

# **Comprehensive School Safety Plan**

## **Pt. Vicente Elementary School**

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council on February 3, 2020

Plan approved by District Governing Board on February 26, 2020

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

Douglas Morse: Parent of attending student  
Laura Nation: Parent of attending student  
Douglas Lee: Parent of attending student  
Stefani Turner: Parent of attending student  
Ami Ghandi: Parent of attending student  
Chelsea Cobos: Classified employee  
Heather Weiss: Teacher representative  
Dianne Kelly: Teacher representative  
Elzbieta Gant: Teacher representative  
Beth Hadley: Principal

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

## **School Site Mission**

Point Vicente Elementary School offers a rigorous and engaging educational program incorporating 21st Century Skills in collaboration, creativity, critical thinking and communication for each of our students. We garner strength and knowledge from our diversity. Students, parents and staff work together to provide a safe, nurturing, positive environment where children learn and mature. At Point Vicente, community is key.

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

Point Vicente families and employees work together to establish a safe environment for all. Policies and procedures are in place and followed to promote safety in all areas.

In the 2019-2020 school year, there have been no suspensions nor expulsions. In the 2018-2019 school year, there were no suspensions and no expulsions.

To date, enrollment data demonstrates 96.65% Year to Date Attendance.

Overall, per California Healthy Kids Survey 2017-2018, students know school rules, they feel safe at school, they feel a high degree of connectedness with their school, and report they are treated with respect.

Point Vicente has regular safety drills including earthquake drill, lockdown drill and fire drill. Teachers provide appropriate student education to maintain a high level of student safety.

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.

Alternative 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. Our Site PBIS Team (which includes classified and credentialed staff) regularly reviews data from behavior incidents and uses that data to adjust and align the school's response to students. Information is shared with staff and with parents and the community.

## **Point Vicente: California Dashboard 2019**

Chronically Absent	5.4%
Suspension	0%

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.

**Point Vicente: California Healthy Kids Survey 2017-2018**

	5th grade
School Connectedness	51%
Caring Adult Relationships	53%
Feel Safe at School	80%

# **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> 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 <input type="checkbox"/> NO <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			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				
<b>D. INVOLVED PARTIES</b>	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____		3. _____		2. _____		4. _____			
	2. _____									
<b>VICTIM'S PARENTS/GUARDIANS</b>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )		
<b>VICTIM'S SUSPECT</b>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )		
<b>SUSPECT</b>	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.

#### 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**

For specific details, refer to Palos Verdes Peninsula Unified School District Board Policy and Administrative Regulations 3516. Point Vicente Elementary School has developed an Emergency Disaster Preparedness Plan using the Standard Emergency Management System (SEMS) and in compliance with NIMS that defines procedures to be followed in the event of an emergency. The plan includes site-specific, detailed instructions for action in the event of an occurrence such as a bomb threat, an earthquake, the threat of explosion, hazardous material on campus, intruder on campus, or gunfire in the vicinity of the school. The plan delineates the responsibilities of individual employees. Special Assignment Teams are described and have been organized and trained in advance for such roles as Student Supervision, Campus Search and Rescue, and First Aid.

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**

Point Vicente 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 is assigned to monitor the play areas and the parking lot areas both before and after school to assure children's safety.

To ensure safety during pick-up and drop-off periods, students, staff, and parents cooperatively developed the drop-off and pick-up program at Point Vicente Elementary School. This parking lot safety program is taught in classrooms, at parent meetings, and described in the Parent Directory and posted on the school website.

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

Point Vicente is lucky to have significant volunteer support from parents and community members. All volunteers provide evidence of current TB test.

Students are supervised by school staff including noon-duty aides at recess and lunch. All adults are trained (child abuse reporting responsibilities, infectious disease procedures, disaster plan responsibilities and procedures, confidentiality rules, conflict mediation procedures, student discipline strategies) and provide evidence of current TB test.



# Procedures to Ensure a Safe and Orderly Environment

## Component One: People and Program

### Goal 1

By June 2021, Point Vicente 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.

<b>Action</b>	<b>Resources</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>How Will You Measure</b>
Teachers will collaborate monthly at staff meetings specifically focusing on school site goals of PBIS implementation	District PBIS Support  Site Discretionary	Principal  Site PBIS Team	August 2019 – June 2020	Staff meeting agenda
Provide inclusive school environment for all students by providing opportunities for school community participation	Friendship Club  Student Council  Second Step Lessons	Principal Teachers Staff	August 2019 – June 2020	Student Council Agenda, Minutes  School Calendar  Work Samples, Second Step
Continue to develop social/emotional learning and progressive discipline supports	Second Step Lessons  Site PBIS Team	Principal Teachers Staff	August 2019 – June 2020	Work Samples, Second Step
Reduce chronically absent students	SARB	Principal Teachers Parents	August 2019 – June 2020	Attendance Letters  Attendance Conference Notes  SST Notes  Report Card Comments  Attendance Data

## Component Two: The Physical Environment

### Goal 1

By June 2021, Point Vicente 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.

<b>Action</b>	<b>Resources</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>How Will You Measure</b>
Continue to solicit parent comment, observations, concerns	School website PTA Communications Principal Communications	Principal Staff	August 2019 – June 2020	School website PTA Communications Principal Communications
Maintain baseline levels of site facilities in good repair, prioritizing classrooms/student areas for improvement.	District support Site monitoring	Principal Staff District M & O	August 2019 – June 2020	Work orders
Site facilities will be monitored regularly to remain in good repair	Site monitoring District support	Principal Staff District M & O	August 2019 – June 2020	Work orders

# **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)