

Comprehensive School Safety Plan

Mira Catalina Elementary School

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council January 30, 2020

Plan approved by District Governing Board on February 26, 2020

School Site Council Committee Members

Name: Brett Egan, Principal

Name: Bryan Godbold, Teacher

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Name: Emmeli Bruno, Parent of Attending Student

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 375 students in grades TK-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 District elementary schools 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 at Mira Catalina Elementary School. 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 reported vandalism in the form minor destruction of school property.

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

PVPUSD utilizes Aeries reporting to track our student attendance and monitor concerns with chronic absenteeism. There is a process for sites to follow when there is a concern regarding absenteeism and truancy. All schools have a School Attendance Review Team (SART) to collaborate and consult on how to provide intervention to the students and families with identified attendance issues. The District also holds Student Attendance Review Board (SARB) hearings for cases that are not resolved at the site level and need further intervention.

Alternate means of correction are employed to address discipline infractions prior to suspension for lower level Education Code violations. As a preventative measure, all K-8 schools have implemented Positive Behavior Intervention Supports (PBIS), which focuses on teaching our students about behavioral expectations and providing positive feedback. Restorative practices are being utilized across the district to ensure a comprehensive approach to discipline and behavior interventions.

Mira Catalina: California Dashboard 2019

Chronically Absent	6.5%
Suspension	0.5%

PVPUSD has a comprehensive approach to student mental health and support across our K-12 schools to address the identified needs in our California Healthy Kids Survey. Our district has a well-developed suicide prevention policy that encompasses education, intervention and postvention programs. All certificated and classified staff have been trained in suicide prevention education. Students in grades 7-12 are also receive classroom guidance lessons focused on mental health, social-emotional supports and suicide prevention. Our K-8 schools have also implemented Social

Emotional Learning curriculum as preventative education. There has been an increase in the days the school psychologist has been assigned to each elementary school site with a focus on supporting the social-emotional needs of general education students.

Mira Catalina: California Healthy Kids Survey 2017-2018

	5th grade
School Connectedness	56%
Caring Adult Relationships	59%
Feel Safe at School	89%

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			
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
	IN FOSTER CARE? <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"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
	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"/> UNK				
D. INVOLVED PARTIES	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____		3. _____							
	2. _____		4. _____							
VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()		
SUSPECT	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 outstanding procedures in place in the event of a natural disaster or emergency.

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

All district faculty and staff have received active shooter training called Run- Hide-Fight.

All District school sites have implemented a Visitor Management System called Raptor, to increase safety and security measures on campus. The Raptor Visitor Management school security system screens for sex offenders, alerts staff of custody violations, and provides districtwide reporting for all visitors.

All District school sites and offices have at least one Automatic External Defibrillator (AED) on campus.

All District school sites have a tactical response plan in place. 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.

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.

MIRA CATALINA ELEMENTARY CAMPUS MAP



Rm. 9 Gray	Rm. 10 Gabelich Dev. Kinder.	Rm. 11 Schmidt P. Morin	Rm. 12 After Care 11:45-6:00
Summitower			Kindergarten

Procedures to Ensure a Safe and Orderly Environment

Component One: People and Programs

Goal 1

By June 2021, Mira Catalina will increase school connectedness by 10% as measured by CHKS and local school survey data, through a school environment that fosters physical and emotional security, encourages community and family involvement, and focuses the school climate on creating opportunities for student engagement.

Action	Resources	Person Responsible	Timeline	How Will You Measure
Screen students to identify feelings of “connectedness”	Classroom activity & SEL Lessons	School Psychologist, Teachers, & Principal	August 2019 – June 2020	Comparing pre and post data on numbers of students who feel connected to a staff member
Reduce Chronic Absenteeism	Attendance Letters, SART Meetings	Principal	August 2019 – June 2020	A reduction in the number of students chronically absent in 29-20 as compared to 18-19
Continue to develop social/emotional learning and progressive discipline supports	SEL Lessons delivered weekly & PBIS	Teachers, & Principal	August 2019 – June 2020	A reduction in the number of behavioral referrals
Implement PBIS “Superstar” character trait program	Lunchtime activities, spirit assemblies, etc.	Principal Teachers Student Council Advisor	August 2019 – June 2020	A reduction in the number of behavioral referrals

Component Two: The Physical Environment

Goal 1

By June 2021, 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.

Action	Resources	Person Responsible	Timeline	How Will You Measure
Maintain baseline levels of site facilities in good repair, prioritizing classrooms/student areas for improvement	District Maintenance & Operations Crew	Principal	August 2019 – June 2020	Facilities will be in good condition throughout the 19-20 SY
Teachers will attend staff development regularly	Wonders, Writers Workshop, NGSS, CGI, etc.	Principal & Ed Services	August 2019 – June 2020	Each teacher will attend multiple sessions of professional development during the 19-20 SY
Maintain our outdoor learning spaces including the garden & outdoor tables	Tables, garden boxes, etc.	Principal & PTA	August 2019 – June 2020	All outdoor learning spaces in good condition throughout the 19-20 SY

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 Non instructional Operations BP/AR 3516

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