

# **Comprehensive School Safety Plan**

## **Lunada Bay Elementary School**

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council January 29, 2020

Plan approved by District Governing Board on February 26, 2020

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

Rafael Bernal: Principal

Angela Kelly: Teacher representative

Karie Macdonald: Teacher representative

Sharlene Castillo: Teacher representative

Barbara Brown: Teacher representative

Dawn Wynne: Parent of attending student

Priscilla Hanudel: Parent of attending student

Nicole Straw: Parent of attending student

Erika Strum: Parent of attending student

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

## **School Site Mission**

*It is the mission of Lunada Bay School to develop students of character with the ability to think critically, be creative, communicate, and collaborate with others, both personally and through use of technology, to prepare them to be contributing citizens of a global society.*

# 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 ..... 12
- Procedures for Safe Ingress and Egress from School ..... 13
- Procedures to Ensure a Safe and Orderly Environment ..... 15
  - Component One: People and Programs ..... 15
  - Component Two: The Physical Environment ..... 17
- Reference Guide to Board Policy (BP) and Administrative Regulations (AR) ..... 18
  - Suspension and Expulsion Policies ..... 18
  - Rules and Procedures on School Discipline ..... 18
  - Hate Crime Policies and Procedures ..... 18
  - Bullying Prevention Policies and Procedures ..... 18
  - Sexual Harassment Policy ..... 18
  - School-wide Dress Code Prohibiting Gang-Related Apparel ..... 18
  - Child Abuse Reporting Procedures ..... 19
  - Disaster Response Procedures ..... 19

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

The primary concern at Lunada Bay is that students are safe and secure physically and emotionally. Intervention and conflict resolution are used when there are differences between students. To date in the 2019-2020 school year, there have been no suspensions. There have been no incidents of hate crimes and any bullying or perceived bullying is addressed through parent involvement, intervention, and/or conflict resolution. This year we have been extremely fortunate to have the assistance of Behavior Intervention specialists once a week on our playgrounds and available to all students. We have the support of our school psychologist on campus five days a week. They have been helpful in providing intervention recommendations for teachers who have students with behaviors that impact the emotional and physical safety of classmates. In addition, teachers and staff members use Aeries to track student behavior data to support positive behavior intervention systems. Staff members meet with parents in Student Study Team meetings to discuss student behaviors and progress over 6 to 8 week increments.

All visitors are required to sign in at the office and wear badges when they are on campus when children are present. Campus security is managed by vigilant staff members, parents, and neighboring residents who are watchful and report anything they consider unusual or unfamiliar. Buildings are secured nightly by teachers and double-checked by custodial staff. There are multiple routes in and out of every building on campus. The school has a Traffic Plan that provides a plan for safe conditions as students arrive and depart the campus. Procedures for field trips are in place and support safe practices and response. The school administration has an excellent relationship with local law enforcement. Emergency drills for fire, earthquake, and lock down are held on a rotational monthly schedule.

Lunada Bay provides a safe school environment in all ways. When problems arise, they are addressed and resolved immediately. Parent involvement is critical and parents are equal partners in both monitoring and resolution of problems. The Lunada Bay PTA Disaster shed is so well stocked that it was used as a model for the community disaster shed housed on our campus.

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 is 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.

## Lunada Bay: California Dashboard 2019

Chronically Absent	4.6%
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.

## Lunada Bay: California Healthy Kids Survey 2017-2018

	5th grade
School Connectedness	42%
Caring Adult Relationships	50%
Feel Safe at School	88%

# **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 PARENTS/GUARDIANS</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**

The Lunada Bay School 2019-2020 Emergency Plan provides faculty, staff, parent volunteers and students with site-specific emergency instructions during an emergency crisis or disaster. The Plan delineates responsibilities of all Lunada Bay School employees and is organized according to the Standardized Emergency Management System (SEMS). Lunada Bay School personnel designated to carry out specific emergency responsibilities are expected to understand the policies, procedures and system. Training and exercises are ongoing components of the Plan.

The Plan is reviewed and updated annually by the principal, staff, and district personnel. Drills and exercises are conducted annually. Copies of the Plan are distributed to Lunada Bay School employees, the district office, and other entities as appropriate.

There is always the possibility that an emergency or disaster may occur when classes are not in session or when Lunada Bay School is being used for extended 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 availability of personnel.

Lunada Bay School employees understand that the school's primary role in an emergency is to care for the safety and welfare of children for the duration of the emergency. Staff recognizes that the school site may be on its own (without outside resources) for up to 72 hours. Should an emergency/disaster occur during school hours, Lunada Bay School will shelter students who are not picked up by parents or authorized persons listed on the Emergency Information Card for up to 72 hours. This is district policy. There is also the possibility that the American Red Cross may use Lunada Bay School as a community shelter. Lunada Bay School will keep students in the safest location on the school campus until they can be safely reunited with their families. The Principal will relocate students to an alternate site when required by law enforcement or when it is unsafe to remain on campus.

A disaster container with some emergency food, water, supplies and equipment is located in the center of campus. Contents will be inventoried and replenished as necessary. Additionally, each classroom is equipped with some emergency supplies and class lists by period.

The principal and faculty will inform students about emergency procedures. All employees will make every effort to use appropriate procedures while providing students with direction and guidance, which emphasize their physical and psychological well-being.

Parents will be informed of the Lunada Bay Emergency Plan annually. A copy of the Plan will remain in the administrative offices. The PTA may provide support and volunteer assistance in disaster preparedness.

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.

For specific details, refer to Palos Verdes Peninsula Unified School District Board Policy and Administrative Regulations 3516.

## 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**

Lunada Bay 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 Palos Verdes Police and the City of Palos Verdes Estates to guarantee that the school's immediate community is safe.

To ensure the safety of bike riders, students in grades 3-5 are permitted to ride bicycles to school and are provided bicycle safety demonstrations during Red Ribbon Week. Younger students may ride only in the company of a parent (Reference: Board Policy 5142.3).

Drop off zones are clearly marked with painted curbs and signage provided by the city of Palos Verdes Estates. These are monitored by the school staff and PVE Police Department. To ensure safety during pick-up and drop-off periods, students, staff, and parents cooperatively developed a school *Traffic Safety Plan* that is revised annually. This plan outlines all safe drop-off and pick-up locations and procedures, traffic flow requirements and safety expectations for all drivers. The *School Management Plan* identifies student procedures for arrival on campus and safe locations for waiting until the supervised playground opens. Staff is assigned to monitor the arrival gates before school and the dismissal gates after school to assure children's safety.

School district programs such as PV Kids' Corner (a childcare program located on campus) and an enrichment program, provide safe activities for students to participate in both before and after school. All drop-offs and pick-ups at Kids' Corner are from a parking lot through a protected gate.

# Traffic Plan



## LUNADA BAY ELEMENTARY SCHOOL TRAFFIC PLAN

"A Respectful, SAFE, and Kind Place to Learn!"

# Procedures to Ensure a Safe and Orderly Environment

## Component One: People and Programs

### Goal 1

By June 2021, Lunada Bay 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.

<b>Action</b>	<b>Resources</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>How Will You Measure</b>
Provide inclusive school environment for all students by providing opportunities for school community participation	Monthly Flag Ceremony School wide Assemblies every Monday After-school parent workshops	Principal Office Manager Teachers School Psychologist	August 2020 – June 2021	Sign-in sheets for parent workshops
Continue to implement a Positive Behavior Intervention and Support system (PBIS) including clearly taught school rules/expectations	Success Tickets Spirit Assemblies Classroom Activities School wide Assemblies every Monday Menu of Incentives for PBIS	Principal Teachers Yard supervisors Classified Staff	August 2020 – June 2021	Office Data Referrals Staff meeting agendas and sign-in sheets
Continue to engage with all stakeholders by actively sharing information	Principal newsletter Teacher newsletters Weekly updated website Aeries Communication	Principal Teachers Office Manager	August 2020 – June 2021	Records of communications
Continue to support social-emotional development	2 <sup>nd</sup> Step Curriculum and weekly instruction School Psychologist	Teachers School Psychologist Principal	August 2020 – June 2021	Student data from teacher assessments from 2 <sup>nd</sup> Step Curriculum

<p>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</p>	<p>PBIS team School Site Council Faculty Advisory Committee District Office resources School Psychologist</p>	<p>Principal Teachers PBIS Team School Psychologist</p>	<p>August 2020 – June 2021</p>	<p>Office Data Referrals Suspension Rate</p>
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## Component Two: The Physical Environment

### Goal 1

By June 2021, Lunada Bay 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>
Maintain baseline levels of site facilities in good repair, prioritizing classrooms/student areas for improvement.	Cost of materials and supplies	Lead Custodian Night Custodian Campus Supervisors Principal	August 2020 – June 2021	Work orders Teacher and student feedback
Site facilities will be monitored regularly to remain in good repair.	Lead Custodian Night Custodian Teachers Staff	Lead Custodian Principal	August 2020 – June 2021	Work orders
The leadership team will meet 4 times per year to discuss classroom and student areas of improvement.	Faculty Advisory Committee	Principal	August 2020 – June 2021	Sign-in sheets and agendas

# **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)