

Comprehensive School Safety Plan

Palos Verdes High School

Palos Verdes Peninsula Unified School District

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Plan Developed and Adopted by School Site Council
February 6th, 2019

Plan approved by District Governing Board on
February 27, 2019

School Members

1. Allan Tyner, Principal
2. Gayle Carpenter, Associate Principal
3. Keely Hafer, Associate Principal
4. Louis Harley, Social Studies
5. Jen Egan, AVID
6. Kristy Jimenez, Art/PE/CTE
7. Allyson Klabe, SPED
8. Cyndi Mitchell, Math
9. Cynthia Ruiz, English
10. Cecilia Remeta, World Languages
11. Julie Maemoto, Science
12. Richard Burton, Classified
13. Merika McHugh, Counseling

Parent/Community/Student Members

1. Cathy Fresch, Chair and Parent
2. Steve Eberhard, PVEPD
3. Michele Virgo, PTSA President
4. Diane Imbach, Booster Club
5. Jasminka Criley, Parent
6. Larry Liu, Parent
7. Matin Razepoor, Student 12, PAC
8. Anna Hill, Student 11
9. Abbie Maemoto, Student 10
10. David Maemoto, Student 9

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.

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Assessment of the Current Status of School Crime

Conclusions the committee drew from the data and an identification of appropriate strategies and programs that provide/maintain a high level of school safety.

- SSC feels that PVHS needs to continue to educate students and parents about potential dangers students face.
- SSC is concerned about the number of students using substances and their overall mental well-being and health.
- SSC continues to stress the need for e-cigarette and vaping education and prevention for our students
- SSC values the partnership with PVEPD including officers designated to check in on the school on specific days during the week
- SSC is pleased with the increase in overall attendance percentage but continues to look for opportunities to address student chronic absenteeism
- SSC identifies seniors as having the most discipline consequences including tardies and truants and sophomores as having the most discipline consequences involving substance abuse
- SSC is concerned about the high level of senior tardies and truants
- SSC supports the school's policy of limited student access to the parking lot as a way to help address student discipline problems
- SSC identifies that more male students are being disciplined than female students (23 vs. 5 on incidents of tobacco or marijuana)

Supplemental Discipline and Attendance Data

- In 2017-2018 school year, there were a total of 49 suspensions, 10 more than the previous year.
- There have been 18 students suspended in the 2018-2019 school year so far
- Discipline incidents so far include
 - 17 vaping tobacco
 - 13 controlled substance (marijuana)
 - 10 threats, bullying, fighting
 - 297 tardies resulting in trash pick up
 - 300 truants resulting in Saturday School
 - 42 teacher referrals
 - 14 incidents of cheating
 - 166 incidents of students being off campus during lunch resulting in trash pick up

- Tobacco or marijuana substance instances by grade
 - 9th: 4
 - 10th: 10
 - 11th: 4
 - 12th: 12
- Total incidents (including tardies and truants)
 - 9th: 165
 - 10th: 226
 - 11th: 258
 - 12th: 295
- Attendance data for the 2016-2017 school year was 96.36% and it went up to 96.48% for the 17-18 school year
- Current attendance data for the 18-19 school year is 96.39%
- Chronic absenteeism data for 16-17 was 6.18% and 17-18 school year 6.23%
- 62 students with perfect attendance first semester

Child Abuse Reporting Procedures

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

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

Reportable Offenses

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

Responsibility for Reporting

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

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

Reporting Procedures

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

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

Victim Interviews by Social Services/Law Enforcement

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

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

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

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

Release of Child to Peace Officer

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

SUSPECTED CHILD ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

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

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

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

I. MANDATED CHILD ABUSE REPORTERS

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

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

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

III. REPORTING RESPONSIBILITIES

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

IV. INSTRUCTIONS

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

ETHNICITY CODES

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

IV. INSTRUCTIONS (Continued)

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

Disaster Response Procedures

Summary

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.

Command Post

In the event of a lockdown event the PVHS Command Post will be set up inside the Main Office with the football field serving as the primary evacuation site in which the PVHS Command Post will be set up on the north end of the football field. If a situation should occur where a command post must be set up off-campus, PVHS will utilize the Little League Parking Lot.

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. Regardless of source, the following guidelines should be used:

- Identify yourself, the assignment you are performing, and the nature of your report
- Speak calmly and clearly
- Be sensitive to your voice level (there may be others talking at the same time)
- Be sensitive about what you are reporting
- Keep confidential information confidential
- Use earphones (if available)
- Be factual; try to quantify as much information as possible

NOTE: When using radios, try to minimize information to only that which must be communicated. As an example for search and rescue... do **not report** “all clear for each classroom” **do report** status of classrooms that have students/staff remaining or classrooms that present further risk.

Staff Emergency Plan Roles & Responsibilities List

Incident Commander	Principal, Allan Tyner
Public Information Officer	Geraldine Machi

Chronological Log	Shelly Aranda
Student Assembly Area on Field	Teachers and Staff

Operations Chief 1	Associate Principal, Keely Hafer
Search & Rescue	Assigned Team Captains
Student Care Assembly	Jama Maxfield, Cyndi Mitchell
Medical Team	Marissa Trevett
Campus Security	Ruben Rosales
Logistics	Brian Shapiro
Student Release	Counselors
Finance	Patty Camp
Communications (Ham Radio)	Jeanne DeLorenzo & Jennifer Cho

Operations Chief 2 (Event Mapper)	Associate Principal, Gayle Carpenter
Geri Zientek	Mapper
Karen Mills	Mapper

Search & Rescue Team #1 (Start @ Admin A) Captain Olivia Carrasquillo / Size Up & Communication	Kristy Jimenez - Documenter Derek Larkins & Anthony Boich - Triage Team
Search & Rescue Team #2 (Start @ Library) Captain Richard Burton / Size Up & Communication	Gina Calsceibetta - Documenter Rich Heffernan & Guy Gardner - Triage Team
Search & Rescue Team #3 (Start @ 203) Captain Kelsey Gonzalez / Size Up & Communications	Maira Carmona - Documenter Pat O'brien & Alex Broughton - Triage Team
Search & Rescue Team #4 (Start @ 401) Captain Mauricio Pena / Size Up & Communication	Laura Palosaari - Documenter Jennifer Fleming & Patrick Lynch - Triage Teams
Search & Rescue Team #5 (Start @ 501) Captain Alex Morales / Size Up & Communication	Kelly Moriarty - Documenter Leith Emery & Colm Gallagher - Triage Teams
Search & Rescue Team #6 (Start @ 601) Captain Dan Rho/ Size Up & Communication	Bill Peterman - Documenter Casey Quesnell & Chris Wilson - Triage Teams

Sweep Team: Members evacuate their classes to the Student Assembly Area, submit the Student Accountability Form and Report to the Emergency Operation Center and check in with the Operations Chief. (Equipment needed = pry bars, stretchers, gloves, masks, hard hats and vests)

Sweep Team 1	Julie Maemoto and Louis Harley
Sweep Team 2	Karen Kostrenich and Bryce Stoddart
Sweep Team 3	Cody Watson and DJ Hill
Sweep Team 4	Amy Byrne and Jim Warren
Sweep Team 5	Vicki Mancusi and Tecia Barton

Medical Team: Staff on conference period during a disaster/drill will report to the Tennis Courts and will be assigned to a medical team. **(Team Leader School Nurse Marissa Trevett)** Staff will be pulled from the student assembly area as needed based on the needs of the medical sweep team.

Medical Team Periods 0-6	Any teacher with a prep/conference period.
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Teacher/Staff Responsibilities during an Emergency

- During a passing period or lunch, report to the previous period.
- If you are on your prep period, report to your classroom.
- If the campus is in a lockdown, seek closest shelter.

1. Immediately take mental note of the type of emergency (if possible).

2. Consult the Hazard Specific Action Checklist for the appropriate emergency as given in the back section of this Emergency Plan. The plan should be kept in the notebook in the classroom emergency duffle bag.
3. Check for student/staff injuries in your classroom/office.
4. Check on your buddy. Inform your students that you are going next door and they are to remain in class. If earthquake, students remain in duck, cover and hold position. [If the campus is in lockdown, do **not** check on your buddy.]
5. If your buddy needs assistance, repeat steps 2-3 for your buddy's class.
6. Evacuations are not automatic. Wait for announcement to evacuate.
7. If ordered to evacuate, follow the evacuation/assembly/taking roll procedures
8. First escort your class to the assembly area and fill out the "All Accounted For" form, then report to your emergency assignment.
9. If you are a substitute teacher, your emergency assignment becomes Student Care (a regular staff member will be selected to fill the original assignment). If you are assigned to Student Care, remain in the assembly area until All Clear signal is given or other emergency instructions are given.
10. Return to classes when directed by the Principal or Incident Commander.
11. Return any supplies to Logistics.
12. Turn in logs, forms, reports to Document Unit

EMERGENCY PROCEDURES

A. Emergency Notification (bells, signals, etc)

Fire Alarm	Series of bells - - - - -
Lock Down	Listen for "we are in lockdown" over PA system. Announcement will be issued that PVHS is in "lockdown" or "shelter in place".
Evacuation	<i>Evacuations are not automatic.</i> Listen for instructions to "evacuate" over PA system.

If possible, students should exit classrooms using outer doors. Follow evacuation routes to assembly area.

Return to Class/All Clear

Listen for “all clear” announcement over PA system.

B. Evacuation Procedure

1. STUDENTS WILL NOT EVACUATE AUTOMATICALLY FOLLOWING AN EMERGENCY.
2. The Principal or Designee will order evacuation.
3. If instructed to evacuate, students will exit classrooms using the outer doors if possible (not the interior quad doors).
4. Teachers will place the placard on their door GREEN side up if all persons have evacuated the room. If anyone will be left behind because they are missing/injured/deceased, place the placard RED side up and write on it (with Sharpie pen) the number of adults/children and their location in the room. Anyone who can walk should evacuate. Do not remove seriously injured people unless they are in obvious immediate danger (fire or building collapse).
5. Leave the door OPEN in case of earthquake and CLOSED in case of fire.
6. Teachers will take their emergency duffel bags to the assembly area.
7. The class will proceed quietly (in the safest available route) to the assembly area located. Follow the Evacuation Route Map in the emergency notebook.

IMPORTANT:

- 1) If a disaster or emergency occurs during passing period or lunch, all students will take immediate cover in the closest shelter available.
- 2) In a real incident, students with special needs or those who cannot walk can be taken in an administrator’s car or transported to the designated location.

In August 2018, all district faculty and staff received active shooter training called Run-Hide-Fight.

PVHS has four Automatic External Defibrillators (AEDs) on campus. They are located as follows: (1) Health Office, (1) Main Gym, (1) Training Room, (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 Cloyd 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.

Procedures to Ensure a Safe and Orderly Environment

People and Programs: Component One Goal

By June 2020, student tardiness, truancies, inappropriate behavior, and participation in vaping or use of illegal substances will decrease by 3% through creating a caring and connected school climate via attendance procedures, SART and SST meetings, PBIS measures, parent, student, and staff education, and student intervention resources.

Action	Resources	Person Responsible	Timeline	How Will You Measure
Send tardy and truancy letters	Paper District printing	AP Attendance Clerk	August 2019 – June 2020	Attendance data
Send tardy and truancy consequence slips to students	Paper	AP Attendance Clerk Secretary	August 2019 – June 2020	Attendance data
SART Meetings for students with 10 or more absences	NA	AP Attendance Clerk	August 2019 – June 2020	Attendance data
Counseling referrals for students, as needed.	Training for counselors and SSS Student support specialists	Admin Counselors Teachers Support staff	August 2019 – June 2020	Number of SSTs, number of risk assessments, discipline data
Highlight perfect attendance	Donations from various groups/businesses	AP Attendance clerk	August 2019 – June 2020	Attendance data
Reward positive student behavior	Donations from various groups/businesses	Admin team Leadership groups	August 2019 – June 2020	Discipline data
Student education about the dangers	Training, presentations, TUPE conference	Admin team Leadership groups	August 2019 – June 2020	Discipline data, CHKS

of vaping and illegal substances	and workbook; MEI funding	Teachers School nurse Counselors		
Parent education about the dangers of vaping and illegal substances	Parent presentations through BTC, PTSA, PEF; Weekly memos through Thelma	Admin team School nurse Community partners	August 2019 – June 2020	Parent feedback
Use resources such as CASSY and Outlook to address student behavior interventions	Student support specialist Partnership with Thelma McMillen	SSS Community partners Admin team Counselors	August 2019 – June 2020	Number of SSTs, number of risk assessments, discipline data
Student education about bullying and cyber safety	Training, presentations, PEF parent talks	Admin team Leadership groups Teachers	August 2019 – June 2020	Discipline data, CHKS

The Physical Environment; Component Two Goal

By June 2020, 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.

Action	Resources	Person Responsible	Timeline	How Will You Measure
Maintain Clean and Safe Restrooms	District custodial supplies	Custodian Campus supervisor	August 2019 – June 2020	Student Feedback
Monitor and supervise all areas	Administration, security team members	Admin team All staff	August 2019 – June 2020	Student Feedback
Engage students in caring for school grounds	NA	Admin team All staff	August 2019 – June 2020	Student Feedback
Address students' social emotional needs	Counselors SSS	Counselors Teachers SSS	August 2019 – June 2020	Number of SSTs, number of risk assessments, discipline data
Conduct evacuation and various safety drills	Partnership with PTSA CERT training	Teachers Principal Law enforcement	August 2019 – June 2020	Stakeholder feedback
Work with PVEPD to address safety of all students	PVEPD	Admin Law enforcement	August 2019 – June 2020	Stakeholder feedback
Update SEMS plan annually	Training and partnership with PTSA	AP	August 2019 – June 2020	Staff feedback
Promote See Something, Say Something	Posters	All staff	August 2019 – June 2020	Discipline incidents
Maintain visitor protocol with security	Security staff Visitor check in protocol	AP Security Office staff Teachers	August 2019 – June 2020	Staff feedback
Limit student access to the parking lot during school hours	Security staff	Admin Security Teachers	August 2019 – June 2020	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)