

Comprehensive School Safety Plan

Mira Catalina Elementary School

Palos Verdes Peninsula Unified School District

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This document is available for public inspection in the School Office.

School Site Mission

Mira Catalina Elementary is located atop the bluffs of the majestic Palos Verdes Peninsula with grand vistas of the Pacific Ocean, and views of Santa Catalina Island. One might imagine our mascot, the whale, navigating the beautiful blue Pacific Ocean visible from our charming school. The whale's pod approach is symbolic of that formed by teachers, staff, and parents that surround each student here at Mira Catalina. Though somewhat defenseless when swimming alone, whales are strong and powerful when working as a group. Like all whales, they travel the wide oceans of the world bound by few limits. Whales can travel the ocean highways of their choosing and make their home at any corner of the earth. This mobility is exactly the kind of power teachers at Mira Catalina Elementary wish to give their students. Mira Catalina children hail from every part of this nation and many foreign countries. The teachers' task is to impart essential skills to empower the children and keep all options and pathways open. The objective is to put the world within the children's reach. Our school opened in 1963 and presently serves nearly 367 students in grades K-5. This is a unique campus and is the only one like it within the Palos Verdes Peninsula Unified School District. Swim on by and find out why Mira Catalina is a "WHALE" of a school.

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Assessment of the Current Status of School Crime

An assessment of the *California Safe Schools Assessment: School Crime Reporting Summary* reveals that at Mira Catalina Elementary School, during the period between 8/28/17 and 6/7/18, there were no reported crimes involving the possession, use, or sale of drugs, drug paraphernalia, or alcohol. Additionally, there were no reported incidents of assault with a deadly weapon, battery, homicide, robbery/extortion, sex offense, arson, bomb threat, destructive explosive devices, loitering/trespassing, nor possession of weapons.

At Mira Catalina Elementary School there was no report of burglary or theft. There was a report of vandalism in the form of minor destruction of school property.

This assessment is a solid indication that Mira Catalina elementary school students, parents, and staff are relatively safe on campus, off campus at school-sponsored events, and traveling directly to and from school.

Child Abuse Reporting Procedures

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report
Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)
Los Angeles County – Report Child Abuse
800-540-4000
<https://mandreptla.org>
2. Written Report
Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically

submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Victim Interviews by Social Services/Law Enforcement

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY				
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE				
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY						
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)								
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL		
		OFFICIAL CONTACTED - TITLE			TELEPHONE ()				
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY		
	ADDRESS			Street	City	Zip	TELEPHONE ()		
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME				
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLIGENCE <input type="checkbox"/> OTHER (SPECIFY)			
	<input type="checkbox"/> NO	<input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> JUNK		
D. INVOLVED PARTIES	VICTIMS SIBLINGS								
	1. _____		NAME		BIRTHDATE	SEX	ETHNICITY	3. _____	
	2. _____		NAME		BIRTHDATE	SEX	ETHNICITY	4. _____	
	VICTIMS PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
	SUSPECT	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
		ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY		
	ADDRESS			Street	City	Zip	TELEPHONE ()		
	OTHER RELEVANT INFORMATION								
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____								
	DATE / TIME OF INCIDENT				PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)								

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

Disaster Response Procedures

Mira Catalina Elementary updates and revises the Standardized Emergency Management System (SEMS) at the beginning of each school year.

Mira Catalina Elementary reviews the Emergency Plan with staff at the beginning of each school year to review Emergency teams and responsibilities. We conduct multiple drills each year to make sure that in an emergency situation, our school will follow the emergency plan to make students and staff as safe and comfortable as possible during an emergency situation. Our PTA annually takes inventory of the Disaster sheds on campus making sure that we have sufficient food, water, and supplies for at least three days.

In the case of a fire, our school can be evacuated to safety within a matter of minutes. We practice regular drills. In case of flooding or any additional disaster, the procedures are explained in the emergency plan. The staff knows to listen for the bell followed by verbal directions indicating the nature of the emergency.

We had an active shooter training for all employees in August of 2018. We also have an AED installed in the main office and a few "stop the bleed" kits.

Mira Catalina has a tactical plan in place, as well as outstanding procedures in the event of a natural disaster or emergency. Special consideration has been given to emergency procedures with regard to students with disabilities.

The District works collaboratively with local fire, police, sheriff, and EMS (LA County and Palos Verdes Estates) to ensure the safety of staff and students.

For specific details, refer to Palos Verdes Peninsula Unified School District Board Policy and Administrative Regulations 3516.

Procedures for Notifying Teachers about Dangerous Pupil

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The Palos Verdes Peninsula Unified School District has incorporated this notification into the existing "Attendance Reporting screen". On the daily attendance report, when a student is suspended, will show an "SSA" next to the student's name. The teacher can access the suspension by looking at the student's discipline screen. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the Palos Verdes Peninsula Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student's counselor.

Procedures for Safe Ingress and Egress from School

Mira Catalina Elementary School takes pride in being part of a school district which has a mission to provide a safe environment for all children, their parents, and school employees. To achieve this goal, the school works closely with the Lomita Sheriff's Station and the City of Rancho Palos Verdes to guarantee that the school's immediate community is safe. Staff will monitor the play areas and the parking lot areas both before and after school to ensure children's safety.

There is an active Neighborhood Watch program in the area surrounding the school.

To ensure the safety of bike riders, students only in grades 3-5 are permitted to ride bicycles to school. Younger students may ride only in the company of a parent (Reference: Board Policy 5142.3).

To ensure safety during pick-up and drop-off periods, students, staff, and parents cooperatively developed the "Valet" program at Mira Catalina Elementary School. This drop-off and pick-up safety program is taught in classrooms and at parent meetings, and is described in communication given to parents at the beginning of the school year.

School district programs such as PV Kids' Corner (a child care program located on campus) and an enrichment program, provide safe activities for students to participate in both before and after school.

Procedures to Ensure a Safe and Orderly Environment

FACTORS

The Social Climate - People and Programs: Component One

Create and maintain a caring and connected school climate

Each of the items discussed in this Comprehensive School Safety Plan make significant contributions to the creation of a safe and orderly environment at Mira Catalina Elementary School. Clearly defined child abuse reporting procedures help ensure that children are protected, and an *Emergency Disaster Preparedness Plan* that has been repeatedly rehearsed gives staff and students confidence that they will know how to proceed in the event of an emergency. The District-wide *Safe Schools Policy/Program* clearly defines the school's commitment to holding students accountable for their actions. Sexual harassment is not tolerated. Standards of dress and grooming are clearly delineated. Students, parents, and school employees arrive and depart from school in safety each day, and teachers are informed in advance when a student with a history of violence is placed in his/her classroom. And, as will be made evident in the next subsection, school rules are developed and reinforced by all members of the school community.

At Mira Catalina Elementary School, students begin at an early age to assume leadership roles in encouraging a positive school environment. A school-wide character development program is in place. Cross-grade buddy systems allow older students to serve as mentors and role models that assist younger students both academically and socially. Through participation in Student Council, students are empowered to design and then carry out plans for school improvement. Students have assumed responsibility for the overall conditions of the school's physical environment as they've organized clean-up projects, planned school beautification projects, and sponsored activities that promote school spirit.

An important aspect of the positive atmosphere at Mira Catalina Elementary School is its strong family involvement. The high level of family support is evident on campus as parents and grandparents are highly visible in classrooms, in the library, in the office, and on the playgrounds throughout each school day. The cooperative spirit that exists between parents and school personnel as they work together for the good of students and the school models for children the high value that the important adults in their lives place on education.

Clearly defined and consistently reinforced behavioral expectations, coupled with a partnership between children, parents, and teachers, ensure that high academic standards are met, and that no child is allowed to fail.

The Social Climate-People and Programs (Component 1):

Component One: People and Programs

Goal: By June 2020 Mira Catalina will create a caring and connected school climate as measured by CHKS and other survey data with an 85% or higher responses from positive feedback.

Objective	Resources	Person Responsible for Implementation	Timeline	Budget	Evaluation Guidelines
Implement PBIS “Superstar” character trait program	Lunchtime activities, spirit assemblies, etc.	Principal Teachers Student Council Advisor	August 2018 – June 2019	No cost	100% participation
Participation in Red Ribbon Week	Lunchtime activities & an assembly	Principal Teachers PTA	August 2018 – June 2019	PTA Funded	100% participation
Participation in Yellow Ribbon Week	Lunchtime activities & an assembly	Principal Teachers PTA	August 2018 – June 2019	PTA Funded	100% participation
Classroom Reading Buddies	Classroom activities	Teachers	August 2018 – June 2019	No cost	100% participation
Student Council	Schoolwide activities	Principal Teachers	August 2018 – June 2019	Hourly (20 hours for the year) teacher pay out of site gifting account	100% participation

The Physical Environment Place: Component Two
Create and maintain a caring and connected school climate

Mira Catalina Elementary provides a very welcoming and warm environment. Each classroom area has an outside table area for student discussions and learning. Students, parents, and teachers respect the campus and take pride in keeping all of the areas neat and clean. The custodians keep the campus clean and the eating areas are always ready for students due to the efforts of the recess and noon supervisors.

Students understand the guidelines throughout the school day. They walk in the hallways, and follow the game rules posted at school. Students strive to receive “Superstars” for demonstrating desired behaviors as part of our PBIS program.

The teachers are very warm and friendly. The main office staff are always available to answer questions. It is here where all parent volunteers sign-in, receive a badge, and sign-out when leaving campus. Students enjoy coming to school each day.

This partnership between the children, parents, and teachers ensures that high academic standards are met and that the education of the “whole child” is a priority for all stakeholders at Mira Catalina.

The Social Climate-The Physical Environment – Place (Component 2):

The Physical Environment; Component Two Goal

Goal: By June of 2020 Mira Catalina will have a safe, clean, and secure school climate as measured by the CHKS survey and local school survey data with 90% or higher positive feedback.

Objective	Resources	Person Responsible for Implementation	Timeline	Budget	Evaluation Guidelines
Maintain our outdoor learning spaces including the garden & outdoor tables	Tables, garden boxes, etc	Principal PTA	August 2018 – June 2019	PTA Funded	100% Participation
Post signs to promote the character traits focused on as part of our PBIS Superstar program	Character Trait posters	Principal	August 2018 – June 2019	Printing funded out of site printing costs	100% Participation
Installation of a water bottle filling station to promote healthy habits when outdoors	Water Bottle Filling Station	Principal	August 2018 – June 2019	PTA Funded	100% Participation

Reference Guide to Board Policy (BP) and Administrative Regulations (AR)

Suspension and Expulsion Policies

Students BP/AR 5144
Discipline (Revised December 9, 2015)

Students BP/AR 5144.1
Suspension And Expulsion/Due Process (Revised December 9, 2015)

Students AR 5144.2
Suspension and Expulsion/Due Process (Students with Disabilities)
(Revised November 8, 2012)

Rules and Procedures on School Discipline

Students BP 5144
Discipline (Revised December 9, 2015)

Students AR 5144
Discipline (Revised December 9, 2015)

Hate Crime Policies and Procedures

Students BP/AR 5145.3
Nondiscrimination/Harassment (Revised June 20, 2018)

Students BP 5145.9
Hate Motivated Behavior (Revised March 11, 2010)

Bullying Prevention Policies and Procedures

Students BP 5131.2
Bullying (Revised June 20, 2018)

Sexual Harassment Policy

Students BP/AR 5145.7
Sexual Harassment (Revised April 26, 2017)

School-wide Dress Code Prohibiting Gang-Related Apparel

Students BP 5132

Dress and Grooming (revised April 4, 2002)

Child Abuse Reporting Procedures

Students BP/AR 5141.4

Child Abuse Prevention and Reporting (Revised May 25, 2016)

Disaster Response Procedures

Business and No instructional Operations BP/AR 3516

Emergencies and Disaster Preparedness Plan (revised October 12, 2006)

