

# Hesperia Unified School District

## Topaz Preparatory Academy

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# HESPERIA UNIFIED SCHOOL DISTRICT

## BOARD OF EDUCATION

**President – Niccole Childs Petersen**

**Vice President – Eric Swanson**

**Clerk – Ella “Lee” Rogers**

**Member – Cody Gregg**

**Member – Marcy Kittinger**

### ***Administration***

**David Onley**

***Superintendent***

**Jovy Yankaskas**

***Deputy Superintendent – Educational Services***

**George Landon**

***Assistant Superintendent – Business Services***

**Karen Kelly**

***Assistant Superintendent – Personnel***

**Robert McCollum**

***Assistant Superintendent- Innovative Technology and Communication***

# **Topaz Preparatory Academy School Site Safety Committee**

**Principal Karen Prestwood**

**Assistant Principal Michelle Anten**

**Teacher Susan Gutierrez**

**Classified Staff Berenice Alvarez**

**Parent Leila Bullock**

**Law Enforcement Officer Mullinax**

**Member Marcia Rhodes**

**Member Krystal Tomko**

**Parent Ashley Clark**

**Parent David Contreras**

**Parent Jennifer Porter**

# SCHOOL PROFILE

Topaz Preparatory Academy is one of 32 schools in the Hesperia Unified School District with traditions dating back to 1994. Topaz Preparatory Academy averages a pupil body of 700 and is served by a dedicated staff. Both staff and parents comment on the positive changes that are ongoing in our school.

Topaz Preparatory Academy 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.

The school site encompasses 10 acres. The building has numerous corridors and faces the playground. The playground is grass, concrete, and asphalt and includes basketball courts, a kindergarten and K-6 playground, and a ball wall. Topaz Preparatory is completely enclosed by a fence with gates, which are kept locked during school hours. There are several wings and/or clusters of classrooms, including 25 classrooms and 10 relocatable classrooms. Other ancillary structures include the office, cafeteria, restrooms, library, water storage, and storage containers.

## ASSESSMENT OF THE CURRENT STATUS OF SCHOOL CRIME

DATE	DR #	CODE
10/11/16	16-10-026	INCIDENT
3/14/17	17-03-024	CVC 20002 HIT N RUN
3/30/17	17-03-034	INCIDENT

### Available Upon Request:

- Office Referrals
- Attendance Rates/School Attendance Review Board Data
- Suspension/Expulsion Data
- California Healthy Kids Survey
- School Improvement Plan
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

# OPERATIONS, POLICIES, PROCEDURES

Policies are included in our Parent/Student Handbook on our website and available upon request

1. Alcohol and Drugs
2. Associated Student Body
3. Attendance
4. AWARDS PROGRAMS
5. Behavior-Code of Conduct
6. Bullying Prevention
7. Buss/Transportation regulations
8. Cafeteria
9. Campus Visitors
10. Child Abuse Reporting
11. Classroom Discipline for Staff
12. Classroom Disruption/Insubordination
13. Code of Safety and Conduct
14. Communications Home/School
15. Communications Parent/School
16. Conduct
17. Conflict Resolution
18. Detention
19. Discipline
20. Discrimination Procedures
21. Dress Code
22. Drill Schedule
23. Drug Testing Policy
24. Earthquake Evacuation Procedure
25. Extracurricular Eligibility Policy
26. Eye Protection Devices
27. Fighting
28. First Aid
29. Fire Drills Procedures
30. Grading Policy
31. Graduation Requirements
32. Guidelines for the Playground
33. Harassment
34. Homework Policy
35. Independent Study
36. Internet Usage Policy
37. Smoking and Use of Tobacco
38. Suicide Prevention Policies
39. Suspension and Expulsion Policies
40. Tardy Policy
41. Weapon Free Campus Policy

## **Internal Security Procedures**

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

Topaz Preparatory Academy works alongside the Hesperia Unified School Police Department to reduce crime on our site and in our community. Topaz Preparatory Academy crime statistics reflect a total of 3 crimes reported for the 2016-2017 school year.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal: Identify areas of high crime activity, restrict pupil access to high crime activity areas, provide effective school supervision, identify and provide preventative programs and activities, BEST practices, and implementation of the WatchD.O.G.S. Program.

Topaz Preparatory Academy maintains a copy of the district's sexual harassment policy in the main office/principal's 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. Sexual Harassment Policy information is referenced in the Parents Rights.

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.

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 the school site when school is in session. District employees, not assigned to Topaz Preparatory Academy shall wear appropriate identification badges while on campus conducting business.

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.

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 Topaz Preparatory Academy.

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. Topaz Preparatory Academy 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: our security system is operational during non-school hours and classrooms are equipped with intercoms and telephones. Teachers outside on the playground are encouraged to carry their cell phone or a walkie-talkie.

Community involvement is encouraged to help increase school safety. Community partnerships and community service is a major part of the culture at Topaz. Topaz Preparatory Academy is always building relationships within the community and with other outside organizations.

## MANDATORY POLICIES

In the Parent/Student Handbook on our website and available upon request:

1. **Suicide Prevention Policies:** address procedures relating to suicide prevention, intervention, and postvention.
2. **Bullying:** policies and procedures aimed at the prevention of bullying
3. **Child Abuse Reporting:** insert reporting procedures
4. Policy for **Notifying Teachers of Dangerous Students:** notification policy
5. **Discrimination and Harassment Policy:** insert district harassment policy
6. **Dress Code:** Insert your site school-wide dress code here.
7. **Safe Ingress and Egress Procedures:** This section should include maps for the safe comings and goings of pupils, parents, and school employees to and from school. This would also include evacuation maps and routes.
8. **Suspension and Expulsion Policies:** Insert District wide policies
9. **Discipline Procedures:** Insert your school sites Disciplinary Procedures here.



# SAFE AND ORDERLY ENVIRONMENT

## Summary of Areas of Pride and Strength

### Accomplishments/Areas of Pride

- 24 hour video surveillance of school campus and surrounding areas
- Implementation of BEST Practices
- Implementation of the WatchD.O.G.S. program
- The Leader in Me 7 Habits school
- Leader of the Day, Tigers' Pride, and other incentive programs
- Incident Command Post proven efficient during the full-scale emergency drill
- Emergency supplies provided for each classroom
- Monthly safety walks with custodian
- Closed campus during school hours
- Monthly Emergency Practice Drills
- Raptor check-in system for all visitors who come on campus

## Summary of Areas of Desired Change

### Findings & Desired Improvements

- Reduce the amount of behavior referrals
- Additional emergency supplies needed in the event of a major disaster
- Create signs/banners for emergency reunification team areas
- Purchase additional walkie-talkies for each grade level lead for outdoor activities and emergencies.

# DISASTER PROCEDURES



**American Red Cross**

## **BP3516(a) Business and Non-instructional Operations**

### **EMERGENCIES AND DISASTER PREPAREDNESS PLAN**

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan) (cf. 3516.3 - Earthquake Emergency Procedure System)

The Superintendent or designee shall also develop and maintain emergency plans for each school site. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

This plan shall include emergency disaster procedures and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

# HESPERIA UNIFIED SCHOOL DISTRICT

## TOPAZ PREPARATORY ACADEMY

### COMPREHENSIVE SCHOOLS SAFETY PLAN:

#### SCHOOL SITE COUNCIL EVALUATION AND PUBLIC HEARING CERTIFICATION

##### 2017/2018 UPDATE

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 32286). An updated file of all safety-related plans and materials is maintained by Topaz Preparatory Academy 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 (Education Code 32288[b] (1)). Notice for public comment was provided on [\[Enter Date\]](#) at [Hesperia Unified School District](#). Notice was provided by [Topaz Preparatory Website and School Site Council meeting minutes](#).

Topaz Preparatory Academy'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.

