

Comprehensive School Safety Plan

Vista Grande Elementary School

Palos Verdes Peninsula Unified School District

Taylor Holloway, Principal
7032 Purpleridge Dr.
Rancho Palos Verdes, CA 90275
310-377-6066

Plan Developed and Adopted by School Site Council January 28, 2020

Plan approved by District Governing Board on February 26, 2020

School Site Council Committee Members

Name: Taylor Holloway

Name: Teresa McKnight

Name: Julie Deary

Name: Alexis Ignant-Scantlebury

Name: Carlie Garber

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

School Site Mission

A Vista Grande Voyager will be a confident, creative thinker. They will be a positive role model and communicator who contributes to the community, demonstrating respect and the appreciation of differences through caring behavior toward all its members.

Table of Contents

- Assessment of the Current Status of School Crime 4
- Child Abuse Reporting Procedures 6
- Disaster Response Procedures 10
- Procedures for Notifying Teachers about Dangerous Pupil 11
- Procedures for Safe Ingress and Egress from School..... 12
- Procedures to Ensure a Safe and Orderly Environment 14
 - Component One: People and Programs..... 14
 - Component Two: The Physical Environment..... 15
- Reference Guide to Board Policy (BP) and Administrative Regulations (AR)..... 16
 - Suspension and Expulsion Policies 16
 - Rules and Procedures on School Discipline 16
 - Hate Crime Policies and Procedures..... 16
 - Bullying Prevention Policies and Procedures..... 16
 - Sexual Harassment Policy 16
 - School-wide Dress Code Prohibiting Gang-Related Apparel..... 16
 - Child Abuse Reporting Procedures 17
 - Disaster Response Procedures..... 17

Assessment of the Current Status of School Crime

Vista Grande Elementary is a safe and secure campus. Perimeter fences and a single entry point allow the campus to be closed. A new visitor management system, Raptor, has been successfully implemented ensuring all visitors are accounted for and have checked in and out with the school office.

There have been no crimes committed on campus nor at school-related functions. Student suspensions remain very low with little to no suspensions in a school year. Office referrals on a yearly basis range from 20 – 30 incidents. Most referrals are due to a violation of school rules while on the playground. Vista Grande students are explicitly taught behavioral expectations, or how to S.A.I.L. That is, Show respect, Act responsibly, Include others, and Listen and think. Those students with office referrals are provided reteaching of behavioral expectations and appropriate consequences. Continuous reinforcement for following behavioral expectations and reteaching of S.A.I.L have kept the office discipline referrals minimal.

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

Vista Grande: California Dashboard 2019

Chronically Absent	2.3%
Suspension	0.5%

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.

Vista Grande: California Healthy Kids Survey 2017-18

	5th grade
School Connectedness	43%
Caring Adult Relationships	45%
Feel Safe at School	91%

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				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)					
			<input type="checkbox"/> NO	<input type="checkbox"/> GROUP HOME OR INSTITUTION	<input type="checkbox"/> RELATIVE'S HOME						
	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. _____		_____		
	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											
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

Vista Grande Elementary is well-prepared to respond to a variety of incidents. We have a disaster shed with a satisfactory amount of emergency supplies such as water, food, first aid supplies, search and rescue supplies, blankets, flashlights, etc. Staff train annually with these supplies in October of every year. Additionally, a drill is held each month to ensure we are practicing our emergency response procedures. A practiced student release system is in place. In the event of an emergency that requires an evacuation to the field, the student release will be set up by the Kinder yard pick up area. This is the same area where students congregate after school daily for pick up. If an off site evacuation is necessary, students will be released from Palos Verdes Intermediate School.

All rooms are equipped with an emergency checklist to enable staff to refer to the correct plan of action for each incident. Each room has a disaster bin with student emergency cards and supplies. Special consideration has been given to emergency procedures with regard to students with disabilities.

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. 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.

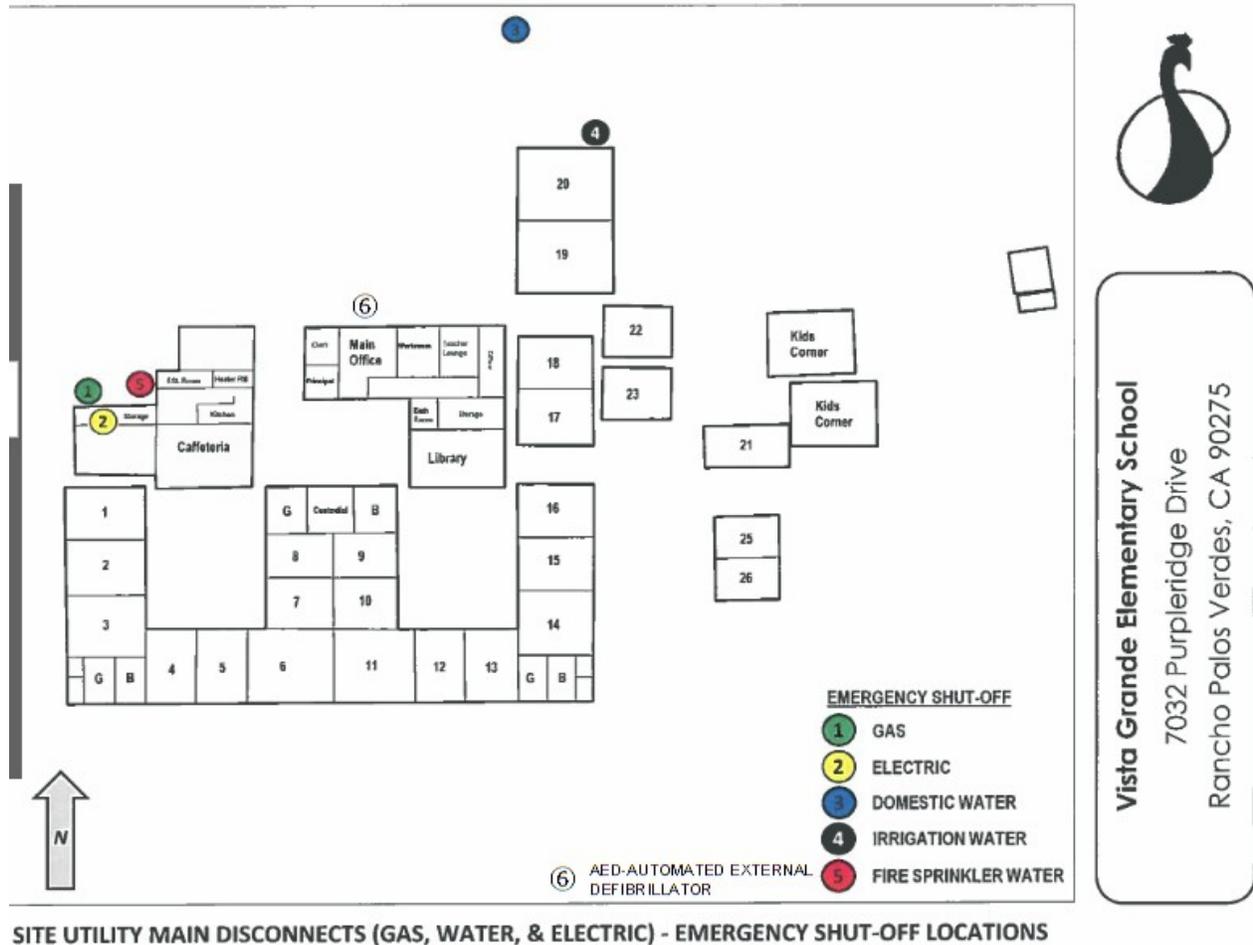
Procedures for Notifying Teachers about Dangerous Pupil

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.

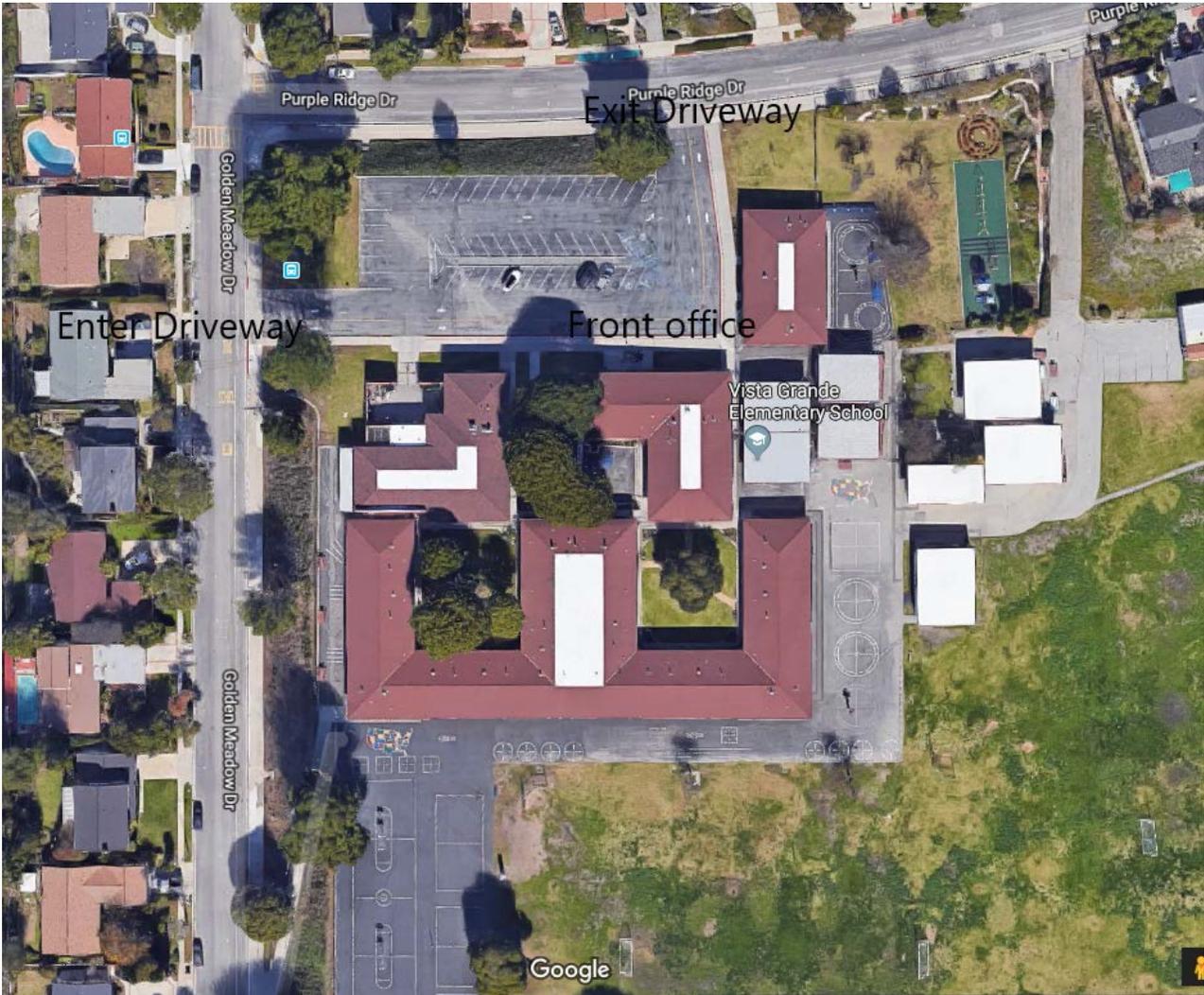
Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the Palos Verdes Peninsula Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal 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

Vista Grande Elementary has a posted evacuation map in every room. Students are trained on the appropriate routes in the event of an emergency. When exiting campus, classrooms take different routes to ensure little to no congestion. Overhangs and buildings are avoided as students mainly through the back door of their classrooms.



Vista Grande Elementary School
 7032 Purpleridge Drive
 Rancho Palos Verdes, CA 90275



Enter Driveway

Front office

Exit Driveway

Vista Grande
Elementary School

Google

Purple Ridge Dr

Purple Ridge Dr

Golden Meadow Dr

Golden Meadow Dr

Purple Ridge Dr

Procedures to Ensure a Safe and Orderly Environment

Component One: People and Programs

Goal 1

By June 2021, Vista Grande will increase school connectedness by 20% 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. (2017-18 School Connectedness was rated at 43%)

Action	Resources	Person Responsible	Timeline	How Will You Measure
Monitor students who are chronically absent	Bimonthly attendance reports and letters home.	Principal and Office Manager	August – June	Letters are sent to students whose attendance is lower than 90%.
Provide inclusive school environment for all students by providing opportunities for school community participation	Student Ambassadors, Spirit Assemblies, PTA events, Run Club, an additional student activities.	All Staff	August – June	Healthy Kids Survey data
Provide Parent Involvement and Education Opportunities	Monthly PTA meetings, Open forums with Principal, Classroom	All Staff	August – June	Log of volunteer hours.

Component Two: The Physical Environment

Goal 1

By June 2021, Vista Grande 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
Continue to teach school wide behavioral expectations, S.A.I.L	PBIS team meetings, data analysis, PTA support to fun	All Staff	August – June	Decrease in the number of office discipline referrals.
Maintain less than 2% student suspension rate.	Tiered behavior interventions and lunch time activities to increase student connectedness.	Principal, School Psychologist.	August - June	Monitor the number of Suspensions.
Maintain baseline levels of site facilities in fair repair	District resources, project approvals for school improvements	District Staff	August – June	Status of project approvals

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)