

Summary of Services  
CENTRAL HIGH SCHOOL  
SCHOOL SAFETY COORDINATOR (SSC)

Central High School strives to provide students with the knowledge and skills to be successful and lead productive, responsible lives. Research demonstrates that students who feel safe and attend school in healthy, orderly and supportive environments tend to be more successful and achieve academically. Karen Hawkins, Educational Research Service, says, "The goal of any school is to be a place of learning, and for students to learn they must feel emotionally and physically secure. In an arena where lethal shootings can share headlines with teasing and bullying, safety for school children is a critical challenge for educators.

**WORK HOURS:**

Monday through Friday, starting and ending times to be determined by the principal.  
August 2010 to June 2011

**DUTIES:** Operate under the direction of Central High School's Principal and fulfill the following functions:

**WORK WITH PARENTS**

Parents play a major role in making a successful transition from three high school's to two in Duluth. The SSC would be responsible for setting up the following:

- Invite parents to Central High School to meet staff and learn about the school and the opportunities there.
- Provide tours of Central High School so parents can see the school their child will attend/attends.
- Ask parents to volunteer time when the school year starts. Utilize them in the halls, cafeteria, and outside the school to help monitor student activity. The more adults we have in these areas the less conflict we'll have.
- Ask parents to continue in these roles during the school year and schedule more during special events.
- Train and schedule volunteer parents for activity.
- Provide parents with copies of the school district's discipline policy. This provides them with information about prohibited conduct and consequences. Go through the policy highlighting important areas.
- Provide parents information about emergency procedures and notification.
- Encourage parents to report any questionable behavior/comments to school authorities.

**WORK WITH THE STUDENT BODY**

Central's enrollment will double during the 2010-11 school year. More than half of the students will be new to Central High School. Mixing students from two schools may cause some friction. It is our responsibility to reduce that friction as much as possible. The SSC should set up the following:

- Work with school staff to schedule an event for all students but especially new students to come to Central to learn about the school and its' opportunities. This may eliminate any preconceived notions they may have of the school or other students.
- Work with school staff to schedule grade-level assemblies during the first week of school to welcome students to Central and to explain the rules.
- Introduce the students to Central's staff including the supervisory assistants (SA) and the school resource officer (SRO). Explain what they do and how they can help them during the day.
- Explain the school district's policy on discipline and the consequences for bad behavior at school. This can be an upbeat discussion.
- Hold students responsible for bad behavior with a heavy emphasis at the beginning of the school year.

#### WORK WITH STAFF

Reducing the number of high schools from three to two required DPS to redeploy all secondary school staff throughout the district. As a result, Central expects to see at least 50% new staff as the new school year begins. The SSC should help or oversee:

- Review Central's emergency plan.
- Help develop more effective procedures for supervisory staff.
- Review mandatory drills and Central's expectation from staff.
- Supervision of the cafeteria during lunch time.
- Adult presence in the hallways. If we have additional adults standing in the hallway before school, during passing time and after school this will only help reduce conflicts between students.
- Review procedure for outsiders on campus.

#### CONFLICT RESPONSE

Respond to problems/issues on campus including:

- Teacher/staff requests for assistance on campus. Can we improve the current system?
- Fights/conflicts
- Criminal behavior
- Mitigate/resolve the problem
- Notify Central administration
- Notify police when applicable

#### CAMPUS CLIMATE NOISE

Monitor student climate on campus and take appropriate action including:

- Receive information about problems/issues on campus and/or community
- Act on the information and or direct it to the proper authority
- Notify Central administration
- Notify police when applicable

## PUBLIC TRANSPORTATION

Central's administration anticipates an increase in the number of buses transporting students to school. Once we know the number of buses and the arrival and departure times of these buses the CSS is responsible to:

- Schedule supervisory assistants, parent volunteers, and other identified Central staff at the arrival and departure points to monitor student behavior. There should be a greater presence there when school starts in the fall. As students become acclimated to their new environment, we can reduce the number.
- Meet with bus drivers to determine their needs in relation to Central High School and the transporting of students. Determine whether there are any safety or security issues involving students on the bus. The drivers may be aware of issues or can warn us about issues. This should be done throughout the school year.
- Explore ride share options.
- Explore remote parking sites options with transportation to and from by District.

## PARKING LOT

Central High School offers limited parking on site and none in the surrounding neighborhoods. Limited parking availability along with the introduction of 900 new students may cause friction. The SSC would be responsible for:

- Parking permits. Consider a lottery system for parking permits so that all students feel they had an opportunity for parking their private vehicle. If everyone has an opportunity, there may be less animosity about limited parking.
- Parking Lot. Consider expanding parking to adjoining STC parking lot and lawns.
- Schedule supervisory assistants in the parking lot at arrival/departure times and during the lunch period to monitor student activity. Students should be prohibited from sitting in their car during school hours.
- Parking lots can be dangerous places because of the high volume of vehicles arriving/leaving at the same time. Central's administration should consider removing parking privileges for undesired behavior.

## SCHOOL START/END – BUILDING ISSUES

Arrival and departure into the building presents some unique issues/problems. The SSC would be responsible for:

- Scheduling as many supervisory assistants, parent volunteers, and other previously assigned school staff to monitor student activity.
- Monitor student activity and address any undesirable behavior (especially important when school starts in the fall).
- Identify the time when the school should limit entry into the building and post same.
- Oversee process for visitors on campus.
- Research security industry for portable barriers and their use. (Consider limiting access to the building by setting up a portable barrier channeling visitors to the office door/window. These are used elsewhere and can be quite effective in limiting access to the building). These can be as simple as the old movie theatre ropes.

- Oversee entry into the building through authorized entries (front entrance recommended) after school starts. It may be inconvenient but it is safer for the students and staff inside.

#### SUPERVISORY ASSISTANTS

The supervisory assistants play a key role in monitoring/responding to student activity within the school. The SSC would be responsible for managing the supervisory assistants. Central should consider the following:

- Require supervisory assistants to wear a distinct uniform. Researchers found that an adult wearing a uniform can deter delinquent behavior. The uniform can be as simple as a polo shirt with a specific color and a jacket. The uniform can be beneficial to students and staff as well because they are so easily identifiable in a crowd.
- Equip all supervisory assistants with portable radios that transmit throughout the building.
- Allocate and deploy enough supervisory assistants to cover the campus at peak hours of activity. This should be determined with input from the school's administration and the supervisory assistants.
- Participate in the hiring of supervisory assistants when possible. Desirable characteristics include good interpersonal and communication skills and they must enjoy working with young people. We can train them to do the job but they need these traits.
- Train supervisory assistants in specific areas of de-escalation techniques.

#### IDENTIFICATION

Central staff and students should all be issued school identification. All staff should wear this visibly on their outer clothing. The SSC would be responsible for setting and monitoring the following:

- Photo identification for all of Central's staff. The administration should require staff to wear their photo identification at all times while in the building.
- Visitor identification for all of Central's visitors. All visitors should be issued a visitor pass so that when they are encountered in the building, staff can see they have signed in through the office. There are several types available. Some are color coded. Others are designed to fade after a designated time. Visitors should be instructed to wear this at all times when in the building and to return it when they leave. This should be followed up on.
- Visitors in the building without identification should be questioned when encountered.

#### SCHOOL DRILLS

Minnesota law requires public schools to practice specific drills during the school year. The SSC would be responsible for scheduling and conducting these drills. These should be done with a watchful eye to determine what works, what doesn't, and then revising same. Revisions should be considered only after consulting all staff involved. Students should be consulted for input on the drills as well.

### SURVEILLANCE EQUIPMENT

Central High School has surveillance cameras set up throughout the school. Denfeld's closing for a year offers Central an opportunity to add cameras on the campus. The SSC would be responsible for:

- Reevaluate the location of currently installed cameras.
- Determine the location and number of all new cameras.
- When incidents occur on campus, review film for the activity and arrange for any needed copies.
- Research industry for new technology for possible upgrades in equipment.

### LOCKER SEARCHES

At times, it becomes necessary for staff to search a student's locker. This should be done only when necessary and only within school district/Central policy. The SSC would be responsible for:

- Research new case law on locker searches.
- Under the direction of the principal, review the policy/procedure on school locker searches.
- Work with administration and oversee the search of student's lockers.
- Report findings to school administration.
- Document the search and the results.

### SCHOOL EMERGENCY OPERATIONS

The SSC would be responsible for school emergency operations as directed by the principal.