

# **HIGH TECH HIGH POINT LOMA VILLAGE**

**COMPREHENSIVE SCHOOL SAFETY PLAN**

**2022-2023**

**Dr. Kaleb Rashad, Interim CEO**

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Site Manager: Vanessa Martinez

### High Tech High International

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Director: Jade White  
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Site Manager: Karen Lowe

### High Tech Middle

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### High Tech Elementary

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Han  
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Site Manager: Maggie Fragoso

### High Tech Middle Media Arts

2230 Truxtun Road, 2nd  
Floor San Diego, CA  
92106  
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Fax: (619) 758-9568  
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Dean: Marc Shulman  
Site Manager: Naiby Mencias

### High Tech High Media Arts

2230 Truxtun Road, 3rd  
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Yumbla  
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Trinidad  
Site Manager: Tianna Lopez



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### **ATTACHMENTS:**

1. Confidential Site Emergency Response Plan with Campus Maps
2. HTH Student Mental Wellbeing and Safety Policy
3. Hazard Assessment Summary

## **COMPREHENSIVE SCHOOL SAFETY PLAN**

This comprehensive school safety plan applies to the seven High Tech High schools located in the San Diego community of Point Loma. The schools covered by this plan include:

- High Tech High
- High Tech High International
- High Tech High Media Arts
- High Tech Middle
- High Tech Middle Media Arts
- High Tech Elementary
- High Tech Elementary Explorer

These seven schools are sometimes collectively referred to as the HTH-PL Schools throughout this plan.

### **CRITERION 1 - Assessment of current status of school crime**

The HTH-PL Schools are situated in Liberty Station, the site of a former Naval Training Center and now a mixed-use development in San Diego, California. The site includes a waterfront location, on a boat channel off of San Diego Bay, just west of the San Diego Airport and a few miles north of Downtown San Diego. The 361-acre project includes several distinct districts: a retail and commercial district, a promenade focused on nonprofit activities, an educational district, a residential district, a hotel district, an office district, and a park/open space area along the boat channel.

Despite the open feeling of the schools, HTH campuses are considered closed campuses in order to provide safe and secure schools. Students must remain within the immediate vicinity of their respective schools during all school hours with the following general exceptions:

- Liberty Station: In general, Liberty Station may be considered to be on campus when students are accompanied by faculty and staff during class hours for a specific school purpose.
- Liberty Station Retail Area and Lunch Breaks:
  - **High School Students**: High school students may walk over to a defined section of the Liberty Station Retail Area, located within the quadrangle defined by the following streets: Womble, Historic Decatur, Roosevelt and Truxtun Roads. High School students are permitted to patronize the Liberty Station stores located within the Liberty Station Retail Area before school, during lunch and after school. Students are not permitted to be in the Liberty Station Retail Area during class time. Moreover, students may not travel to any other off campus sites during school hours without the supervision of a teacher.
  - **Middle and Elementary School Students**: Due to the age range of our middle and elementary school students, middle and elementary school students must stay within the immediate vicinities of their schools. Middle and elementary school students are not permitted to walk to or from the Liberty Station Retail Area or any other stores during school hours unless in the company of a teacher during the course of a school activity. Middle and elementary school students are not permitted to buy lunch from these stores and must stay in the current designated lunch areas near their schools.

To assess the current status of school crime, HTH reviewed the crime data for the vicinity surrounding the school site at [www.crimemapping.com](http://www.crimemapping.com)

Date range used: 08/29/21 - 12/06/21. Search Radius used: .25 miles

The crime data indicates that most of the crimes occurred on non-school days or occurred outside of school start/end times. Of the 9 crimes listed within a quarter mile radius of campus, only two occurred within school hours on a school day. The remaining 6 occurred either too far from campus to be a threat to HTH Village students/staff/faculty or occurred when school was not in session.

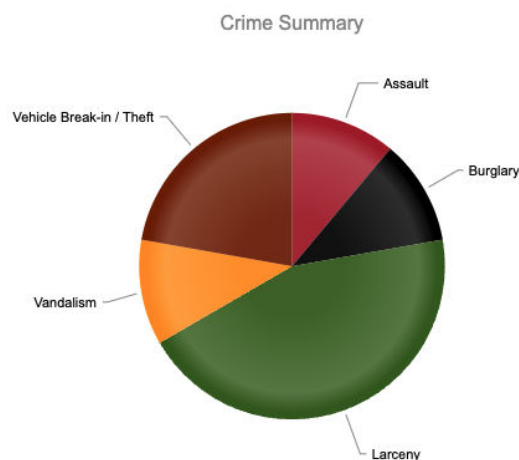
The two crimes that occurred during school hours were:

1. Break-in/Theft
2. Commercial Burglary

The commercial burglary occurred several blocks from the HTH campus. We have no reports indicating that these crimes affected HTH-PL students/staff/faculty.

In addition, there were no on-campus crimes reported during this time period.

The following pie chart was downloaded from [www.crimemapping.com](http://www.crimemapping.com) and summarizes the 9 crimes reported.



### Programs to Ensure Student Safety

1. The San Diego Police Department, Western Division, located at 5215 Gaines Street, serves our neighborhood. Officer Delilah Lopez and Officer Letty Ruelas, SROs, are our liaison (619) 212-2703. The Deans of Students have met with Officers Lopez and Ruelas and other officers assigned to HTH-PL Schools and continue to work with local law enforcement and the school community to ensure school safety.

2. The San Diego Fire Department Station 20, located at 3305 Kemper St, San Diego, CA 92110, serves the immediate area.
3. HTH participates in various types of drills throughout the year including, fire drills, earthquake drills, and presentations for staff for procedures in the event of active armed assailant threats to campus (formerly known as lockdown drills).
4. Safety information is provided to HTH families via the Student and Parent Handbook ("Handbook"), School Messenger, school website, and other communications throughout the school year.
5. Pursuant to California Education Code § 215, HTH, in consultation with the school and community stakeholders and staff school psychologists, developed and adopted a Student Mental Wellbeing and Safety Policy on August 24, 2017. Please see attached policy.

## **CRITERION 2 - Child Abuse Reporting Procedures**

The HTH child abuse reporting procedures are consistent with applicable laws including California Education Code § 44691; California Penal Code §§ 11164-11174.3; and *Camreta v. Greene* (2011) 563 U.S. 692.

HTH staff members who are mandated reporters as defined in Penal Code § 11165.7 complete the Mandated Reporter training developed by the California Department of Social Services (<https://mandatedreporter.ca.com/>) or an HTH Mandated Reporter Training within the first six weeks of the school year or if hired after the first six weeks of the school year, within six weeks of being hired.

HTH staff are required to report suspected child abuse to an official child protective agency. In San Diego County, reports are made to either a law enforcement agency (i.e., San Diego Police Department [SDPD]) or to the San Diego County Health and Human Services Agency (HHSA) Children's Services Child Abuse Hotline.

All known or suspected instances of child abuse must be reported by telephone immediately or as soon as practically possible to one of the child protective agencies listed below and within 36 hours after the phone call is placed, and the mandated reporter must follow up with a written report.

Persons observing evidence of suspected child abuse may inform the school director or other school personnel.

Students and parents shall be made aware that students also may report instances of child abuse on themselves or others to any staff member.

1. **San Diego Police Department Child Abuse Unit**  
(619) 531-2000  
(858) 484-3154
2. **San Diego County Health and Human Services Agency (HHSA) Children's Services Child Abuse Hotline**

Phone 858-560-2191 (24-hour response number) or 800-344-6000

### **CRITERION 3 - Disaster Procedures, Routine and Emergency**

The Site Emergency Response Plan (“SERP”) has been developed to provide for the safety of students, staff, visitors, buildings, equipment and supplies. The SERP includes site maps with emergency exits and evacuation routes, instructions and disaster procedures including procedures for the use of school buildings, grounds and equipment during a disaster, and staff responsibilities in an emergency. HTH complies with the California Education Code requirements regarding emergency drills and procedures. Emergency drills are held as follows:

California Education Code, Section 32001.

Fire alarm signal to be sounded not less than once every calendar month and drill at least once every month in elementary schools, at least four times every school year in middle schools and at least twice every school year at the intermediate level.

California Education Code, Section 35297.

Drop, Cover, Hold On drill at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Emergency officers from the San Diego Police Department as well as the San Diego Fire Department have visited the site. All emergency plans have been reviewed and approved by these officers.

The SERP procedures are outlined in Attachment 1- Site Emergency Response Plan. *[Please note: For security reasons, this attachment is confidential and should not be shared publicly].*

### **CRITERION 4 - Suspension & Expulsion Policies**

High Tech High maintains a rigorous academic environment and a deep sense of community. Rules for participating in the community are clearly and regularly communicated to students and their families via the Student and Parent Handbook, School Messenger, and newsletters.

Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area (“SELPA”) policies require additional or different procedures.

For further information regarding Suspension and Expulsion Policies, please refer to the Student and Parent Handbook.

### **CRITERION 5 - Notification to teachers of dangerous pupils pursuant to Education Code 49079**



After receipt of information from the court that a student has committed any of the crimes mentioned in Welfare and Institutions Code Section 827, the Site Manager at each school will log the information in PowerSchool and advise the Director and the Dean of Students of the information received from the court and the Probation Department. The Director and/or the Dean of Students will then disseminate the information to teachers, counselors, or administrators with direct supervisory or disciplinary responsibility over the minor in order to enable them to work with the student in an appropriate fashion, and to reduce vulnerability. Teachers have access to PowerSchool and can review their students' files at the beginning of the year and throughout the school year.

Although HTH is not required to comply with Education Code Section 49079, consistent with the Charter Schools Act (EC 47610), in its efforts to maintain a safe school community, HTH may inform teachers of pupils who have engaged in serious offenses involving tobacco, sexual harassment, hate violence, harassment or intimidation, or terroristic threats against the school.

HTH staff is responsible for ensuring that the student's confidentiality and rights are respected and protected. Any information received by a teacher, counselor, or administrator as set forth above shall be confidential and shall not be disseminated further by the teacher, counselor, or administrator except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.

HTH staff will make every effort to cooperate with law enforcement and probation officers. Collaboration and communication with juvenile court authorities are essential in supporting students who are (or have recently been) under supervision of the juvenile court.

## **CRITERION 6 – Student Non-Discrimination And Title IX/Sexual Harassment Policies**

### ***Student Non-Discrimination Policy***

HTH maintains that it is critical that all members of the HTH community respect each other's rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. HTH is committed to equal opportunity for all individuals in education. HTH's programs and activities shall be free from harassment, or discrimination or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, and any other or any other basis protected by applicable law. HTH shall promote programs that serve to eliminate discriminatory practices in school activities.

The School adheres to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying, including cyber sexual bullying, of another student or anyone from HTH may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying, including cyber sexual bullying, or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Director or Dean of Students.

### ***Title IX/Student Sexual Harassment Policy***

HTH is committed to making the school free from sexual harassment. This means that HTH prohibits sexual harassment by someone from or in the educational setting. HTH prohibits sexual harassment and harassment based upon gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable law.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic (including cyber sexual bullying), visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

HTH prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. HTH further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

HTH will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which HTH does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

**Title IX/Non-Discrimination/Sexual Harassment Coordinator:** HTH has designated one or more individuals at each school site to receive complaints under this policy: the School Director and/or Dean of Students. Students, parents or staff should report a claim sexual harassment to the School Director and/or Dean of Students of their child's school.

HTH will respond to complaints within a reasonable time period, as appropriate, and consistent with the nature of the allegations. Reports shall be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent possible.

Should the reporting individual find the school level resolution unsatisfactory, he/she may appeal the decision to the HTH Compliance Officer who oversees Title IX compliance. HTH's Title IX Coordinator may be contacted as follows:

Angela Guerrero  
HTH Title IX Student Coordinator  
2861 Womble Road San Diego, CA  
92108  
Email: [aguerrero@hightechhigh.org](mailto:aguerrero@hightechhigh.org)

Dr. Colleen Green  
HTH Title IX Staff Coordinator  
1420 W. San Marcos Blvd.  
San Marcos, CA 92078  
Email: [cgreen@hightechhigh.org](mailto:cgreen@hightechhigh.org)

Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. HTH prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible. HTH will take appropriate corrective action, if warranted.

Further information regarding High Tech High's Student Non-Discrimination and Sexual Harassment Policies can be found in the Student and Parent Handbook.

## **CRITERION 7 - Dress Code Provisions**

Students and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

### **Core Value**

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

### **Universal Dress Code**

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or makerspace). Additionally, this policy allows for reasonable variation in required student attire for participation in sports teams such as swimming or wrestling.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

Attire worn in observance of a student's religion are not subject to this policy.

This policy permits schools with a uniform policy to continue having a uniform policy provided that it is gender neutral and inclusive of attire worn for a religious reason.

### **Enforcement**

Directors are required to ensure that all staff are aware of and understand the guidelines of this policy. Staff will use reasonable efforts to avoid dress coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying.

### **Dress Code Violations**

Potential consequences for failure to adhere to the dress code range from wearing a school uniform to being required to change into dress code appropriate clothing. Parents may be called to deliver clothing. Following the dress code is one way that students show that they wish to be a part of the HTH community.

For more information regarding HTHCV Dress Code guidelines, please refer to the Student and Parent Handbook.

## **CRITERION 8 - Procedures to ensure safety of Students, Staff and Parents while going To and From School**

HTH is an integrated network of sixteen commuter public charter schools each classified as a "school of choice" to give parents the opportunity to choose their children's school without zip code restrictions. As such, parents are responsible for their children's daily commute to and from school. HTH offers various programs to assist parents including:

- Before and After school care programs. For more information, please visit <https://www.hightechhigh.org/htex/after-school/>
- MTS Compass Passes (for eligible students). For more information, please contact your school Director and/or Dean.
- HTH Community Carpool Network. For more information, please visit <https://www.hightechhigh.org/hth/carpool-information/>

To ensure the safety of all students, HTH asks students and parents to read the following guidelines set forth by the [National Safe Kids Campaign](#).

### Walking to School

To avoid injury:

- Never let children under age 10 cross the street alone.
- Teach children to recognize and obey traffic signals and pavement markings.
- Choose the safest route between home and school and practice walking it with children until they can demonstrate traffic safety awareness.
- Be mindful when using electronics such as cell phones.

Remind Students to:

- Cross streets only in crosswalks; never enter streets from between parked cars or from behind shrubbery.
- Always look both ways before crossing the street.
- Walk—don't run—across intersections.
- A flashing "walk" signal does not mean it's safe to cross.
- Use the same route every day and avoid shortcuts.
- Don't speak to strangers; if a stranger approaches, tell a trusted adult such as a parent or teacher.

### Public Transportation

HTH offers MTS Compass Passes to eligible students, which allow students to take the bus, coaster, or trolley to school. Although bus travel is one of the safest ways to get to and from school, injuries can still occur, and most of them take place when children are getting on or off the bus.

Some safety tips for riding the bus are:

- Arrive at the bus stop at least 10 minutes before the scheduled arrival of the bus.
- Stay out of the street and don't horseplay while waiting.
- Wait for the bus to come to a complete stop before getting on or off.
- Remain seated and keep head and arms inside the bus at all times.
- Do not shout or distract the driver.
- Do not walk in the driver's "blind spot" -- the area from the front of the bus to about 12 feet in front of the bus.

### Riding Bicycles

Bicycles are associated with more childhood injuries than any other consumer product except the car.

To make sure children are safe when riding bicycles to school:

- Wear a helmet. State law requires it, and failure to wear one could result in a traffic citation. More importantly, helmets can reduce the risk of head injury by as much as 85 percent.
- Obey rules of the road; the rules are the same for all vehicles, including bicycles.

- Stay on the right-hand side of the road and ride in the same direction as traffic.
- Know and use appropriate hand signals.
- Choose the safest route between home and school and practice it with children until they can demonstrate traffic safety awareness.

### Driving

To reduce the risk of injury:

- Always use child safety seats and safety belts correctly when driving or riding in a car.
- Arrive early—especially the first few weeks of school—and use the school's designated student drop-off and pick-up zone.
- Do not double park or make u-turns in front of the school. Police officers are issuing citations for traffic violations and there is no warning or grace period.
- Children should enter and leave the car on its curbside.

Each Director and/or Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, lock down, campus emergencies) and maintain an accurate record of each drill. All students and staff shall review site evacuation procedures including primary/alternate routes and assembly areas, assigned responsibilities and action to take.

## **CRITERION 9 - Safe and Orderly School Environment**

HTH has a number of policies and procedures in place to ensure a safe and orderly school environment. Key campus safety policies are incorporated and referenced in the Student and Parent Handbook. A copy of the Student and Parent Handbook is provided to all students and can also be accessed on the school website at <https://www.hightechhigh.org/handbook/>. The Handbook includes policies related to attendance, school activities, visitors, student health and wellness, safety policies, community standards and conduct guidelines, student non-discrimination and sexual harassment policies.

We rely on the vigilance of HTH students and staff to maintain a safe and orderly school environment. The staff is vigilant in observing campus activities to ensure student safety and in bringing safety concerns to the attention of the school leadership team.

The HTH community is kept advised on school safety issues via the Student and Parent Handbook, HTH website, newsletters, and School Messenger automated alert system.

### The closest fire department to campus is:

- San Diego Fire Department Station 20: 3305 Kemper St, San Diego, CA 92110 - (858) 573-1300 (1.9 miles)

### The closest San Diego Police Dept. to campus station is:

- San Diego Police Department- 5215 Gaines Street, San Diego, CA 92110 - (619) 692- 4800 (2.8 miles)

### The closest hospital to campus is:

- Scripps Mercy Hospital, 4077 Fifth Avenue, San Diego, CA 92103 - (619) 294-8111 (4.4 miles)

## **CRITERION 10 - Assisted Rescue Protocols**

During an emergency, persons with disabilities may need assistance in evacuating to the designated location. These individuals have been pre-identified and HTH staff members have been alerted of any students with special needs. In the event that it is necessary to evacuate or transport a student with limited mobility, the HTH staff members at the scene will determine the most safe and efficient method to quickly transport the student to a safe location. Options include:

- Securing the student in a wheelchair and rolling to safe location.
- Securing the student to a cot and carrying them to a safe location.
- Having staff member(s) carry the student (e.g., firemen/other emergency personnel carry) to a safe location.

### **CRITERION 11 - Safe School Planning Committee**

The CSSP and SERP will be communicated to students in their classrooms via teacher announcement/class meeting at the beginning of the school year. Lockdown procedures will be communicated to families via an email from Directors/Deans. Students and Parents are encouraged to provide feedback.

Members of the School Safety Planning Committee, which is responsible for the development of this safety plan, include:

- Marcus Bell, Dean of Students of HTH
- Jade White, Director of HTHI
- Josh Benedick, Dean of HTe
- Colleen Green, Director of Operations and Student Services
- Teacher Representative(s) - TBD
- Student Representative(s) - TBD
- Parent Representative(s) - TBD

**[CONFIDENTIAL] ATTACHMENT 1- SITE EMERGENCY RESPONSE PLAN**