

# Comprehensive School Safety Plan

## Palos Verdes High School

Palos Verdes Peninsula Unified School District

Allan Tyner, Principal  
600 Cloyden Rd.  
Palos Verdes Estates, CA 90274  
310-378-8471  
tynera@pvpusd.net

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

Plan approved by District Governing Board on February 26, 2020

### School Site Council Committee Members

<b>School Members</b>	<b>Parent/Community/Student Members</b>
Allan Tyner, Principal	Cathy Fresch, Chair and Parent
Gayle Carpenter, Associate Principal	Captain Hellinga, PVEPD/Community
Keely Hafer, Associate Principal	Holly Mavar, PTSA President
Louis Harley, Social Studies	Diane Imbach, Booster Club
Tecia Barton, Social Studies	Krista Burns, Parent
Jen Egan, AVID	Michelle Cross, Parent
Kristy Jimenez, Art/PE/CTE	Sylvia Macia, Parent
Allyson Klabe, SPED	Rhonda Rafijah, Parent
Cyndi Mitchell, Math	Anna Hill, Student Grade 12
Cynthia Ruiz, English	Abbie Maemoto, Student Grade 11
Cecilia Remeta, World Languages	David Maemoto, Student Grade 10
Julie Munoz, Science	Luke Rafijah, Student Grade 9
Kendra Mendez, Classified	
Merika McHugh, Counseling	
Megan Lichter, Counseling	

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

## **School Site Mission**

PVHS places a very high emphasis on the academic success and emotional well-being of all students. Various programs, for all levels of students, challenge each PVHS student to reach his or her maximum potential. PVHS ensures students are well equipped with the academic skills that allow them to follow their own unique academic pursuits and extracurricular endeavors in high school and beyond.

## **Working Vision Statement**

PVHS strives to be a community of positive affiliation and engagement that embraces individuality and promotes self-growth.

# Table of Contents

- Assessment of the Current Status..... 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 Program..... 15
  - Component Two: The Physical Environment..... 17
- Reference Guide to Board Policy (BP) and Administrative Regulations (AR)..... 19
  - Suspension and Expulsion Policies ..... 19
  - Rules and Procedures on School Discipline..... 19
  - Hate Crime Policies and Procedures ..... 19
  - Bullying Prevention Policies and Procedures ..... 19
  - Sexual Harassment Policy ..... 19
  - School-wide Dress Code Prohibiting Gang-Related Apparel ..... 19
  - Child Abuse Reporting Procedures..... 20
  - Disaster Response Procedures ..... 20

## Assessment of the Current Status

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.

### **Palos Verdes High School: California Dashboard 2019**

Chronically Absent	.58% (Aeries Analytics)
Suspension	2%

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. In addition to the school counselors and psychologists, each high school has two full-time student support specialists to provide on-site therapy to students needing intervention and crisis support.

### **Palos Verdes High School: California Healthy Kids Survey 2018-19**

	9 <sup>th</sup> grade (82%)	11 <sup>th</sup> grade (72%)
School Perceived as Safe or Very Safe	69%	76%
Experienced Harassment or Bullying	39%	34%
Experienced Chronic Sadness/Hopelessness	34%	36%
Considered Suicide	16%	15%

PVHS has seen a drop in the number of discipline incidents from last year to this year in all categories except for cheating. With the addition of the discipline committee made up of students, teachers, counselors, and administration, a cheating survey was distributed to all students in an attempt to get data to build a more comprehensive cheating matrix.

A variety of educational interventions are used as a part of a progressive discipline model including reflective assignments, presentations, interviews, and more. Attendance data is trending higher than last year and is currently the highest it has been in 7 years.

### **Palos Verdes High School Attendance and Discipline Data**

- In 2018-2019 school year, there were a total of 32 suspensions, 17 less than the previous year.
- There have been 10 students suspended in the 2019-2020 school year so far (18 at this time last year)
- Discipline incidents so far include
  - 10 vaping tobacco (7 less than last year)
  - 6 controlled substance (marijuana; 7 less than last year)
  - 5 threats, bullying, fighting (5 less than last year)
  - 2 incidents of controlled substance (pills or alcohol)
  - 202 truants resulting in Saturday School (100 less than last year)
  - 26 incidents of cheating (12 more than last year)
  - 128 incidents of students being off campus during lunch resulting in trash pick up (38 less than last year)
  - 44 incidents of parking abuse
- Tobacco or marijuana substance instances by grade
  - 9<sup>th</sup>: 2 (down 2 from last year)
  - 10<sup>th</sup>: 12 (up 2 from last year)
  - 11<sup>th</sup>: 6 (up 2 from last year)
  - 12<sup>th</sup>: 2 (down 10 from last year)
- Attendance data for the 18-19 school year was 96.35% and is currently 97.34%
- Chronic absenteeism data for 16-17 was 6.18% and 17-18 school year 6.23%
- 30 students with perfect attendance first semester
- Addition of discipline committee to review policies, procedures, trends, best practices, interventions, align whole school behavior expectations, etc.

The School Site Council acknowledges a drop in student discipline but stresses the importance of continuing and ongoing education for students and parents in regards to substance abuse and other high-risk behaviors. SSC looks to continue an upward trend in daily attendance and a lower chronically absenteeism rate. SSC continues to focus on student wellness and overall emotional well-being of all students with a goal of increasing student connectedness.

# **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. _____								
<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>	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											
<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 Palos Verdes High School (PVHS) 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 PVHS employees and is organized according to the Standardized Emergency Management System (SEMS). PVHS 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 PVHS 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 PVHS 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.

PVHS 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, PVHS 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 PVHS as a community shelter. PVHS 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 at the bottom 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 PVHS Emergency Plan annually. A copy of the Plan will remain in the administrative offices. The PTSA may provide support and volunteer assistance in disaster preparedness.

## **Plan Activation**

The principal or designee will activate the Plan in an emergency or when a threat exists that may impact the safety and well-being of students, employees and the community. When the Plan is activated, employees will follow an Incident Command System (ICS) to ensure centralized direction and coordination. Under ICS, one person (the Incident Commander, ICO) is in charge at the school site. The principal or

designee will serve as Incident Commander. Depending on the nature and scope of emergency, the Incident Commander may appoint section chiefs to oversee other functions (Planning, Operations, Logistics and Finance and Administration). If the situation warrants, the ICO can perform any or all five functions. The principal or designee will also be responsible for deactivating the plan.

### **District and other Agencies**

PVHS will communicate with the district by phone, email, short-wave radio or runner. Emergency information, status reports and resource requests will go directly to the Palos Verdes Peninsula Unified School District (PVPUSD) Assistant Superintendent of Business Services. PVHS will also contact the City of Palos Verdes Estates Emergency Operations Centers.

### **PVHS Internal Communications Protocol**

PVHS will utilize a variety of communication sources, including student messengers, walkie-talkies, land line, cell phones and the development of a text based "Aeries Communications" System.

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. PVHS has five (4) Automatic External Defibrillators in the following locations: (1) Health Office, (1) Athletic Training Room, (1) Main Gym, (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**

- Procedure for Visitor Check In

Palos Verdes High School is an open campus and is not contained by fences. There are signs posted on campus indicating that all visitors must report to the main office. Visitors are required to check in at the main office and get a visitor's badge.

- Safety routes (egress and ingress)

Palos Verdes is an open campus and has multiple access points to the campus through one main driveway entrance but with a number of sidewalks and paths on the hillsides.

- Emergency drills and other regularly scheduled safety drills

There is a strong partnership between the PTSA Safety Committee and the Administrative Team at Palos Verdes High School. The summer months are typically spent upgrading the classroom supply kits with funds provided by the PTSA. An expanded security team that includes custodial staff, teachers and classified staff, engage in routine drills to review and upgrade our skill base. There are two drills conducted each year, 1 is a full evacuation and 1 is a lockdown.

There is one main drive through entrance to the school campus that enters on the west side of the campus on Cloyden Street. Approximately 40% of the student population is enrolled in a zero period class that starts at 7am which means that vehicular traffic begins to enter the school campus as early as 6:45am. There is a smaller road that starts by the flag pole and winds around the backside of the campus that is open for staff to enter from the southwest corner also starting at 6:45am. This allows staff to access the staff parking lots and not be impeded by the larger traffic patterns that are impacted on the main drive.



- Offices
- Principal's Office
- Director's Office
- Offices
- Offices

PARKING

PARKING

PARKING

PARKING

PARKING

PARKING

PARKING

PARKING

PARKING

ONE WAY

# Procedures to Ensure a Safe and Orderly Environment

## Component One: People and Program

### Goal 1

By June 2021, PVHS 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>
Continue to provide access to counseling for academic, behavioral, and social emotional supports.	SAGE Counseling Outlook program Counselors School Psych Suicide prevention training and lessons	Admin Counselors Community Partners SSS School Psych	August 2020-June 2021	Number of referrals, SSTs, risk assessments, CHKS
Provide inclusive school environment for all students by providing opportunities for school community participation	CRT Training for staff Diversity Training for staff Club week Misc. School events	Admin District Activities Director	August 2020-June 2021	Student connectedness data (as measured through aeries) Student feedback
Provide Parent Involvement and Education Opportunities within the school community	Parent presentations at school and in the community on a wide range of topics, Top 10, Daily bulletin, Back to school night, School Site council	Admin School Nurse Community Partners PEF Counselors CCC District	August 2020-June 2021	Parent Feedback

Continue to develop social/emotional learning and progressive discipline supports	SAGE Counseling Outlook program Education intervention opportunities	Admin SSS Community Partners Discipline committee	August 2020-June 2021	Discipline incidents, CHKS, number of risk assessments, discipline data
Reward Positive Student Behavior	Donations from community	Admin Teachers Staff	August 2020-June 2021	Student Feedback, discipline data
Whole school Coronation Day to increase student connectedness and awareness of school rules, policies, procedures, etc.	PTSA/Booster/ASB funds	All staff	August 2020-June 2021	Staff feedback, student feedback, CHKS
Continue to focus on student wellness and overall emotional wellbeing	Wellness Center Mindfulness class Counseling lessons (CA Healthy Youth Act) Wellness week Misc. Activities to promote wellness	Admin Teachers Counselors SSS Leadership groups	August 2020-June 2021	Stakeholder feedback, CHKS

## Component Two: The Physical Environment

### Goal1

By June 2021, PVHS 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	Community and district funds	Admin District Facilities	August 2020-June 2021	Stakeholder feedback
Maintain Clean and Safe Restrooms	District custodial supplies	Custodian Campus Supervisor	August 2020-June 2021	Stakeholder feedback
Monitor and supervise all areas	Administration Staff Security	Administration Staff Security	August 2020-June 2021	Stakeholder feedback
Engage students in caring for school grounds	NA	Admin team Staff	August 2020-June 2021	Stakeholder feedback
Address students' social emotional needs	Counselors SSS School Psych	Admin Counselors SSS School Psych Teachers	August 2020-June 2021	Number of SSTs and Risk Assessments
Conduct evacuation and various safety drills	Partnership with PTSA CERT Training	Teachers Admin Law Enforcement	August 2020-June 2021	Stakeholder feedback
Work with PVEPD to address safety of all students	PVEPD	Admin Law Enforcement	August 2020-June 2021	Stakeholder feedback
Update SEMS plan annually	Training and Partnership with PTSA	Admin	August 2020-June 2021	Stakeholder feedback

Promote See Something, Say Something	Posters	Admin Staff	August 2020-June 2021	Discipline Incidents
Maintain visitor protocol with security	Security staff Raptor System	Admin Security Teachers	August 2020-June 2021	Raptor System
Limit student access to the parking lot during school hours	Security staff	Admin Security Teachers	August 2020-June 2021	Discipline incidents

# **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)