

# **HESPERIA UNIFIED SCHOOL DISTRICT**

**Cedar Middle School  
13565 Cedar Street  
Hesperia, CA 92344  
760-244-6093  
[www.cedarmiddle.org](http://www.cedarmiddle.org)**

## **COMPREHENSIVE SAFE SCHOOL PLAN**

School Site Council or School Safety Planning Committee Members:

**Kelly Maxwell (Principal)  
Joseph Martinez (Assistant Principal)  
Ryan Miller (Vice Principal)  
Sara Sedano (Parent)  
Maria Elizonda (Parent)  
Violet Soria (Parent)  
Denise Waterworth (Parent)  
Anne Grigsby (CSEA Rep.)  
Frank Gutierrez (Teacher)  
Erica Chisholm (Teacher)  
Kelly Boeing (Teacher)**

Hesperia Unified School District  
Cedar Middle School Comprehensive Safe School Plan

## Table of Contents

<b>BOARD OF EDUCATION</b> .....	3
<b>ADMINISTRATION</b> .....	3
<b>VISION STATEMENT</b> .....	4
<b>MISSION STATEMENT</b> .....	5
<b>INTRODUCTION-SCHOOL PROFILE</b> .....	6
<b>SCHOOL CRIME STATUS AND REPORTING</b> .....	6
<b>PERSONAL CHARACTERISTICS OF PUPIL &amp; STAFF</b> .....	6
<b>CURRICULUM AND EDUCATIONAL ACTIVITIES</b> .....	7
<b>PHYSICAL ENVIRONMENT</b> .....	8
<b>THE SCHOOLS' LOCATION AND PHYSICAL ENVIRONMENT</b> .....	8
<b>DESCRIPTION OF SCHOOL GROUND</b> .....	8
<b>MAINTENANCE OF SCHOOL BUILDINGS/CLASSROOMS</b> .....	8
<b>INTERNAL SECURITY PROCEDURES</b> .....	9
<b>SCHOOL CLIMATE</b> .....	11
<b>THE SCHOOL'S SOCIAL ENVIRONMENT</b> .....	11
<b>DISASTER PROCEDURES, ROUTINE AND EMERGENCY</b> .....	11
<b>CLASSROOM ORGANIZATION AND STRUCTURE</b> .....	11
<b>THE SCHOOL'S CULTURAL ENVIRONMENT</b> .....	11
<b>SUMMARY OF SITE SAFETY ASSESSMENT DATA</b> .....	13
<b>SCHOOL SAFETY COMPLIANCE</b> .....	14
<b>STUDENT HANDBOOK (POLICIES AND PROCEDURES)</b>	
<b>STAFF HANDBOOK (POLICIES AND PROCEDURES)</b>	
<b>SUICIDE PREVENTION POLICIES</b>	
<b>SUSPECTED CHILD ABUSE REPORTING PROCEDURES</b>	
<b>DISASTER PROCEDURES (INCIDENT COMMAND SYSTEM)</b>	
<b>SUSPENSION AND EXPULSION POLICIES</b>	
<b>PROCEDURES FOR NOTIFYING TEACHERS OF DANGEROUS STUDENTS</b>	
<b>DISCRIMINATION AND HARASSMENT POLICY</b>	
<b>SCHOOL WIDE DRESS CODE</b>	
<b>SAFE INGRESS AND EGRESS</b>	
<b>PROCEDURES TO ENSURE A SAFE AND ORDERLY ENVIRONMENT</b>	
<b>SCHOOL DISCIPLINE RULES AND PROCEDURES</b>	
<b>HATE CRIME REPORTING PROCEDURES AND POLICIES</b>	
<b>INTEGRATED PEST MANAGEMENT PLAN</b>	
<b>SCHOOL SITE COUNCIL EVALUATION AND PUBLIC HEARING CERTIFICATION</b>	

# **HESPERIA UNIFIED SCHOOL DISTRICT**

## **BOARD OF EDUCATION 2017/2018**

### *Board of Education*

**President: Niccole Peterson**  
**Vice President: Eric Swanson**  
**Clerk: Ella “Lee” Rogers**  
**Member: Cody Gregg**  
**Member: Marcy Kittinger**

### *Administration*

*Superintendent*  
**David Olney**  
*Deputy Superintendent – Educational Services*  
**Jovy Yankaskas**  
*Assistant Superintendent – Business Services*  
**Dr. George Landon**  
*Assistant Superintendent – Personnel Services*  
**Karen Kelly-Pelayes**  
*Assistant Superintendent – Innovation Technology and Communication*  
**Robert McCollum**

## **VISION STATEMENT**

The Cedar Middle School community will provide all students a well-rounded education through rigorous academics, high interest project based learning, opportunities for social and academic growth, and access to strong athletic and extra-curricular activities.

## **MISSION STATEMENT**

To inspire knowledge for all through passion and innovation.

## **INTRODUCTION - SCHOOL PROFILE**

Cedar Middle School has a student population of 1,168 students that is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.

Cedar Middle School faces challenges in maintaining a safe school. This section of the Comprehensive Safe School Plan will describe programs in place at our school as well as strategies and programs of our school site council for continued improvement in providing a safe, orderly, school environment conducive to learning.

### **School Crime Status and Reporting**

<b>CRIME</b>	<b>2015-2016</b>	<b>2016-2017</b>
48900a Physical Injury	61	114
48900b Dangerous Object	4	4
48900c Drugs/Alcohol	7	8
48900d Selling Controlled Substance	1	0
48900e Robbery/Extortion	0	0
48900f Damage Property	0	0
48900g Stolen Property	2	3
48900h Tobacco	0	0
48900i Profanity	27	4
48900j Drug Paraphernalia	1	1
48900k Disruption/Defiance	42	28
48900l Receiving Stolen Property	0	0
48900m Possession of Imitation Firearm	0	0
48900n Sexual Assault	0	0
48900o Harassing a Witness	0	0
48900p Soma	0	0
48900q Hazing	0	0
48900r Bullying	3	3
<b>Total</b>	<b>148</b>	<b>165</b>

### **Personal Characteristics of Pupil & Staff**

Cedar Middle School has an enrollment of 1,186 students in grades 7-8. Students from this school come from families with low family mobility. Approximately 68% of the pupils are in families receiving Aid to Families with Dependent Children that are eligible for free/reduce lunches. The ethnic makeup of the pupil population is 55% Hispanic, 8% Black, and 27% Caucasian. Our pupils have a variety of life experiences.

Hesperia Unified School District  
Cedar Middle School Comprehensive Safe School Plan

**Curriculum and Educational Activities**

The course of study includes the basic core curriculum, and enrichment classes such as music, art, drama, and technology.

Pupils have the opportunity to participate in noon and after-school activities. These include Friday ASB activities, various clubs, after school athletic programs, credit recovery, and tutoring.

Our staff provides opportunities and additional activities open to pupils in the areas of academic pentathlon, district wide spelling bee, and robotics.

## **PHYSICAL ENVIRONMENT**

### **The Schools' Location and Physical Environment**

Cedar Middle School is located in the city of Hesperia in San Bernardino County. Hesperia has a high crime rate and high poverty level. The immediate area round the school includes single family dwellings and parks. Present safety hazards include vacant buildings and an aqueduct.

### **Description of School Grounds**

Cedar Middle School provides a safe, clean environment for learning through proper facilities maintenance and campus supervision. Original facilities were built in 2007; ongoing maintenance and modernization efforts ensure facilities remain safe and up to date and provide adequate space for students and staff. Throughout the years, portable classrooms have been added to accommodate increased growth in enrollment. The campus is comprised of the following:

Acreage = 20

Square Footage = 79,900

Number of permanent classrooms = 2

Number of portable classrooms = 61

Number of restrooms (student use) = 5 sets

Computer Lab = 4

Library = 1

Cafeteria/Multipurpose Room = 1

Staff Work Room/Lounge = 4

Science Lab = 3

Weight Room = 1

Physical Education Facility = 2

Health Office = 1

### **Maintenance of School Buildings/Classrooms**

The custodial staff and district's maintenance department work together to ensure common areas, classrooms, and campus grounds are well-maintained and kept safe and functioning for students, staff, and visitors. Administration and custodians communicate throughout the day to discuss custodial needs, maintenance issues, and special projects. Hand-held radios enhance two-way communication efforts and help facilitate immediate resolution to urgent and emergency situations.

Cedar Middle School's plant supervisor oversees and supervises custodial staff, which is comprised of a full-time day custodian, a night lead custodian, and two night custodians. Every morning before school begin; the plant supervisor and the day custodian inspect facilities for safety hazards or other conditions that need attention prior to students and staff entering school grounds. As part of their daily duties, the day custodian and plant supervisor are responsible for overall general campus maintenance and keeping the cafeteria and restrooms stocked, safe, and sanitary. The evening custodians are

Hesperia Unified School District  
Cedar Middle School Comprehensive Safe School Plan

responsible for cleaning classrooms, desks, school office, restrooms, and outside grounds areas. Day and evening custodians share responsibility for set up and take down of equipment and/or furniture for afternoon and evening events.

Cedar Middle School works closely with the district's Maintenance and Operations department (M&O) for larger projects, routine facilities maintenance projects, and school inspections. M&O employs a work order process that enables Cedar Middle School to communicate unscheduled maintenance needs, urgent repairs, or special projects. Emergency situations are regularly resolved in one hour or less.

### **Internal Security Procedures**

Cedar Middle School has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, and inventory system.

Cedar Middle School's crime statistics reflect a total of 38 reported incidents during the 2016/2017 school year.

Cedar Middle School has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, and inventory system.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal by identifying areas of high crime activity, restricting pupil access to high crime activity areas, providing effective school supervision, identifying and providing preventative programs and activities.

Cedar Middle School maintains a copy of the district's sexual harassment policy in the vice principals office and the policy is available upon request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the Parent & Student Handbook. The parent student handbook is distributed at the beginning of each school year to all parents and pupils.

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for pupils, parents, and school employees. (School Safety Maps)

To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. District employees, not assigned to Cedar Middle School shall wear appropriate identification badges while on campus conducting business.

Hesperia Unified School District  
Cedar Middle School Comprehensive Safe School Plan

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences for Cedar Middle School are specifically described in this Comprehensive Safe School Plan include: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion or for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Cedar Middle School.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Cedar Middle School employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include: security system operational during non-school hours, cameras at various entry points on the campus, all classrooms are equipped with an intercom system, and each administrator, counselor, and campus assistants has a walkie-talkies on them at all times.

## **SCHOOL CLIMATE**

### **The School's Social Environment**

Leadership at Cedar Middle School is a shared process. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing Cedar Middle School toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff, and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

### **Disaster Procedures, Routine, and Emergency**

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Disaster Plan - **EDP** has been developed and provided as a separate document for each school site within the Hesperia Unified School District. The plan is reviewed at the beginning of each school year. This plan also contains information regarding available district and outside agency resources, emergency disaster procedures and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

### **Classroom Organization and Structure**

Cedar Middle School teachers provide safe and secure learning environment in their classrooms. Teachers use a variety of instructional strategies that include: AVID strategies, project based learning, small, and large presentations, hands-on activities, portfolios, and journals to list a few.

The teachers at Cedar Middle School are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Classrooms and teachers provide safe, orderly learning environment, enhance the experience of learning, and promote positive interactions amongst pupil and staff. Instructional time is maximized and disruptions are minimized.

### **The School's Cultural Environment**

There is a high level of cohesiveness among the staff members at Cedar Middle School. Cooperation and support between teachers and the administration is evident. Efforts are made by the administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Pupils are encouraged to bring problems to the principal, assistant principal, counselor, teacher, or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

Parents are encouraged to volunteer in the classroom, help with school events and field trips, be involved with clubs and athletics, and get involved in the decision-making

Hesperia Unified School District  
Cedar Middle School Comprehensive Safe School Plan

process through school committees. The School Site Council, English Language Advisory Council (ELAC), and GATE Advisory Council (Gifted and Talented Education) provide opportunities for parents to get involved with their child's educational experience. Parents who want more information or wish to participate may contact the school office at (760) 244-6093. There is a job for everyone who wants to get involved!

Regular school-to-home communication is provided in both English and Spanish. Information about current events and school activities can be found in Cedar Middle School's newsletter, website, and fliers. Occasionally, the school mails important news and announcements to parents at home or uses the school's automated telephone system to contact parents verbally. Parents may access current information about their child's attendance, course grades, and homework assignments through the school's website using Infinite Campus.

## **SUMMARY OF SITE SAFETY ASSESSMENT DATA**

### **Accomplishments/Areas of Pride**

Cedar Middle School has a low number of expulsions and violent suspensions. The staff at Cedar Middle School prides itself on developing and maintaining positive relationships with our students. As a result, we are able to create a safe campus environment where staff members, students, parents, and community members are able to trust and respect one another.

### **Findings & Desired Improvements**

Multiple perspectives is not just a good idea, it's truly a necessity when it comes to developing an effective safety plan. As we move forward and look for ways to improve our overall safety procedures it may be helpful to create a committee that thoroughly examines our procedures on a monthly basis.

### **Priorities/Goals**

1. Create a school site safety team that will examine and recommend improvements to our current safety plan on a monthly basis.
2. Implement an anti-bullying program with the help of the counseling department.
3. Continue to use group counseling sessions with targeted students.

# Cedar Middle School

## Student Arrival/Departure Procedures

All students that are enrolled at Cedar Middle School must inform the school via a transportation form how he/she is transported to and from school. This is to help the office locate students if there is a problem.

### **Drop off / Pickup**

Students are to be dropped off and picked up in the student pickup area only (located in the back of the school). The lane that is closest to the school is the drop off area. Use the second lane to pull through and pull over to the right curb to drop off. Please follow the directions of school staff members supervising this area.

Unless participating in a school-sponsored before school program activity, students are not permitted on campus before 8:00 a.m. There is no supervision prior to this time. The school cannot accept responsibility for students on campus before 8:00 a.m. Parents maybe cited by School Police for continually dropping students off at school prior to 8:00 a.m.

*Morning drop off:* Students will exit the vehicle at the gate located at the south side of the GYM. Once on campus, students walk to the shade structure or cafeteria. Students are not permitted to roam the hallways once they are on campus.

*Afternoon pickup:* Drive through the pickup area and pull over to the far left lane to pick up your child. Students are not to cross the pickup area without an adult. All students are to wait at the back gate to be picked up.

### **Bus Loading / Unloading**

Morning arrival: Students will unload the buses in the bus lane located in the front of the school. One campus assistant is stationed at the bus lane to ensure that students enter the campus in an orderly fashion. All students are to unload the bus in a timely manner and report to the shade structure or cafeteria. Students are not permitted to roam the hallways once they are on campus.

### **Afternoon departure:**

Students will load the buses at the end of the school day in the bus lane at the front of the school. All buses will leave the school grounds by 3:25 promptly. The school will not be responsible for students who are not on the bus by 3:30.

The bus lane is for buses only. Please do not drive through or park in the bus lane at any time. Violators may be cited by school police and run the risk of receiving a \$500 fine. All vehicles must stop when red lights are flashing on a bus.

### **Walkers**

Students are to use crosswalks and sidewalks to enter the school through the appropriate gates. Students are NOT to walk through the parking lot. Please obey all laws when walking to and from school.

### **Bicycles**

Any student that wishes to ride his/her bike to school must wear a helmet. Bikes are not permitted on campus and must be placed in the bike rack located in the front of the school prior to class starting. The bike rack is locked each morning as a deterrent; however, the school is not responsible for stolen or vandalized bikes. At no time are students allowed to ride their bikes on Cedar's campus or in the parking lot.

### **\*\*\*\*Important Reminders\*\*\*\***

Red zones are unauthorized parking areas. Yellow zones are for loading and unloading only. Please park legally at all times. Do not park in red zones, or block parking spaces, trash dumpsters, or residential driveways.

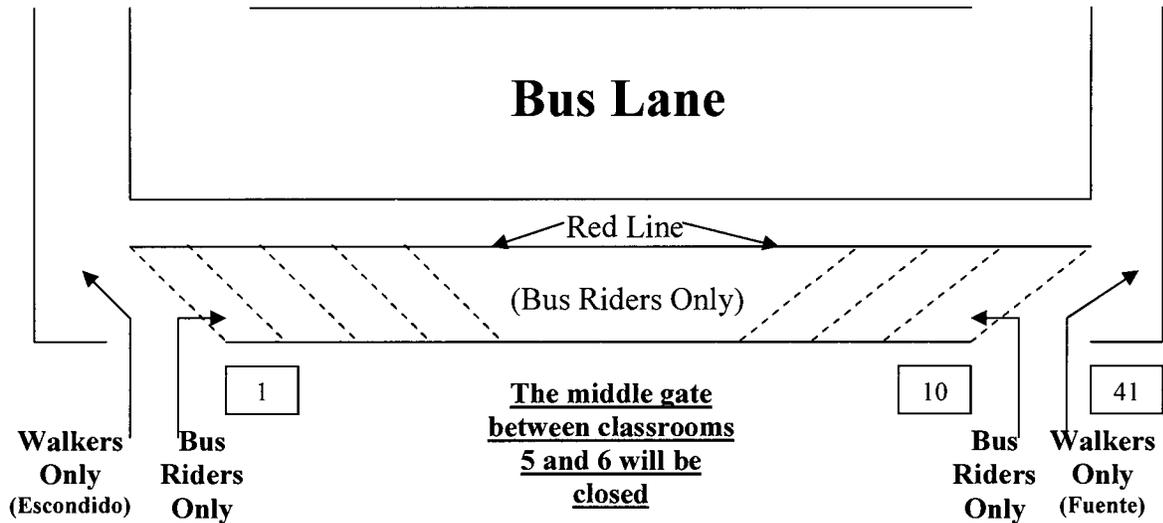
Remember, Cedar Street is a school zone. Please observe the 25 mph speed limit and reduce speed limit and reduce speed to 5 mph on school property.

# AFTER SCHOOL PROCEDURES

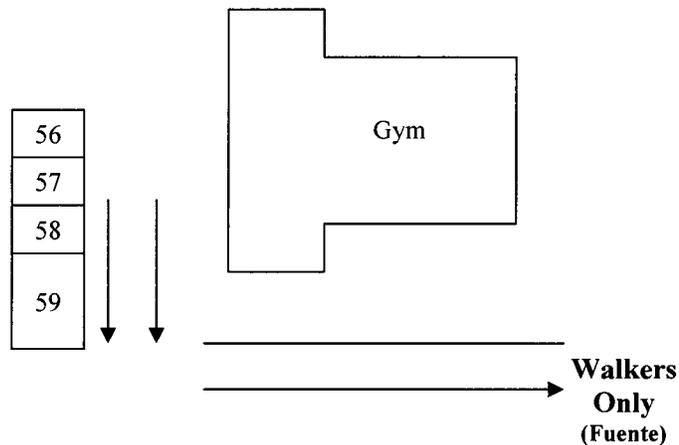
PLEASE REVIEW WITH ALL STUDENTS BEFORE THE END  
OF THE DAY

E  
s  
c  
o  
n  
d  
i  
d  
o  
  
A  
v  
e

F  
u  
e  
n  
t  
e  
  
A  
v  
e



- If you walk home towards Fuente Ave. use the gate between classrooms 10 and 41.
- If you walk home towards Escondido use the gate near classroom 1 and the bike rack.
- The middle gate between classrooms 5 and 6 will be closed.
- All bus riders must remain behind the red line until they are given permission to get on the bus.
- Pick-ups need to use the gate between the Gym and the back of room 59. All other gates in the back will be closed.



**HESPERIA UNIFIED SCHOOL DISTRICT**

**Cedar Middle School**

**COMPREHENSIVE SCHOOLS SAFETY PLAN:**

**School Site Council Evaluation and Public Hearing Certification**

**2017/2018**

California law requires the Comprehensive Safe School Plan of each school to be annually evaluated and amended, as needed, to ensure the plan is being properly implemented (Education Code 35294.2[e]). An updated file of all safety-related plans and materials is maintained by Cedar Middle School and is readily available for inspection by the public.

California law also requires notice for public input prior to the adoption of the Comprehensive Safe School Plan. Notice for public comment was provided on 2/12/2018 at Cedar Middle School. Notice was provided in the form of an announcement on the school’s web site.

Cedar Middle School’s “school site council” has evaluated our Comprehensive Safe School Plan and has determined the following:

The plan has been properly implemented and no amendments are needed.

**Signatures of Cedar Middle School’s Site Council Members**

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date