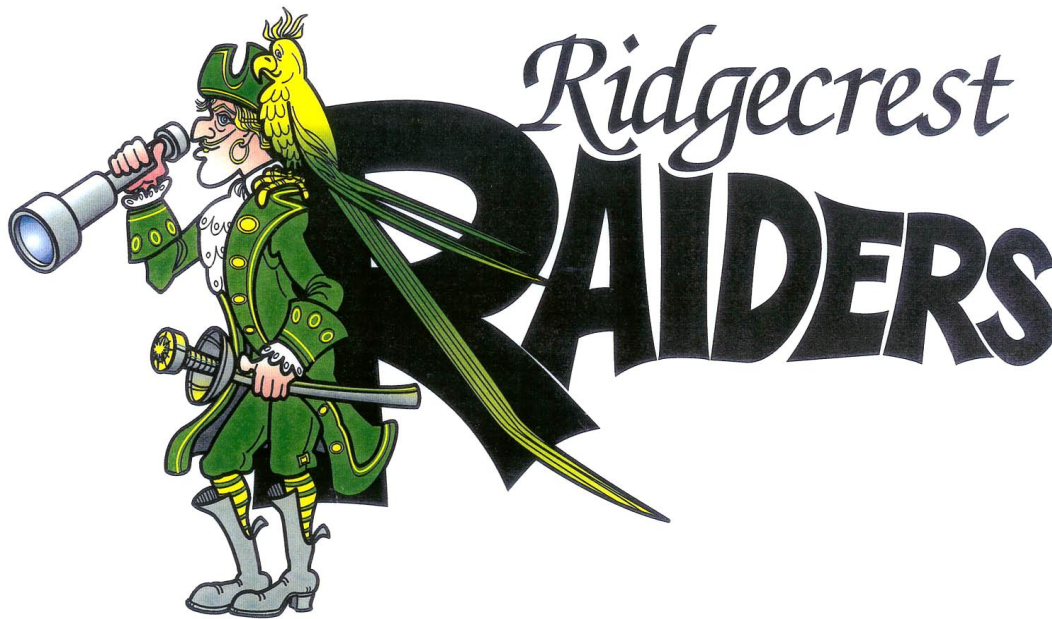


Ridgecrest Intermediate School



Comprehensive Safe School Plan

Palos Verdes Peninsula Unified School District
2015-2016

Approved by the PVPUSD Board of Education
February 24, 2016



Palos Verdes Peninsula Unified School District

**HALAGA COVE
ADMINISTRATION
CENTER**

375 Via Almar
Palos Verdes Estates
California 90274-1277
(310) 378-9996
www.pvpusd.net

Donald B. Austin, Ed.D.
Superintendent of Schools

Board of Education

Malcolm S. Sharp
President

Anthony Collazo
Vice President

Linda Reid
Clerk

Barbara Lucky
Member

Suzanne Seymour
Member

Dear Parents, Guardians, and Community Members,

The Palos Verdes Peninsula Unified School District (PVPUSD) is committed to the belief that schools should create a safe and orderly school campus and contribute to the same in the surrounding community. Each school in the PVPUSD holds fast to this belief and has created an individual Comprehensive Safe School Plan designed to put this belief into action.

Comprehensive safety is fundamental to students' school success and achievement. The goals of each school's Comprehensive Safe School Plan are designated to:

- 👉 create a caring community where students are encouraged to meet their potential,
- 👉 decrease discipline problems,
- 👉 increase time on task,
- 👉 minimize disruptions and discipline that detract from teaching,
- 👉 create a feeling of community,
- 👉 identify existing programs that promote school safety,
- 👉 create stronger links with District and community resource partners,
- 👉 analyze data about current conditions,
- 👉 identify programs and funds to address identified needs,
- 👉 publicize successes and need related to school safety,
- 👉 decrease vandalism, and
- 👉 keep students on a productive track toward a productive future.

Each plan has been created with the efforts of many stakeholders in the school and the community. Yearly updates, revisions, and edits will keep the plan current with school conditions, current trends and requirements in the law.

We hope that you, the community, will stand with us in our ongoing efforts to provide a safe, constructive learning environment for all students in the Palos Verdes Peninsula Unified School District.

Sincerely,

Joanne Culverhouse, Ed.D.
Assistant Superintendent, Educational Services

**Department Extensions
and FAX Numbers**

Superintendent, x 404
(310) 378-0732 (FAX)

Business Services, x 418
(310) 375-4140 (FAX)


Educational Services, x 183
(310) 791-2919 (FAX)

Human Resources, x 417
(310) 791-2948 (FAX)

Pupil Services, x 551
(310) 378-1971 (FAX)

**Comprehensive Safe School Plan Committee Members
Ridgecrest Intermediate School
2015-2016**

Kelli Keller
Principal



(signature)

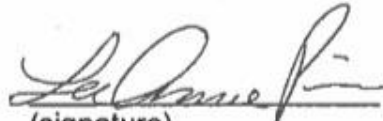
Jesse Allen
Safe Schools Coordinator



(signature)

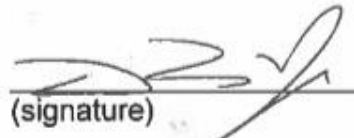
Consulting Community Members

Lee Ann Pinner



(signature)

Wan Ping Yu



(signature)

Table of Contents

Title Page	Page No.
Name and Logo of the School	1
Superintendent’s Letter	2
Community Signature Page	3
Table of Contents	4
Assessment of the Current Status of School or School-Related Crime	5
1. Child Abuse Reporting Procedures	7
2. Disaster Procedures, Routine and Emergency	8
School Emergency Plan (See Appendix B)	
3. Policies Related to Suspension and Expulsion	9
Safe Schools Policy (See Appendix C)	
4. Procedures Regarding Teacher Notification of Dangerous Students	10
Pursuant to <i>Education Code</i> Section 49079	
5. Discrimination and Harassment Policy	11
Pursuant to <i>Education Code</i> Sections 200-262.4	
6. Provisions of Any School-Wide Dress Code	12
Pursuant to <i>Education Code</i> Section 35183 (See Appendix F)	
7. Procedures for Safe Ingress and Egress to and from School	13
Applies to Pupils, Parents, and School Employees	
8. A Safe and Orderly Environment Conducive to Learning	14
9. Rules and Procedures on School Discipline Adopted	17
Pursuant to <i>Education Code</i> Sections 35291 and 35291.5. School Behavior Code (See Appendix E)	
10. Hate Crime Reporting Procedures	18
Pursuant to <i>Education Code</i> Sections 35291 and 35291.5 <i>Hate-Motivated Behavior Code</i> (See Appendix J)	
K School Accountability Report Card (SARC)	K
L Single Plan for Student Achievement	L
Appendices	
Appendix A - Child Abuse Reporting Procedures Code	A
Appendix B - Disaster Procedures, Routine and Emergency: School Emergency Plan	B
Appendix C - Policies Related to Suspension and Expulsion: Safe Schools Policy	C
Appendix D - Procedures Regarding Teacher Notification of Dangerous Students	D
Appendix E - Sexual Harassment Policy Code	E
Appendix F - Provisions of Any School-Wide Dress Code	F
Appendix G - Procedures for Safe Ingress and Egress to and from School Code	G
Appendix H - A Safe and Orderly Environment Conducive to Learning Code	H
Appendix I - Rules and Procedures on School Discipline Code	I
Appendix J - Policies Related to Hate-Motivated Behavior	J
Appendix K - Parent/Student Handbook	K
Appendix L - SEMS Plan	L

The Comprehensive School Safety Plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

School Overview of Current Condition

An Assessment of the Current Status of School or School-Related Crime

Over the course of the 2015-2016 school year, Ridgecrest Intermediate has had 3 suspensions thus far.

All visitors to Ridgecrest must first check-in at the main office. Visitors must document the date of their visit, the time in and time out, their name, the company they are with and their destination on campus. Guests are then issued a sticker badge to place on their person and instructed to be worn at all times while on campus.

We have a Campus Supervisor to maintain the safety of all. The Campus Supervisor regularly performs campus sweeps to deter unwanted visitors on campus. Additionally, we have seven strategically placed cameras around campus to protect and deter from incidents. The school buildings are broken up into three different quads. Each classroom has an internal and external door. All external doors are locked when school is not in session. Classroom doors are left locked with a Lock Block in place during school hours. The quad doors are locked after all students exit campus each afternoon.

In the event of an evacuation, we have pre-assigned evacuation routes for every area on campus. All classroom internal and external doors serve as alternative evacuation routes in the event that one door is unable to be opened. Students and staff regularly participate in emergency drills. Each month a different emergency drill is held as well as other regularly scheduled safety drills such as: HAM radio, fire, lockdown, evacuation, earthquake, and shelter in place.

We have had zero incidents of hate crime to date. To address concerns of bullying, we have an entire week celebrating the diversity of our campus while focusing on anti-bullying. The lessons the students learn during the week carry throughout the school year. At the beginning of the school year the Safe School Counselor presents cyberbullying, sexual harassment and bullying information to the students during the first week of school through science classes. The Principal and Associate Principal are actively involved in issues of bullying that arise on campus and take the incidents seriously.

The school environment is kept safe by adult supervision during instructed and uninstructed times. Student concerns are addressed in a prompt fashion through our internal use of *Incident Reports*. All reported incidents are handled by Administration and/or Counselors.

Parents are involved daily through the Parents on Campus program at lunchtime, parent volunteers, PTSA and Booster Club.

1. Child Abuse Reporting and Procedures Consistent with *Penal Code Section 11164*

Our faculty and staff have been trained in the reporting procedures of child abuse per the first professional development meeting of the school year on an annual basis. They are trained to report any and all suspected abuse cases that have been brought to their attention either by students or firsthand concerns. Staff is trained as mandated reporters to report directly online or through the counseling office. All teachers and staff are aware that the reporting process is secure and confidential and in place for the students' safety and well-being. The Administration regularly reminds faculty and staff that any questions should be directed to the Administration immediately so proper steps may be taken.

The procedures for reporting abuse are excerpted from the PVPUSD Board Policies and Administrative Regulations guidelines and are included in Appendix A.

2. Routine and Emergency Disaster Procedures, including Students with Disabilities in accordance with the American Disabilities Act.

The NIMS plan is updated annually by the Safe School Counselor to include updates to staff rosters and assign emergency positions. The PTSA Disaster Chair updates the inventory of the disaster sheds annually to replace any expired supplies. Ridgecrest holds monthly drills which cover: fire, lockdown, disaster, earthquake, shelter in-place and HAM radio. Each fall, the school participates in the annual National Shake Out Earthquake Drill and has decided on an unannounced lockdown drill for the spring. Logs of accomplished drills are sent to the Business Office by the Office Manager. The NIMS plan covers procedures for an array of emergencies to provide care for our general population as well as care to our students with disabilities. The school's Earthquake Emergency Procedures can be found in Appendix B. Protocols are in place for partnerships with outside agencies, including the American Red Cross to access school grounds for mass care and welfare shelters during emergencies.

3. Policies Pursuant to *Education Code* Section 48915(c) and Other School-Designated Serious Acts Which Would Lead to Suspension, Expulsion, or Mandatory Expulsion Recommendations

Ridgecrest's Safe School Policy is reviewed with staff and all students at the beginning of the school year. Students and parents are required to read over and sign the Safe School Policy and return it to school. Teachers are informed at the beginning of the year that they have access to their current student's past suspension and expulsion records. Alternatives to suspension are regularly used when applicable based on a case-by-case basis. Our Administration's discipline philosophy is to use appropriate consequences to curb negative behaviors with suspension being a last resort.

At the start of the year, both students and parents are made aware of the school's rules and regulations; handbooks are reviewed in class and at home with a required parent and student signature page upon completion of review. In addition to independent handbook review, school guidelines are covered with all students through classroom teacher and grade level assemblies. Within the context of these presentations, the Due Process procedure is covered.

4. **Procedures to Notify Teachers of Dangerous Students Pursuant to *Education Code Section 49079***

When the principal at Ridgecrest Intermediate School is made aware that a student has caused or has attempted to cause another person serious bodily injury, or any injury that has required professional medical treatment, a specific file is created for that child. Information based upon written District records or records received from a law enforcement agency are also contained in the file.

When any such student is assigned to a teacher's classroom, the principal provides the teacher with written notification. Additionally, the teacher is asked to review the student's record in the office. Teachers are informed that such information is to be kept in utmost confidence.

5. A Discrimination and Harassment Policy Consistent with the Prohibition Against Discrimination Pursuant to *Education Code* Sections 200-262.4

Ridgecrest Intermediate School is a safe working and learning environment for both employees and students. Sexual Harassment and Non-Discrimination Harassment is reviewed at the beginning of each school year. Employee signatures indicate that they have read and agree to follow the guidelines preventing sexual harassment. Consequently, these forms are part of the Teacher Handbook which is reviewed annually. Any reports of sexual harassment must be reported to the immediate supervisor or the appropriate personnel department official. The school principal successfully completes the training required by the district to ensure a safe working environment.

The school district's Safe Schools Policy (Appendix C) lists sexual harassment as a Category 3 Violation. Students in grades 4-12 who are guilty of sexual harassment are faced with disciplinary consequences that can include suspension and probable reassignment to a school away from the home campus, or recommended expulsion. Teachers and administration discuss this policy in age-appropriate ways to assure students that they need not endure any form of sexual harassment.

Ridgecrest Intermediate School posts the Williams Act in all classrooms and faculty and parents are aware of the rights guaranteed to all students.

Procedures to file a complaint are reviewed annually and posted in each classroom. (Williams Act)

6. The Provisions of a School-Wide Dress Code Prohibiting Students from Wearing “Gang-related Apparel” Pursuant to Education Code Section 35183, the Provisions of the Dress Code and the Definition of “Gang-Related Apparel”

The Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which students participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, however they must not present a health or safety hazard or a distraction which would interfere with the educational process (Reference: Board Policy 5132).

During the first week of school, students are informed of the dress code through presentations given in their science classes. Students also receive a written description of dress code procedures in their student handbook which they and their parents sign and return to school.

The consequences of a poor dress code choice are: first offense, warning and asked to change into their PE shorts or shirt. Second offense, asked to change into their PE shorts or shirt and parents must pick up the piece of clothing at the end of the school day. Third offense, in addition to the consequences of the second offense, the student also has lunch detention. Continued offenses may include suspension for defiance. The practice regarding hats follows the same consequence pattern as poor dress code choices. However, students are allowed to wear hats during lunchtime and PE. When/if gangs constitute a danger to students, the Superintendent or designee may act to restrict student dress and grooming as necessary to comply with Board policy related to gang activity (Reference: Board Policy 5132)

7. Procedures for Safe Ingress and Egress of Students, Parents/Guardians, and Employees To and From School

Parents are informed at the beginning of the school year through both the student handbook and principal presentations as well as Edline of egress and ingress routes and recommended pick up and drop off locations. These routes and locations have been agreed upon and discussed with the Lomita Sheriff, City of Rolling Hills Estates, and City of Rancho Palos Verdes. Any student who chooses to travel to and from school with a bicycle is required to meet with the principal in a group to share with them the safe routes, appropriate use of safety equipment required by law, and school student handbook. Teen scene is located on the lower side of campus and parents have easy access to and from the building via the Highridge Gate which does not impact regular traffic. Our principal, associate principal and campus supervisor regularly supervise drop off and pick up, helping to maintain a safe and efficient environment at the front of the campus.

8. A Safe and Orderly Environment Conducive to Learning

It is a priority of the administration and staff at Ridgecrest Intermediate School that each student who attends our school will be provided with an environment in which the student not only feels physically safe, but that there is also a positive school climate in all activities both inside and outside of the classroom.

- **INCIDENT REPORTING SYSTEM:** Students are encouraged to file an INCIDENT REPORT to report problems on campus and not be a victim (reports are used in Conflict Mediation).
- **THE PEACEABLE SCHOOL CONFLICT MEDIATION PROGRAM:** Approximately 25 Ridgecrest students have been trained as conflict mediators this school year, all of which are eager to assist their fellow classmates in coming to a resolution or an agreement in problem situations.
- **NEW TO PV KIDS LUNCH:** Ambassadors host a “New to PV Kids” Lunch at the beginning of the school year to help new students make new friends. A second new to PV luncheon is held for midyear transfer students.
- **COUNSELING SUPPORT GROUPS:** Groups are implemented each year. Topics are based on the needs of the student body as determined by the counseling department.
- **RAIDER RAMPAGE:** Activities planned by the Associated Student Body (ASB) monthly. Held at lunch and encourages all students to participate and feel a connection to school.
- **LUNCHTIME MUSIC:** Helping students feel more connected to RIS through music
- **EXCELLENCE AWARDS:** Awards are handed out to students displaying positive behavior. Drawings are held every 6 weeks for prizes determined by ASB.
- **8th GRADE PARK:** A space created for 8th graders only to eat their lunch. This is a privilege that 8th graders look forward to. It also helps create individualization among the grade levels.
- **CAMPUS BEAUTIFICATION:** Paper pick up is assigned to students as a consequence for not abiding by school rules. Students spend 15 minutes during lunch under the supervision of the Campus Supervisor picking up trash. Gloves and trash bags are provided.
- **SECURITY CAMERA:** Seven cameras have been installed strategically around campus to deter would be vandalism.
- **GOING GREEN CAMPAIGN:** Students are encouraged to Reduce, Reuse and Recycle. Recycling bins are in every classroom and located in the outdoor eating areas.
- **INTERNET SAFETY LESSON** is taught to all students. Lesson is a comprehensive media curriculum and presentation. Sixth grade students are also given the opportunity to enroll in trimester long elective,

Citizenship & Communication which focuses on appropriate internet and technology use.

The safe school counselor meets with all students through Science classes at the beginning of each school year to discuss the bullying policy on campus. The safe school counselor utilizes lunch duty to be a presence on campus in which students feel comfortable to approach when they have any issues, including bullying issues. The principal presents grade level assemblies at the beginning of the school year as well as in the early spring to the eighth graders regarding student behavior expectations. The safe school counselor along with the help of the PTSA chooses assemblies for Red and Yellow Ribbon Week which encourage school unity and anti-bullying. The PTSA sponsors the Red and Yellow Ribbon Week assemblies as well as activities that are planned throughout the weeks of the school year. If a student has experienced an act of bullying or witnessed an act of bullying, they are encouraged to fill in an Incident Report which can be found in the main office or downloaded from Edline. The Incident Reports are for internal use by the Principal, Associate Principal and counselors. Students may choose to utilize the incident reports to not only report when they experience acts of bullying, but when they see it happening or have perhaps even committed an act of bullying themselves. The student ambassadors are trained in peer mediation to help their peers when they may see issues of bullying arising and how to safely handle a situation and when to inform an adult. Students who may benefit from small group discussions are invited by the safe school counselor and must have parental consent to attend groups run by the academic and safe school counselor. The principal and associate principal utilize essay writing, parent meetings, counseling, and other guidance opportunities to help students make positive choices. In the winter, students attend for two minimum days as an opportunity for parents to attend Parent/Teacher Conferences. Our teachers are always open to having conferences when parents reach out and also make themselves available for phone conferences. A successful conference model is ongoing and continuously supporting students throughout the entire school year.

Counseling referrals are offered if parents are interested in seeking professional help for themselves or their students.

Internet Safety / Safe Technology Use

Three computer labs are utilized for elective courses, teacher sign-up, lunchtime, and after school activities. Four classroom sets of Chrome Books are also available for teacher sign-up. All students have access to the school's Wifi network through the Bring Your Own Device (BYOD) Program.

All technology and communication guidelines are reviewed by the principal and routinely by the teacher in the classroom setting.

9. **The Rules and Procedures on School Discipline Adopted Pursuant to *Education Code Sections 35291 and 35291.5***

The rules and expectations are reviewed with students in grade level assemblies and by their teachers in the classroom setting. Parents are informed of school rules and expectations through orientation evenings and online student handbook. Staff is reminded of ongoing school policies and procedures through faculty meetings and regular communication via email.

Progressive discipline, each student incident is looked at independently of one another and consequences are determined based on both past history and severity of the incident. There is always an emphasis to working with the parents and guardians to help students learn from their mistakes and make better choices moving forward.

The principal and associate principal regularly use essay writing, with a parent/guardian signature to address behavior and reinforce self-reflection.

The student body holds ASB elections twice per year for president, vice president and secretary. Along with classroom representatives, these elected offices help to create a culture of community involvement and positive peer interaction. This is another opportunity for students' voices to be heard and the principal to stay connected with the student body. The principal also meets with a leadership team made up of department leads. In these meetings, the team reviews school policies and procedures as well as continue curriculum development.

The principal and associate principal work as a team with the counseling department, together they address difficult discipline issues. This team approach ultimately allows for the students success after a disciplinary incident.

10. Hate Crime Reporting Procedures

Reporting procedures of Hate Crime/Violation - Category 3 Violation (Safe Schools Policy) – Grades 4-12

Any hate crime reported is investigated immediately and addressed with proper consequences, up to including, immediate suspensions, reassignment to another school, and possible referral to local law enforcement.

Hate crimes are defined according to *Penal Code Section 422.55*:

For purposes of this title, and for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

- (a) *"Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:*
- (1) *Disability.*
 - (2) *Gender.*
 - (3) *Nationality.*
 - (4) *Race or ethnicity.*
 - (5) *Religion.*
 - (6) *Sexual orientation.*
 - (7) *Association with a person or group with one or more of these actual or perceived characteristics.*
- (b) *"Hate crime" includes, but is not limited to, a violation of Section 422.56*

For purposes of this title, the following definitions shall apply: *Penal Code Section 422.56*:

- (a) *"Association with a person or group with these actual or perceived characteristics" includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of those characteristics listed in the definition of "hate crime" under paragraphs (1) to (6), inclusive, of subdivision (a) of Section 422.55.*
- (b) *"Disability" includes mental disability and physical disability as defined in Section 12926 of the Government Code.*

- (c) *"Gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.*
- (d) *"In whole or in part because of" means that the bias motivation must be a cause in fact of the offense, whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that the crime would not have been committed but for the actual or perceived characteristic. This subdivision does not constitute a change in, but is declaratory of, existing law under *In re M.S.* (1995) 10 Cal.4th 698 and *People v. Superior Court (Aishman)* (1995) 10 Cal.4th 735.*
- (e) *"Nationality" includes citizenship, country of origin, and national origin.*
- (f) *"Race or ethnicity" includes ancestry, color, and ethnic background.*
- (g) *"Religion" includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.*
- (h) *"Sexual orientation" means heterosexuality, homosexuality, or bisexuality.*
- (i) *"Victim" includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library, or other victim or intended victim of the offense.*