

Comprehensive School Safety Plan

Miraleste Intermediate School

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council February 5, 2020

Plan approved by District Governing Board on February 26, 2020

School Site Council Committee Members

Frank Califano, Principal

Michael Lehault, Assistant Principal

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Sally Leibfried, Teacher

Rebecca Kieft, Teacher

Megan Ross, Teacher

Bridget Rusich, Parent

Kelly Cook, Parent

Keyla Montgomery

Lisa Erickson, Parent

Leslie Sierk, Parent

Silvia Nena, Classified Employee

Milo Daluiso, Student

Molly Hart, Student

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

School Site Mission

Miraleste Intermediate School is a dedicated and friendly community committed to high standards of achievement and discipline in academics, athletics, and creative extra-curricular experiences in order to meet the intellectual, emotional, physical, and social needs of all students. Combined with home and community at large, Miraleste gives students the opportunity to develop their potential, self-worth, and love of learning and to become responsible contributing members of society.

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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 Miraleste Intermediate School are safe on campus, off campus, at school-sponsored events, and traveling to and from school.

Miraleste Intermediate School participates in disaster and lock down drills, both of which are evaluated by PTA and local law enforcement.

During the 2019-20 school year, there were 4 Suspensions and 0 expulsions.

There were no reported crimes committed on campus, nor any property damage reported.

Via the California Healthy Kids Survey results, data shows students feel safe on campus, do not report seeing any drugs or weapons on campus, and have a caring relationship with at least one adult on campus with which they could go to if concerned.

Campus security includes 2 staff as well as security cameras. Visitors are required to sign in at the main office and obtain a visitors badge for identification, and sign out upon their leaving.

Cabinet, School Site Council and PTSA 4th Vice President review the security and safety at Miraleste.

All students are educated on the policies and procedures that address bullying, harassment, sexual harassment, discrimination and cyber bullying. Presentations are made by the administration in September and are followed up throughout the school year via Guidance Lesson plans delivered by the counselors. Parents are also educated through information nights and PTSA meetings.

Teachers and staff utilize the Student Referral form for student behaviors which are not responsive to classroom interventions. Administration and counselors are available for corrective measures when applicable.

As of November 2019 attendance rates are 97.50%. No families have been referred to SARB, we have had 5 SART meetings and 107 families have received an Attendance letter.

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.

Miraleste Intermediate: California Dashboard 2019

Chronically Absent	6.1%
Suspension	3.4%

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 post-vention 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 two school counselors and one psychologist, each intermediate school has a part-time student support specialist to provide on-site therapy to students needing intervention and crisis support.

Miraleste Intermediate: California Healthy Kids Survey 2018-19

	7 th grade
School Perceived as Safe or Very Safe	81%
Experienced Harassment or Bullying	43%
Experienced Chronic Sadness/Hopelessness	24%
Considered Suicide	10%

Child Abuse Reporting Procedures

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report
Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)
Los Angeles County – Report Child Abuse
800-540-4000
<https://mandreptla.org>
2. Written Report
Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically

submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Victim Interviews by Social Services/Law Enforcement

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

SUSPECTED CHILD ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL				
OFFICIAL CONTACTED - TITLE				TELEPHONE ()						
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	TELEPHONE ()				
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <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				
D. INVOLVED PARTIES	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____		3. _____		2. _____		4. _____			
	2. _____									
VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()			
VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()			
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	TELEPHONE ()				
	OTHER RELEVANT INFORMATION									
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

Disaster Response Procedures

The Miraleste Intermediate School (MIS) Emergency Plan provides faculty, staff, parent volunteers, and students with site-specific emergency instructions for an emergency crisis or disaster. The Plan delineates responsibilities of all Miraleste employees and is organized according to the Standardized Emergency Management Systems (SEMS). Miraleste personnel designated to carry out specific emergency responsibilities are expected to understand the policies and procedures written in the plan. Training and exercises are ongoing throughout the year.

The plan is reviewed and updated annually by the Principal, PTSA, staff and district personnel. There are at least two major drills done annually. There is always the possibility that an emergency or disaster may occur when classes are not in session or when Miraleste is being used for before/after school activities. While the structure of the plan remains the same, the management system may expand or contract depending on the emergency and the availability of personnel.

Being that Miraleste is ADA compliant students with disabilities are evacuated using the back service road and ramps designed for disabled individuals. We also have two elevators that can be used for the same purpose although the use of those would be in question if a severe earthquake occurs and power is knocked out.

The disaster container with emergency food, water, supplies, and equipment is located on the stadium field. Contents are inventoried, annually. Protocols are in place for outside agencies, such as American Red Cross to access school grounds for mass care and Welfare shelters during emergencies.

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. Miraleste has three AED's in the following locations: (1) Health Office, (1) Girls PE Office, (1) Pool Deck

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

Due to the narrow roads and steep hills surrounding our campus, Miraleste students primarily arrive and depart via public or parental transportation. Rules regarding ingress and egress are outlined in the student handbook and reviewed during the Welcome Back assemblies.

The City of Rancho Palos Verdes currently provides traffic control services and hold ongoing discussions to monitor needs. Campus security, maintenance, and administrative team provide supervision before and after school.

In case of disaster, student release would occur at the football field and vehicular traffic would be directed to follow the daily pattern of school ingress and egress.

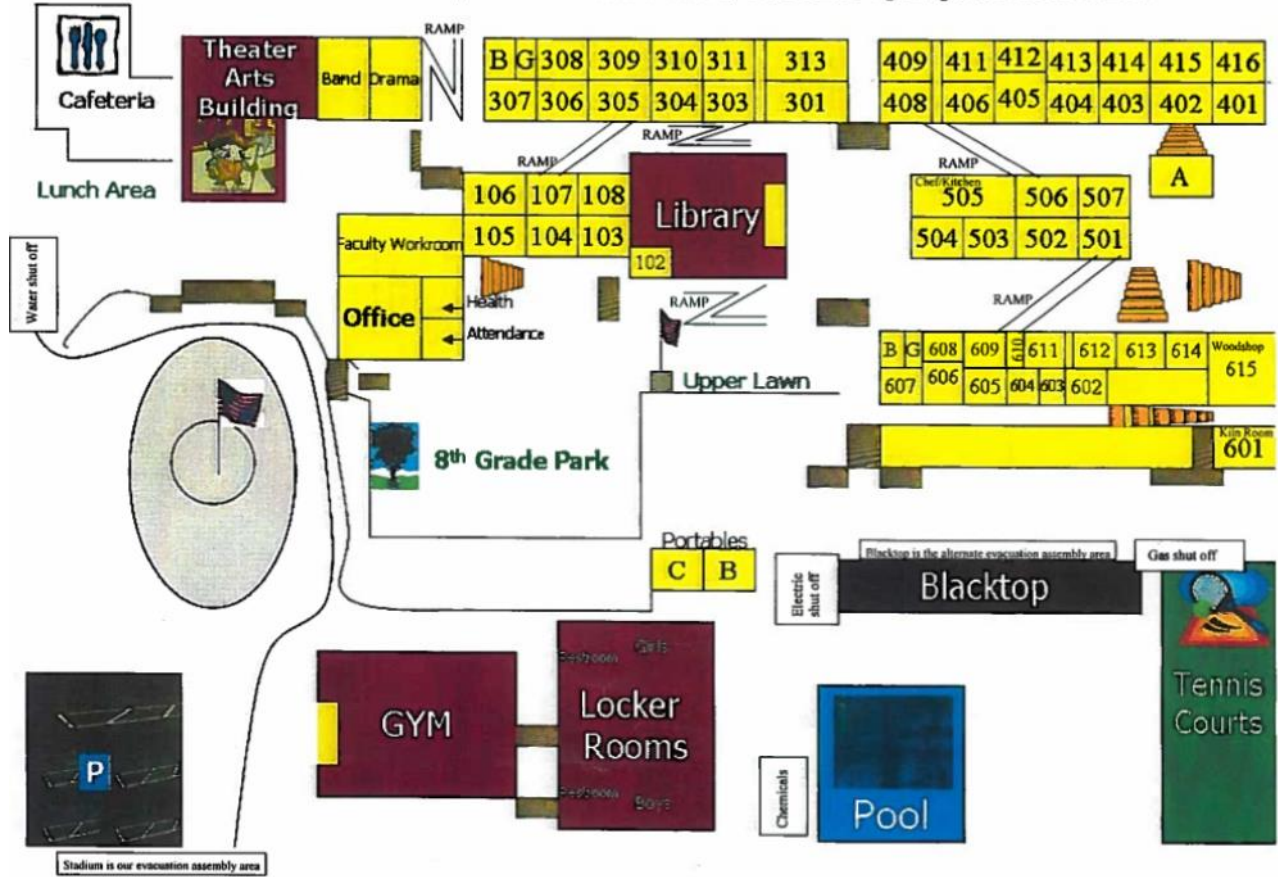
In the case of complete evacuation from the school site, the plan is to have students flow down Palos Verdes Drive East and regroup near the Fire Station in Miraleste Plaza shopping center.

When checking a student in and out of school during school hours, parents are to physically sign in the Attendance Office. Miraleste Intermediate is a closed campus where parents are not allowed during school hours without checking into the main office.

Miraleste Intermediate School

29323 Palos Verdes Drive East, Rancho Palos Verdes, CA 90275 (310) 732-0900 x 201

Rm 301 Science Lab
Rm 409 Science Lab
Science Storage Office is located at
center corner of 301, 303, 311, & 313



Procedures to Ensure a Safe and Orderly Environment

Component One: People and Program

Goal 1

By June 2021, Miraleste 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
Work with students in the areas of social-emotional health, academics, and college readiness.	SEL Lessons Naviance Peer Tutoring Student Center Project Alert	Counselors Health and PE teachers Student Volunteers	Ongoing for the entire school year	CHKS SST's
Promote positive student engagement through student activities	Marauder Madness Intramural sports Red and Yellow Ribbon lunch events	Administration Counselors Teachers	Ongoing for the entire school year.	CHKS
Provide inclusive school environment for all students by providing opportunities for school community participation	Web, Ambassador program, Ball Shack volunteers Friendship club, Gratitude tree library event, Student of the Month	Web Team 8 th grade Ambassador students, Administration, Counselors, Staff, Librarian	Ongoing for the entire school year	CHKS
Enhance anti-bullying efforts	Yellow Ribbon Week, Tech Safety presentations, Lunch Lounge, Lunchtime Activities	Administration, Teachers, Counselors, Staff.	Ongoing for the entire school year.	CHKS
Encourage stakeholder participation	School Site Council, Yellow Ribbon Week, Red Ribbon Week. Multicultural Day	PTSA, Booster Club Parents, Administration, Teachers, Counselors, Staff	Ongoing for the entire school year.	CHKS

Component Two: The Physical Environment

Goal 1

By June 2021, Miraleste 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
Support a positive school culture for all staff and students	PBIS, Web, Bens Bells, Intramurals,	Administration, PBIS teacher team, Web teacher and student team.	Ongoing through the school year.	CHKS
Maintain baseline levels of site facilities in good repair, prioritizing classrooms/student areas for improvement	PTSA, Booster Club, District General funds.	ASB, Booster Club, PTSA	Ongoing through the school year.	CHKS, SARC.
Promote campus beautification	Booster Club, ASB, PTSA	ASB, Booster Club, PTSA	Ongoing through the school year	CHKS, SARC

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)