicate with all classrooms.

Use hand held speaker to communicate message

Dial ESC to return to the main menu.

Comprehensive School Safety Plan

PHOENIX HIGH SCHOOL

2016-2017

Revised 11-30-16

**Western Placer Unified School
District
Phoenix High School
870 J Street
Lincoln, CA 95648**