

# **Comprehensive School Safety Plan**

## **Montemalaga Elementary School**

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council on January 27, 2020

Plan approved by District Governing Board on February 26, 2020

### **School Site Council Committee Members**

Name: Jody Pastell, Principal

Name: Julia Queck, Teacher

Name: Annie Osswald, Parent of Attending Student

Name: Kayla Macolor, Classified Employee

Name: Megan Fehling, Parent of Attending Student

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

## **School Site Mission**

Montemalaga Elementary School is committed to preparing students to achieve academic excellence in a safe and caring environment. Our goal is to teach the skills needed for students to become lifelong learners who are responsible citizens of strong character valuing all individuals and making positive contributions to society. The goals established by the school's Site Council will make it possible for every student to meet or exceed grade level standards and to increase their confidence and responsibility for academic and emotional learning.

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## **Assessment of the Current Status of School Crime**

Montemalaga Elementary School provides a safe environment for all students. Clear expectations are explained to students at the beginning of the school year and at regularly scheduled SPIRIT assemblies. Montemalaga has implemented Positive Behavior Intervention Support (PBIS) and SOAR –S (Spread Kindness) O (Observe Safety) A (Act Responsibly) and R (Respect Yourself and Others) is reinforced throughout the school year.

Montemalaga has not had any student suspensions during the 2019-2020 school year. Students are recognized by the teachers and staff for outstanding character traits: respect and responsibility, kindness and caring, friendship and doing their personal best. Students are able to earn Golden Feather Awards. The highest number of awards is announced at the beginning of each week. Montemalaga, being a school of kindness, is reinforced by our weekly morning announcements, teacher led activities, SPIRIT assemblies, Student Council Community Service, Counseling and guidance support and lessons, and community service support/lessons in classrooms and community service.

Montemalaga students attend school at the 97% rate. School personnel remind students and parents about the importance of maintaining good daily attendance. Parents are asked to complete Independent Studies when children are traveling for five or more days. Parents are also asked to plan family vacations during natural school breaks such as winter or spring vacation.

Montemalaga Elementary is a safe school partly as a result of students and staff reinforcing positive behaviors in all school locations. There is open communication with staff, parents, and students. There is evidence of adequate student supervision on the playground and during school activities.

According to the Healthy Kids Survey, 100% of the students at Montemalaga believe that school is safe, welcoming, and supportive.

The Palos Verdes Estates Police Department works very closely with the school. Officers assist with our scheduled emergency drills and daily traffic needs. Officers often drive by the school and make sure that the streets are safe surrounding the school. Our PTA maintains a basket of bottled waters and snacks in a room off of the MPR for visiting officers. Police Officers also work with the school to discuss safety issues and concerns. There is a strong sense of community at Montemalaga.

The school has meetings with PTA, The District Business Office, The Palos Verdes Estates Police and the staff to review all safety procedures.

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.

**Montemalaga: California Dashboard 2019**

Chronically Absent	5.4%
Suspension	0.2%

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.

**Montemalaga: California Healthy Kids Survey 2017-2018**

	5th grade
School Connectedness	48%
Caring Adult Relationships	53%
Feel Safe at School	100%

# **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: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	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>B. REPORT NOTIFICATION</b>	<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 ( )				
<b>C. VICTIM</b> <small>One report per victim</small>	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	PHYSICALLY DISABLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED?	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IN FOSTER CARE?	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)		
	<input type="checkbox"/> NO		<input type="checkbox"/> DAY CARE	<input type="checkbox"/> CHILD CARE CENTER	<input type="checkbox"/> FOSTER FAMILY HOME	<input type="checkbox"/> FAMILY FRIEND	<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT	
	<input type="checkbox"/> NO		<input type="checkbox"/> GROUP HOME OR INSTITUTION		<input type="checkbox"/> RELATIVE'S HOME		<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"/> JUNK		
<b>D. INVOLVED PARTIES</b>	<b>VICTIMS</b>							
	<b>SIBLINGS</b>							
	1. _____		NAME		BIRTHDATE		SEX    ETHNICITY	
	2. _____		3. _____		4. _____			
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )
	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								
<b>E. INCIDENT INFORMATION</b>	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.

### 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

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

## **Disaster Response Procedures**

All students with disabilities are supported by the classroom teacher and additional personnel at the school site. Students are given clear expectations of where to assemble in case of an emergency at school and what procedures need to be followed.

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

A tactical plan exists and will be implemented if needed for a safe evacuation from Montemalaga. The staff knows the evacuation routes to the following areas: Silver Spur Elementary, Cornerstone Elementary, and the park by Gran Via Altamira.

See map for the daily safe ingress and egress from school. The safe ingress and egress from school are indicated in the school directory and are discussed throughout the school year with parents, students, and staff. Grades TK-2 enter the school by way of the front parking lot. Grades 3-5 may enter and exit school by using the back gate. Parents pick up and drop off kids along the curb. Children are not permitted to walk through the parking lot.



# Procedures to Ensure a Safe and Orderly Environment

## Component One: People and Program

### Goal 1

By June 2021, Montemalaga will increase school connectedness by 3% 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
Implement a Positive Behavior Support and Intervention (PBIS) system	District and school site	PBIS Team and staff	August 2020 – June 2021	Decrease number of office referrals by half
Refer for individual or group counseling as needed.	District	School Psychologist	August 2020 – June 2021	Students referred able to apply learned strategies in school
Continue to improve parent communication and parent education by sharing information	PTA and School Site	Principal, teachers, PTA board	August 2020 – June 2021	Parent attendance of school activities
Continue to provide opportunities for parents to share input, ideas, comments, and concerns.	PTA and School Site	PTA President and Principal	August 2020 – June 2021	PTA survey
Continue to develop social/emotional learning and progressive discipline supports	Staff and PBIS team	Principal and School Psychologist	August 2020 – June 2021	PBIS survey and teacher comments

# Component Two: The Physical Environment

## Goal 1

By June 2021, Montemalaga 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 Dept.	District personnel	August 2020 – June 2021	Site review
Site facilities will be monitored regularly to remain in good repair.	District Maintenance Dept. and Business Dept.	District personnel	August 2020 – June 2021	Site review
Principal and teachers will monitor absenteeism, refer to SART and SARB as necessary to educate parents on the importance of school attendance	Regular Announcements and communications home- Announcements at all SPIRIT assemblies about the importance of attendance	Principal	August 2020 – June 2021	Decrease in tardy and absent numbers by 3%

# **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)