Comprehensive School Safety Plan

Dapplegray Elementary School
Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council January 27, 2020
Plan approved by District Governing Board on February 26, 2020

School Site Council Committee Members:
Name: Gina Stutzel, Principal
Name: Dawn Ward, Teacher
Name: Holly Woesner, Parent
Name: Sue Kolb, Classified Employee

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

Dapplegray is committed to providing an educational program that will prepare students for their next level of education. Dapplegray believes each child is a gift and therefore is “gifted” in some way. Staff and Administration agree that a strong literacy curriculum, balanced and enhanced by specialized programs in mathematics, arts, science, history and technology, will best serve our students. An important component of our mission is to implement instructional strategies that will strive to meet individual student learning needs and create a school where students feel safe to express their individuality. Creating an environment where the student care for themselves, each other, and their school is an important part of what makes Dapplegray a special place to learn and grow.
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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 Dapplegray Elementary School are safe on campus, off campus at school-sponsored events, and traveling directly to and from school.

Visitors on campus are to check in at the office. They sign in using the new check in system, Raptor. Upon leaving, they return to the office and sign out.

Dapplegray performed monthly practice disaster drills, including fire, earthquake duck and cover, evacuation, shelter in place, and lockdown.

During the 2018-19 school year to date there have been one suspension. We have not experienced any instances of hate crimes.

Dapplegray Elementary School creates a safe school environment. The school implements programs and practices to address bullying and social emotional wellness that are aligned to District policy. We are a participating PBIS school. We have implemented the Second Step social/emotional support curriculum in all classrooms. (Reference: Board Policy 5131.2)

Dapplegray encourages parent involvement. Classrooms have room parents who create monthly volunteer schedules.

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.
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.

### Dapplegray: California Healthy Kids Survey 2017-2018

<table>
<thead>
<tr>
<th></th>
<th>5th grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Connectedness</td>
<td>50%</td>
</tr>
<tr>
<td>Caring Adult Relationships</td>
<td>46%</td>
</tr>
<tr>
<td>Feel Safe at School</td>
<td>88%</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)
# SUSPECTED CHILD ABUSE REPORT

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

**PLEASE PRINT OR TYPE**

<table>
<thead>
<tr>
<th>NAME OF MANDATED REPORTER</th>
<th>TITLE</th>
<th>MANDATED REPORTER CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTER’S BUSINESS/AGENCY NAME AND ADDRESS</td>
<td>Street</td>
<td>City</td>
</tr>
<tr>
<td>REPORTER’S TELEPHONE (DAYTIME)</td>
<td>SIGNATURE</td>
<td>TODAY’S DATE</td>
</tr>
</tbody>
</table>

**B. REPORT NOTIFICATION**

<table>
<thead>
<tr>
<th>OFFICIAL CONTACTED</th>
<th>TITLE</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Street</td>
<td>City</td>
</tr>
<tr>
<td>DATE/TIME OF PHONE CALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**C. VICTIM**

One report per victim

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MIDDLE)</th>
<th>BIRTHDATE OR APPROX. AGE</th>
<th>SEX</th>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Street</td>
<td>City</td>
<td>Zip</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. INVOLVED PARTIES**

VICTIMS/PARENTS/GUARDIANS

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MIDDLE)</th>
<th>BIRTHDATE OR APPROX. AGE</th>
<th>SEX</th>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Street</td>
<td>City</td>
<td>Zip</td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>BUSINESS PHONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MIDDLE)</th>
<th>BIRTHDATE OR APPROX. AGE</th>
<th>SEX</th>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Street</td>
<td>City</td>
<td>Zip</td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>BUSINESS PHONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUSPECT’S NAME (LAST, FIRST, MIDDLE)</th>
<th>BIRTHDATE OR APPROX. AGE</th>
<th>SEX</th>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Street</td>
<td>City</td>
<td>Zip</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E. INCIDENT INFORMATION**

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)

**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 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/calaw.html (specify Penal Code and search for Sections 1164-11174.3). 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 practicable 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.

• 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

Dapplegray Elementary School updates and revises the Standardized Emergency Management System (NIMS) at the beginning of each school year.

Dapplegray Elementary reviews the Emergency Plan with staff at the beginning of each school year to review Emergency teams and responsibilities. We conduct two complete drills each year, as well as, monthly drills to support the practice of safety on our campus.

Our school will follow the emergency plan to make students and staff as safe and comfortable as possible during an emergency situation.

The 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. We continue to purchase additional cots and easy-ups each year.

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

Dapplegray has procedures in place that ensure students and employees will be secure during any type of emergency. All staff have access to a hand radio that can be used for communication during an emergency. Lockdown procedures have been reviewed.

In light of recent violent events in our country, Dapplegray has stepped up security procedures in terms campus security. The Dapplegray community has been involved in this process as well as local police departments.

Procedures in place:

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 Pupils

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

Dapplegray Elementary 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. Dapplegray works closely with the Lomita Sheriff’s Station and the City of Rolling Hills Estates to guarantee that the school's surrounding community is safe. Specific staff members are assigned to monitor and supervise the play areas before school, at recess, and at lunch. Parents are informed at general parent meetings on the safety guidelines and traffic patterns of the school. In addition, the school principal and staff help with the safe arrival and departure of students at Dapplegray.

To ensure the safety of bike riders, students may ride bikes to school as long as they follow the safety guidelines of wearing a helmet, following the safety rules for bike riding, and walking the bike on the school campus.

Additional School District programs such as Palos Verdes Kids' Corner (a child care program located on campus) and enrichment programs provide safe activities for students to participate in both before and after school.

Dapplegray Elementary is proud of the excellent working relationship with the city of Rolling Hills Estates and the local police officers. Police officers often help reinforce that the people driving in the neighborhood keep safety as a top priority at all times.
## Procedures to Ensure a Safe and Orderly Environment

### Component One: People and Programs

**Goal 1**

By June 2021, Dapplegray will increase school connectedness by 5% 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>
<tbody>
<tr>
<td>Provide inclusive school environment for all students</td>
<td>PBIS – School Wide Behavioral Program, Second Step - Social Emotional Program</td>
<td>All staff members</td>
<td>August - June</td>
<td>Office Referrals, SEL student assessment results, Healthy Kids Survey results</td>
</tr>
<tr>
<td>Continue to implement a Positive Behavior Intervention and Support system (PBIS) including clearly articulated school rules/expectations</td>
<td>PBIS- Colts Care cards, monthly assemblies, weekly recognition from the school principal, classroom reward system linked to school wide behavior matrix, Monday announcements, Student Council activities linked to school wide behavior matrix, Ribbon Weeks linked to behavior expectations.</td>
<td>Principal, teachers, classified staff, yard supervisors and office staff, student council representatives, PBIS team members, school psychologist</td>
<td>August - June</td>
<td>Office Referrals, classroom behavioral data</td>
</tr>
<tr>
<td>Continue to encourage Parent/Guardian participation</td>
<td>PTA and Booster Club, ELAC, School Site Council, School Newsletter and Facebook page, email and communication directly from school Principal, multiple volunteer opportunities throughout the school year.</td>
<td>PTA Board Members, Booster Board Members, Principal, classroom teachers</td>
<td>August-June</td>
<td>Parent surveys, PTA membership, parent feedback, PTA Room Parent data</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Continue to develop social/emotional learning and progressive discipline supports by implementing guidance lessons, restorative practices, procedures for crisis and threat, and identifying school climate indicators to improve overall culture</td>
<td>Continue to support general education teacher with the SEL program, targeted classroom lesson provided by the school psychologist (Zone),</td>
<td>Principal, School Psychologist, Classroom Teachers</td>
<td>August-June</td>
<td>Teacher feedback, office referrals, testing data</td>
</tr>
</tbody>
</table>
Component Two: The Physical Environment

Goal 1

By June 2021, Dapplegray 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, prioritizing classrooms/student areas for improvement</td>
<td>District maintenance assessment of areas of concern</td>
<td>District Maintenance Team</td>
<td>Aug-June</td>
<td>Project completion</td>
</tr>
<tr>
<td>Address fencing concerns across campus</td>
<td>District maintenance assessment of areas of concern</td>
<td>District Maintenance</td>
<td>Aug-June</td>
<td>Project completion</td>
</tr>
<tr>
<td>Ensure parents on campus have checked into office</td>
<td>Raptor System</td>
<td>Office staff, teachers, yard supervisors, custodian</td>
<td>Aug-June</td>
<td>Parent feedback, staff report,</td>
</tr>
</tbody>
</table>
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)