Comprehensive School Safety Plan

Rancho del Mar High School
Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council January 23, 2020

Plan approved by District Governing Board on February 26, 2020

School Site Council Committee Members

Name: Rick Licciardello, Principal
Name: Aimee Megyei, Teacher
Name: Kelly Leipzig, Classified Employee
Name: Kim Gill, School Counselor
Name: Stella Pak-Parent
Name: Carolyn Dia-Parent
Name: Shareen Ghabrial-Parent

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

At Rancho del Mar High School, it is believed…

- all students are entitled to successful learning experiences.
- a positive relationship between teachers and students creates an environment in which students will become active learners.
- a safe, clean, and substance-free environment promotes successful learning.
- feelings of confidence and self-worth are by-products of a caring and accepting school environment where each student can grow academically, emotionally, and socially at a self-directed pace.
- instruction must adapt to the varied learning rates, and styles of the students.
- a close working relationship among home, school, and community through shared decision-making is essential, and encouraged.
- students will leave Rancho del Mar High School with the ability to make positive choices enabling them to realize their full potentials as students, graduates, workers, and citizens.

Rancho Del Mar High School proudly celebrates the success of each student!
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Assessment of the Current Status of School Crime

A review of our school indicates that the students, parents, and staff of Rancho del Mar are safe on campus, off campus at school sponsored events, and traveling directly to and from school.

Rancho Del Mar performs regular practice emergency drills which include: fire drills, drop and cover drills, lockdown, earthquake drills, evacuation drills, active shooter drills, etc. Rancho del Mar participates in the annual “Great California Shake Out” and is constantly seeking feedback to improve our earthquake and emergency preparedness.

Visitors are required to sign in/out in the school office. Appropriate signs are posted. There is one campus security staff. Emergency exit routes are posted in all the rooms and all doors can be locked from the inside with a push bar emergency exit access. All doors are equipped with black lockdown sliders.

The parent involvement policy is described in the Rancho del Mar Student/Parent Handbook which is available on the Rancho del Mar High School website.

During the 2018-2019 school year to date there have been fourteen suspensions and no expulsions at Rancho del Mar. There have not been any instances of hate crime.

Rancho Del Mar high school creates a safe school environment. The school implements programs and practices to address bullying that are aligned to District policy. (Reference: Board Policy 5131.2)

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.

Rancho Del Mar: California Dashboard 2019

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chronically Absent</td>
<td>25% (9 students)</td>
</tr>
<tr>
<td>Suspension</td>
<td>12.3%</td>
</tr>
</tbody>
</table>
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. In addition to a school counselor and part-time psychologist, the high school also has a part-time student support specialist to provide on-site therapy to students needing intervention and crisis support.

**Rancho Del Mar: California Healthy Kids Survey 2018-19**

<table>
<thead>
<tr>
<th></th>
<th>11th grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Perceived as Safe or Very Safe</td>
<td>87%</td>
</tr>
<tr>
<td>Experienced Harassment or Bullying</td>
<td>13%</td>
</tr>
<tr>
<td>Experienced Chronic Sadness/Hopelessness</td>
<td>41%</td>
</tr>
<tr>
<td>Considered Suicide</td>
<td>18%</td>
</tr>
</tbody>
</table>

**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)
## 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 11166 to submit to DOJ a Child Abuse Investigation Report Form SS 5533 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/code.html](http://www.leginfo.ca.gov/code.html) (specify Penal Code and search for Sections 1164-1174.3). 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 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 made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

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.

ETHNICITY CODES

<table>
<thead>
<tr>
<th></th>
<th>Alaskan Native</th>
<th>6 Caribbean</th>
<th>11 Guamanian</th>
<th>16 Korean</th>
<th>22 Polynesian</th>
<th>27 White-Armenian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>American Indian</td>
<td>7 Central American</td>
<td>12 Hawaiian</td>
<td>17 Latvian</td>
<td>23 Samoan</td>
<td>28 White-Central American</td>
</tr>
<tr>
<td>2</td>
<td>Asian Indian</td>
<td>8 Chinese</td>
<td>13 Hispanic</td>
<td>18 Mexican</td>
<td>24 South American</td>
<td>29 White-European</td>
</tr>
<tr>
<td>3</td>
<td>Black</td>
<td>9 Ethiopian</td>
<td>14 Hmong</td>
<td>19 Other Asian</td>
<td>25 Vietnamese</td>
<td>30 White-Middle Eastern</td>
</tr>
<tr>
<td>4</td>
<td>Cambodian</td>
<td>10 Filipino</td>
<td>15 Japanese</td>
<td>21 Other Pacific Island</td>
<td>26 White</td>
<td>31 White-ROMANIAN</td>
</tr>
</tbody>
</table>
Disaster Response Procedures

All district faculty and staff have received active shooter training called Run-Hide-Fight. The Rancho del Mar staff has had law enforcement officials walk through the campus with them to determine the best possible strategies in different active shooter scenarios. Teachers have used their training to prepare students for what to expect in an active shooter incident and have run practice drills. The staff and students also participate in yearly earthquake and evacuation drills.

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. The Rancho del Mar campus supervisor is made aware of all visitors on campus and all staff members are diligent about checking that visitors have checked in with the Raptor system in the office.

All District school-sites and offices have at least one Automatic External Defibrillator (AED) on campus. All Rancho del Mar staff keeps their CPR certificates up to date. Staff has received training on the use of and locations on campus of EpiPen, Narcan nasal spray, AED, and stop the bleed kit.

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. School Staff are aware that they are designated as disaster service workers in the event of a disaster or emergency and cannot leave campus without approval of their supervisor. Rancho del Mar’s staff designations are shown in the following figures.
# Alphabetical Staff Roster with Emergency Assignments

**Site:** Rancho del Mar High School  
**School Year:** 2019-2020

**Updated prepared by:** Elizabeth Maltese  
**Date:** 9/11/2019

*This list should be updated in September of each school year to accommodate any staff changes.*

<table>
<thead>
<tr>
<th>Room #</th>
<th>Staff</th>
<th>Emergency Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych Office</td>
<td>Amanda Schlitt</td>
<td>Student Care</td>
</tr>
<tr>
<td>Custodian Office</td>
<td>Elmer Campos</td>
<td>Search/Rescue; Triage; Supplies/Equipment; Campus Check; Damage Assessment; Security: Logistics</td>
</tr>
<tr>
<td>Room 4</td>
<td>Joe Streitfeld</td>
<td>Medical First Aid</td>
</tr>
<tr>
<td>Main Office</td>
<td>Rick Licciardello</td>
<td>Operations Chief; Incident Commander</td>
</tr>
<tr>
<td>Main Office</td>
<td>Kim Gill</td>
<td>Operations Chief; Incident Commander (Designee)</td>
</tr>
<tr>
<td>Room 5</td>
<td>Brad Gold</td>
<td>Search/Rescue; Triage; Supplies/Equipment; Campus Check; Damage Assessment; Security: Logistics</td>
</tr>
<tr>
<td>Psych Office</td>
<td>Kate Weaver</td>
<td>Student Care</td>
</tr>
<tr>
<td>Main Office</td>
<td>Elizabeth Maltese</td>
<td>Liaison Officer; Admin/Finance Section Chief; Planning Analysis; Student Release</td>
</tr>
<tr>
<td>Room 6</td>
<td>Amiee Megyei</td>
<td>Medical; First Aid</td>
</tr>
<tr>
<td>Room 11</td>
<td>Kathleen Rarewala</td>
<td>Shelter; Student Care</td>
</tr>
<tr>
<td>Room 3</td>
<td>Kathleen Sullivan</td>
<td>Student Care Lead; Student Messenger Lead</td>
</tr>
<tr>
<td>Security</td>
<td>Elena Stewart</td>
<td>Search/Rescue; Triage; Supplies/Equipment; Campus Check; Damage Assessment; Security: Logistics</td>
</tr>
</tbody>
</table>
This list should be updated in September of each school year to accommodate any staff changes.

<table>
<thead>
<tr>
<th>Room #</th>
<th>Teacher</th>
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<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych Office</td>
<td>Amanda Schlitt</td>
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<td>Elmer Campos</td>
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<tr>
<td>Main Office</td>
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<td>Main Office</td>
<td>Kim Gill</td>
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<tr>
<td></td>
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<td></td>
<td>Elizabeth Maltese</td>
</tr>
<tr>
<td>Main Office</td>
<td>Kim Gill</td>
<td>Main Office</td>
<td>Rick Licciardello</td>
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<tr>
<td></td>
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<td></td>
<td>Elizabeth Maltese</td>
</tr>
<tr>
<td>Psych Office</td>
<td>Kate Weaver</td>
<td>Psych Office</td>
<td>Amanda Schlitt</td>
</tr>
<tr>
<td>Main Office</td>
<td>Elizabeth Maltese</td>
<td>Main Office</td>
<td>Kim Gill</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rick Licciardello</td>
</tr>
<tr>
<td>Room 3</td>
<td>Kathleen Sullivan</td>
<td>Room 4</td>
<td>Joe Streitfeld</td>
</tr>
<tr>
<td>Room 4</td>
<td>Joe Streitfeld</td>
<td>Room 3</td>
<td>Kathleen Sullivan</td>
</tr>
<tr>
<td>Room 5</td>
<td>Brad Gold</td>
<td>Room 6</td>
<td>Amiee Megyei</td>
</tr>
<tr>
<td>Room 6</td>
<td>Amiee Megyei</td>
<td>Room 5</td>
<td>Brad Gold</td>
</tr>
<tr>
<td>Room 11</td>
<td>Kathleen Rarewala</td>
<td>Room 3</td>
<td>Kathleen Sullivan</td>
</tr>
<tr>
<td>Security</td>
<td>Elena Stewart</td>
<td>Custodian</td>
<td>Elmer Campos</td>
</tr>
</tbody>
</table>
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

Rancho del Mar high school is proud to be part of a school district with a mission to provide a safe environment for all children, parents, and all school employees. Rancho del Mar high school works closely with the Lomita Sheriff's Station and the City of Rolling Hills to guarantee that the school’s surrounding community is safe. Rancho del Mar High School administration, school counselor, and campus supervisor supervise during student lunch and make sure that the environment is clean and safe for all students. School staff supervise the safe arrival and departure of students at Rancho del Mar High School.

Students may ride bikes or skateboards to school, as long as they follow the safety rules.

Rancho del Mar high school is proud of the excellent working relationship with the City of Rolling Hills and the local sheriff deputies. The deputies provide a twice weekly Student and the Law class and are visible in the community and check on the school’s safety. Evacuation plans are established, reviewed, and evaluated regularly. If an emergency occurred, they would be enacted.

A copy of the National Incident Management System (NIMS) plan is located in the main office.
## Procedures to Ensure a Safe and Orderly Environment

### Component One: People and Program

#### Goal 1
By June 2021, Rancho Del Mar will increase school connectedness by 30% 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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Resources</th>
<th>Person Responsible</th>
<th>Timeline</th>
<th>How Will You Measure</th>
</tr>
</thead>
</table>
| Continue to provide access to counseling for goal setting, academic pathway planning, course access, post-secondary opportunities, and graduation requirements | - Mentorship cohorts  
- Naviance  
- Graduation requirement spreadsheets  
- Goal setting templates  
- College tours | Mentor teachers and school counselor | ongoing | - Tracking course completion rates  
- Maintaining 100% graduation rate  
- Survey of post-secondary commitments |
| Provide inclusive school environment for all students by providing opportunities for school community participation | - Leadership opportunities such as ASB, board representative, capitol convoy, Project Ego  
- Clubs  
- Social activities such as seasonal celebrations | All faculty | ongoing | - Survey students’ feelings of involvement |
| Provide Parent Involvement and Education Opportunities within the school community | - Back to school night  
- Monthly newsletter  
- Twitter posts  
- School Site Council meetings  
- Continually updating aeries  
- Informal communication | All faculty | ongoing | - Parent surveys |
| Continue to develop social/emotional learning and progressive discipline supports | PBIS including student of the month, perfect attendance awards, credit raffle, monthly assemblies - Addressing early intervention during common prep period - Referrals to SAGE counseling | All faculty | ongoing | Decreased suspension rate - Survey students' feelings of support and social/emotional wellbeing |
Component Two: The Physical Environment

Goal 1
By June 2021, Rancho Del Mar 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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Resources</th>
<th>Person Responsible</th>
<th>Timeline</th>
<th>How Will You Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain baseline levels of site facilities in good repair</td>
<td>District maintenance crews</td>
<td>Site plant manager</td>
<td>ongoing</td>
<td>School facilities report card</td>
</tr>
</tbody>
</table>
| Request facility updates to ensure safety in all classrooms, especially in the art and science rooms to follow proper safety protocols. | -district safety committee  
-OSHA   
-Comparison of art and science classroom arrangements at similar alternative | Art and science teachers and administration | By June 2021  | Assessment of safety protocols     |
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)