

# PERRIS UNION HIGH SCHOOL DISTRICT



## **Paloma Valley High School**

### **Comprehensive School Safety Plan**

Pursuant to Education Code 32280 - 32289

# **2016-17**

Grant Bennett, Superintendent

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(Revised 2/27/17)

# Safe Schools Plan

## Table of Contents

*(Numeric # Indicates Notebook Tab #)*

### **Section I** – School & District Philosophy Statements

1. School Mission Statement  
School Vision Statement  
District Mission & Vision Statement

### **Section II** - Assessment of current status of school crime committed on school campus and at school related activities

2. Suspensions and Expulsions Data  
BP5144.1 – Suspension & Expulsion/Due Process  
AR5144.1 – Suspension & Expulsion/Due Process  
AR5144.2 – Suspension & Expulsion/Due Process (Special Education)
3. CSSA Reports  
AR3515.1 – Crime Data Reporting  
EC48902 – Reporting Crimes to Law Enforcement  
AR3515.1 – Photo Identification Badges  
BP5131.7 – Weapons and Dangerous Instruments  
AR5131.7 – Weapons and Dangerous Instruments  
BP5136 – Gangs  
AR5136 – Gangs

### **Section III** - Identify appropriate strategies and programs that provide or maintain a high level of school safety

4. SEMS/NIMS Compliant Emergency Response Plan - Education Code Section 35294.2 (a)(2)(B): 35295-35297). School districts and sites must use the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) or risk losing state assistance for emergency response-related personnel costs following an emergency declared by the state (California Government Code Section 8607 and 3100).
5. Fire Drills  
AR3516.1 – Fire Drills and Fires
6. Crisis Response

7. Child Abuse
  - BP5141.4 – Child Abuse Reporting Procedures
8. Suspension and Expulsion Procedures
  - BP5144.1 - Suspension and Expulsion/Due Process
  - AR5144.2 – Suspension and Expulsion/Due Process
9. Procedure to Notify Teachers of Dangerous Pupils (Red. Ed. Code 49079)
10. Sexual Harassment Policy (Red. Ed. Code 212.6 (b))
  - BP4119.11, 4219.11, 4319.11 – Sexual Harassment
  - AR4119.11, 4219.11, 4319.11 – Sexual Harassment
  - BP5145.7 – Sexual Harassment (Student)
  - AR5145.7 – Sexual Harassment (Student)
11. School Wide Dress Code Relating to “Gang-Related Apparel” (Red. Ed. Code 35183)
  - BP5132 – Dress & Grooming
  - AR5132 – Dress & Grooming
12. Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School
13. Safe and Orderly Environment Conducive to Learning – Safe School Strategies
  - BP5137 – Positive School Climate
  - BP5142 - Safety
  - AR3515 – Campus Security
  - BP3515.2 - Disruptions
  - AR3515.2 - Disruptions
  - BP0450 – Comprehensive Safety Plan
  - AR0450 – Comprehensive Safety Plan Advisory Committee
14. Rules and procedures on school discipline – (Education Code Section 35294.2(a)(2)(I);35291; and 35291.5)
15. Procedures adopted under SDFSCA (Safe and Drug Free Schools and Communities Act)
  - Positive Action
  - Project Alert
  - Data Review Process
  - Input from Stakeholders (CPM)
  - Other: \_\_\_\_\_

16. Hate crimes procedures and policies (Education Code Section 200, 233, and 48900.3 outlines the policies and procedures schools must follow in addressing hate violence. California Penal Code sections 422.6, 422.7, 422.75, 422.8, 422.9, 422.95 and 628 (Title 11.6, Civil Rights) define hate-motivated crimes.
17. SRO – School Resource Officer and Nurses Contact information and site assignments  
17.1 Riverside County Kids with Guns Protocol
18. Other conflict resolutions programs (Check and include information on only those programs implemented at this site)
- CPI Nonviolent Crisis Intervention for staff
  - “Planning Ahead: PUHSD’s guide to crisis response for parents”
  - Capturing Kid’s Hearts
  - Peer Counselors or Peer Mediation Program/P.L.U.S.
  - After School Activity Program
  - Anger Management Program
  - Bullying prevention program (Describe)
  - Tolerance, diversity and multicultural education (Student Forum /P.L.U.S. Forums)
  - Community/parent partnerships (Describe)
  - Other:
19. Integrated Pest Management Plan
20. Injury and Illness Prevention Plan (IIPP) with Reporting Form for Unsafe Conditions)
21. Site Safety Inspections

**Section IV** – Recommendations for Improvement

22. **Action Plan for Component 1- “People and Programs”** - Create a *caring and connected* school climate. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294).

**Action Plan for Component 2- “Physical Environment”** – Create a *physical environment that communicates respect* for learning and for individuals. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294)

## **Section I – School & District Philosophy Statements**

### **TAB 1.**

#### **1) Paloma Valley High School Mission Statement**

ROAR-- The mission of Paloma Valley High School is to provide a safe educational environment which develops students to be RESPECTFUL of all individuals and property, OPTIMISTIC about their current and future endeavors, AMBITIOUS about their academic and extracurricular passions and goals, and RESPONSIBLE for their actions, decisions and accomplishments.

#### **2) Paloma Valley High School Vision Statement**

The vision of Paloma Valley High School is to work with the students, staff, parents, and community members to meet the diverse needs of all students by preparing them to be responsible citizens and meet their post-secondary education or career goals.

#### **3) District Mission and Vision Statement**

The Perris Union High School District will inspire and support the academic and personal success of every student, every day.

The vision of the Perris Union High School District is to prepare all students to become productive and contributing members in a competitive global society.

#### **BP0200- Goals for the School District**

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities and shall be limited in number so as to be reasonably achievable within established timelines.

#### **BP0100-Philosophy, Goals, Objectives and Comprehensive Plans**

As part of its responsibility to establish a guiding vision for the district, the Governing Board shall develop and regularly review a set of fundamental principles which describe the district's beliefs, values or tenets. The Board and district staff shall incorporate this philosophy in all district programs and activities.

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.

3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.
9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.
11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

**BP0450- Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall forward its comprehensive safety plan to the Board for approval.  
(Education Code 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

**AR0450- Philosophy, Goals, Objectives and Comprehensive Plans**

In the Development and Review of the Comprehensive School Safety Plan, the school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees.

**Section II – Assessment of current status of school crime committed on school campus and at school related activities**

**TAB 2.**

Suspensions

	2012-13 PVHS	2012-13 PUHSD	2013-14 PVHS	2013-14 PUHSD	2014-15 PVHS	2014-15 PUHSD
Incidents	202	1096	145	1,360	187	848
Enrollment	2951	10567	2735	10,435	2844	10,510
Suspension %	6.8	10.3	5.3	13.03	6.5	8.07

Expulsions

	2012-13 PVHS	2012-13 PUHSD	2013-14 PVHS	2013-14 PUHSD	2014-15 PVHS	2014-15 PUHSD
Expulsions	0	26	1	53	0	11
Enrollment	2951	10567	2735	10,435	2844	10,510
Expulsion %	0	.002	.03	.05	0	.10

**TAB 3. Law Enforcement Interventions or Law Enforcement Crime Reports**

All personnel are expected to maintain a safe environment for students by confiscating any suspicious material or item that may cause injury or be used as a weapon. The student(s) are then interviewed, including any witnesses, to determine due process for the situation based on District guidelines.

Any incidence of graffiti vandalism is reported to District maintenance personnel for prompt removal.

**Visitor Badges**

Anyone entering the PUHSD main office who is not wearing a photo identification badge must check with the receptionist or designee for a visitor's badge. District employees participating in staff development activities while at the district office should wear their site photo identification badge or obtain a visitor badge from the receptionist or designee.

Visitors are required to wear a badge at all times while on PUHSD property. When the visitors business is concluded badge should be returned to the receptionist.

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon.

### **Possession of Pepper Spray**

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

### **Reporting of Dangerous Objects**

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct are enforced consistently and that all students have access to counselors and other appropriate resource personnel as needed. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.



In accordance with Governing Board policy, individual schools that have a gang presence may include school-wide dress codes which prohibit the presence of gang-related apparel at school or school activities. School-wide dress codes shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

### **Prevention and Intervention Measures**

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
  - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
  - b. The student may be sent home to change clothes if necessary.
  - c. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
2. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti shall be made throughout the campus.
  - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
3. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs may:
  - a. Explain the dangers of gang membership
  - b. Provide counseling for targeted at-risk students
  - c. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills
  - d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
  - e. Provide school-to-career instruction

Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

4. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
  - a. Positive sports and cultural activities and affiliations with the local community
  - b. Structured, goal-oriented community service projects

## **Community Outreach**

Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs

## **Section III – Identify appropriate strategies and programs that provide or maintain a high level of school safety**

**TAB 4. SEMS/NIMS Compliant Emergency Response Plan – (Education Code Section 35294.2 (a)(2)(B): 35295-35297). School districts and sites must use the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) or risk losing state assistance for emergency response-related personnel costs following an emergency declared by the state (California Government Code Section 8607 and 3100).**

The District Emergency Response Plan uses a core set of concepts, principles, procedures, processes, standards, and terminology that creates a common operating picture, promotes mutual goals and responsibilities, and ultimately, ensures a more efficient and effective response.

This core is consistent with SEMS/NIMS standards and includes the following management components:

### **1. Command and Management**

- The District has adopted the Incident Command System (ICS) as the organization structure for its Emergency Response Plan (ERP). The use of ICS aligns the District with other responding entities and ensures deployment can be accomplished in a consistent, efficient and effective manner.
- The adoption of ICS includes its fourteen principles and the use of Incident Action Plans, Activity Logs and a standardized Crisis Communication Plan.
- All ICS assignments, along with position descriptions, are maintained on Hour-Zero Online.
- 

Some examples of ICS activities include:

- Using ICS to manage all related activities before, during, and after school to provide for the safety and well-being of attendees.
- Determining, designating, and documenting in advance key personnel and their roles and responsibilities within ICS, including the chain of command;
- Determining, designating, and documenting back-ups to personnel with leadership positions within ICS;

- Integrating ICS into functional and system-wide emergency operations policies, plans, and procedures;
- Ensuring compatibility of communication devices internally and externally with local responders.

## **2. Preparedness**

- The District has conducted risk and hazard assessments on each of its school sites and administrative buildings. These risk and hazards are documented on Hour-Zero Online and are prioritized according to a hazard index.
- Mitigation strategies have been developed to address these identified hazards and risks. Strategies range in scope from administrative procedures to emergency protocols to facility changes/renovations.
- The District has developed emergency maps, which identify critical infrastructure, along with needed emergency maps for evacuations, lock-downs and shelter-in-place. These maps are updated annually, as needed, and are readily available to first responders through Hour-Zero Online.

## **3. Resource Management**

- The District has an extensive inventory of emergency supplies that has been procured for all its sites. This includes:
  1. Emergency supplies in all classrooms
  2. Incident Command Post Kits
  3. Emergency Response Kits
  4. Medical trauma kits
- Resources are managed by each site, with an inventory list maintained on Hour-Zero Online.

## **4. Communications and Information**

- The District has a Crisis Communications Plan, which identifies the processes and procedures for communication before, during and after an emergency.
- The Plan identifies a designated Information Officer, along with two alternates for the position.
- The Plan uses a “Single Source Policy”, and assigns the Information Officer as the primary liaison for communicating with all stakeholders during an emergency.

## **5. Plan Management**

- The District Plan outlines the roles, responsibilities and operating procedures for the District Emergency Operations Center (EOC).
- The EOC Team, referred to as the Administrative Command Team (ACT), is responsible for providing policy direction and clarification, along with coordinating response activities.
- The team’s role focuses on District-level activities, rather than on-site management.

- In addition, the District has an Emergency Program Coordinator, whose role it is to ensure the day-to-day management of the program is taken care of.

**6. Supporting Technologies**

- The District maintains its Plan through the use of Hour-Zero Online, a web-application that has undergone a NIMStep evaluation.
- More specifically, annual checklists, drills and training, contact information and resources are managed and tracked through the web-application to ensure the Plan remains current.
- First responders and local government authorities are able to access current information and data through the web-application, ensuring they always have the most current information at hand.

**7. Training**

- The District Plan includes an extensive training program that provides for training for all staff in the District.
- Training is provided in a variety of formats – online training, in person workshops, exercises and drills.
- The training includes courses specific to school operations (Lock-Down, Shelter-in-Place, Earthquake, Communications, Hold & Secure, etc.)

**8. Collaboration**

- The District works with local police and government partners to support its emergency preparedness activities, including involving its partners in training and providing them with access to school plans through HZ Online.
- This relationship helps the partners are able to effectively work together at time of emergency.

**9. Common Terminology**

- ICS principles, the District's Emergency Plan, uses standardized and consistent terminology that applies plain English to all protocols and procedures. To this end, the District has conducted communications training activities with its leadership to reinforce this principle.

**TAB 5. Record of Drills (fire, earthquake, lockdown)**

<b>DATES OF DRILLS</b>
9/26/16
10/20/16
11/15/16
2/15/17
3/17/17
5/31/17

## **Fire Drills**

Paloma Valley High School holds fire drills on a regular basis. As amended by SB 575 (Ch 725, Statutes of 2001) Education Code 32001 requires fire drills not less than twice every school year at the secondary level.

1. The principal shall notify the staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers, and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of Superintendent or designee.

Fires: When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system.
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to a designated assembly area.
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers take roll, report missing students, and provide assistance to any injured student.
6. In outside assembly areas, the principal or designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternative location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 – School Safety Plan)

(cf. 3516 – Emergency and Disaster Preparedness Plan)

## **Earthquakes**

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining safety and care of students and staff.
2. A Drop/Cover/Hold procedure in which students and staff members:
  - a. Drop to their knees
  - b. Take cover under a table or desk
  - c. Protect their head with their arms
  - d. Face away from windows
3. Protective measures to be taken before, during, and after an earthquake
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system.

School disaster plans shall outline roles, responsibilities, and procedures for students and staff. (cf. 3516 – Emergency Disaster Preparedness Plan)

## **TAB 6. Crisis Response**

**Definition of Crisis:** Any event that causes emotional reactions in the student body to such an extent that a normal school day is disrupted. Examples: Catastrophic Illnesses, Earthquakes, Suicides, Murder, Kidnapping, Accidents, etc.

**Duties:** The crisis team will be at the site to manage a crisis situation. Administration will activate the district crisis team.

### **Crisis Teams:**

Team A - August 1 - Nov 30

Team B - December 1 to March 31

Team C - April 1 to July 31

### **Crisis Team Responsibilities:**

- Administration needs to call the crisis to action.
- The team lead will meet with administration to evaluate the situation and assign responsibilities to each member.
- Identify different groups that are in need of intervention.
- If administration is not available, provide the lead counselor rights/responsibilities; as in, being allowed to designate a room for the crisis team.
- Set up different locations per site for the specific groups that need to be targeted.
- When necessary, two crisis counselors will visit classrooms to follow the student(s) schedule and state only the facts, dispel rumors, sharing the grieving process and assess students who need to receive additional interventions.
- Counsel students in small and large groups.

- Document interventions.
- Document referrals.
- Provide referral to students that need it (one on one) and follow up information.
- Debrief at the end of the day. Note any students that will need follow up and refer to the ERMHS counselor or outside resources. The team needs to discuss how the crisis management was handled and document any changes for the future.

**Administration responsibilities:**

- Needs to call the crisis team to action.
- Direct the crisis team.
- Alert other sites of possible impact. Because students/staff of other campuses might know the victim.
- Hold all-staff meeting lead by site administration at the beginning and/or at the end of the school day.
- Keep open lines of communication, send out an email to students to calm the situation. Admin should also use social media to mitigate rumors.
- Informational emails/social media/phone dialers to parents, teachers, students, and district officials.
- Follow up with crisis team throughout the day.
- Attendance corrects victims information.
- Notify ERMHS Therapist, site nurse, and school psychologist for additional support.
- Provide coffee, snacks and lunch for the crisis team.
- Work with local churches - possible need for clergymen
- If necessary, establish a command center and/or media room.
  - Cooperate, but set parameters
  - Work with law enforcement agencies
  - Set parameters for time, place, and length of interviews and briefings.
  - Have a prepared statement

**TAB 7. Child Abuse Reporting**

Certificated employees and classified employees must report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six (36) hours. The reporting duties are individual and cannot be delegated to another individual. Contact a site administrator for assistance in reporting.

"Child Abuse", as defined by law, includes the following:

1. Physical abuse resulting in a non-accidental physical injury;

2. Physical neglect, including both severe and general neglect resulting in negligent treatment or maltreatment of a child;
3. Sexual abuse including both sexual assault and sexual exploitation;
4. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment;
5. Severe corporal punishment.

"Mandated Reporters" are those people defined by law as "child care custodians", "medical practitioners", and "non-medical practitioners" and include virtually all school employees. The following school personnel are required to report:

1. Teachers
2. Administrators
3. Supervisors of child welfare and attendance
4. Certificated pupil personnel employees
5. School psychologists
6. Licensed nurses
7. Counselors
8. Those instructional aides or other classified employees trained in child abuse reporting

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

AB 2238, Chapter 136, which became effective January 1, 1979, amended Penal Code Section 11161.6 and provides immunity for those required to report child abuse from civil or criminal liability as a result of taking or causing to be taken, photographs of suspected victims of child abuse and the dissemination of such photographs with the required reports.



AB 2303 (Cromer), requires that the identity of reporting school persons be recorded by the Department of Justice whether the report be written or oral. The identity of the reporter is confidential under these new rules.

**TAB 8. District's/School's Suspension, Expulsion, and Mandatory Expulsion Guidelines**

Classroom discipline procedures at Paloma Valley High School are the responsibility of the individual teacher. However, serious misbehaviors including, but not limited to, fighting, openly defying adults, possession of weapons or illegal drugs results in the student being sent immediately to the office where the principal or his/her designee will conference with the student.

Depending on the severity and circumstances, further action may be required such as detention, suspension or expulsion. In these instances, parents will be notified either by phone or mail. Offenses subject to suspension include:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- C. Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, then sold, delivered or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e., look-alike)
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any product containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, snuff, betel or electronic cigarettes.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or willfully defied the authority of school personnel.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit a sexual assault
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- S. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.

**CE 48900.2** Committed sexual harassment (grades 4-12 only)

**CE 48900.3** Caused, attempted to cause or participated in an act of hate violence (grades 4-12 only)

**CE 48900.4** Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.

**CE 48900.7** Terrorist threats against school officials, school property, or both.

**Due Process**

All suspensions are preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. It is the policy of the school to telephone parents at the time of the suspension, but in all cases, a notice is mailed within 24 hours. Usually a parent conference is requested to take place as soon as is practicable. Parents or guardians are requested to respond to such conferences.

A suspended student shall not:

1. Be allowed to loiter on or around any school ground;
2. Be allowed to participate in any school activities not open to the public

**Suspension Authority**

Classroom teacher: 1-2 days (from classroom)

Site Administrator: Up to 20 days

Students suspended from the classroom for one-two days are sent to OCD for that period and supervised by the OCD instructor.



# Perris Union High School District Behavior Guidelines

**EC=Education Code**

**PC=Penal Code**

**HSC=Health and Safety Code**

Other Means of Correction	CONSEQUENCES
<ul style="list-style-type: none"> <li>➤ Study Teams</li> <li>➤ Behavior Contracts</li> <li>➤ Daily Progress Reports</li> <li>➤ Referral to programs teaching pro –social behavior</li> <li>➤ Parent Teacher Conferences</li> <li>➤ Referral to Counselor</li> <li>➤ Community Service</li> <li>➤ Campus Beautification</li> <li>➤ Restorative Justice Program</li> </ul>	<ul style="list-style-type: none"> <li>➤ Lunch Detention</li> <li>➤ After School Detention</li> <li>➤ Class Suspension</li> <li>➤ On Campus Suspension</li> <li>➤ School Suspension</li> <li>➤ Alternative Placement</li> <li>➤ Expulsion</li> </ul>

ISSUES	VIOLATIONS	CONSEQUENCES
<b>1. PHYSICAL INJURY &amp; VIOLENCE</b> <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a)(1) EC § 48900 (s) EC § 48915 (a)(1), (a)(5)	<b>(a)(1)</b> Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. <b>(s)</b> Aiding or abetting infliction of physical injury.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (a)(1) or (s).</li> <li>✓ Referral to Counseling.</li> <li>✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</li> </ul>
<b>2. BATTERY</b> EC § 48900 (a)(2) EC § 48915 (a)(5)	<b>(a)(2)</b> Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking. Assault with deadly weapon. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (a)(2).</li> <li>✓ Referral to Counseling.</li> <li>✓ Sheriff/Police Intervention PC 242, 243.2.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</li> </ul>
<b>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS</b> EC § 48900 (b), (m) US Code, Section 921, Title 18 EC § 48915 (a)(2) EC § 48915 (c)(1), (c)(2), (c)(5)	<b>(b)</b> Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. <b>EC 48915 (c)(5)</b> Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. <b>(m)</b> Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.	<b>EC § 48900 (m) Requires others means of correction for 1st Offense</b> <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (b), (m).</li> <li>✓ Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g).</li> <li>✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a).</li> <li>✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c)(2), possession of a firearm (c)(1), explosives (c)(5)].</li> <li>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</li> <li>✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</li> </ul>
<b>4. CONTROLLED SUBSTANCES</b>	<b>(c)</b> Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (c), (d).</li> <li>✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053.</li> <li>✓ Referral to Counseling.</li> </ul>

<p><b>DRUGS &amp; ALCOHOL</b>  EC § 48900 (c), (d)  EC § 48900 (p)  HSC 11366-11375  EC § 48915 (a)(3), (c)(3)</p>	<p>(d) Offered, arranged ,or negotiated to sell any controlled substance, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant.  (p) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.  <b>EC 48915 (a)(3)</b> Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce.  Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</p>	<p>✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c)(3)].</p>
<p><b>5. ROBBERY, BURGLARY, OR EXTORTION</b>  EC § 48900 (e)  EC § 48915 (a)(4)</p>	<p>(e) Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property from another, with his/her consent induced by a wrongful use of force or fear).  Burglary: Entry with intent to commit a theft.</p>	<p>✓ Suspension EC § 48900 (e).  ✓ Restitution to Victim/Community Service  ✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519.  ✓ Expulsion Recommendation EC § 48915 (a)(4).</p>
<p><b>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI / ARSON</b>  EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property.   Possession of graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ In-House Suspension or Suspension EC § 48900 (f).  ✓ Restitution to Victim/Community Service.  ✓ Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452.  ✓ Fire Department Intervention PC 451, 452.  ✓ Expulsion Recommendation.</p>
<p><b>7. THEFT</b>  EC § 48900 (g), (l)</p>	<p>(g) Caused or attempted to steal school property or private property.  (l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ In-House Suspension or Suspension EC § 48900 (g).  ✓ Restitution to Victim/Community Service.  ✓ Sheriff/Police Intervention PC 484, 487, 488.  ✓ Expulsion Recommendation.</p>
<p><b>8. TOBACCO</b>  EC § 48900 (h)  EC § 48901</p>	<p>(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes.</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ Sheriff/Police Citation PC 308 (b).  ✓ Referral to Smoking Cessation Program.  ✓ Suspension EC § 48900 (h).  ✓ Referral to Counseling.</p>
<p><b>9. PROFANITY &amp; VULGARITY OBSCENITY</b>  EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ Teacher warning; Teacher suspension; Detention or In-House Suspension.  ✓ Administrative Conference.  ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i).  ✓ Sheriff/Police Intervention.</p>
<p><b>10. PARAPHERNALIA</b>  EC § 48900 (j)  HSC 11364</p>	<p>(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bongs.</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ Suspension EC § 48900 (j).  ✓ Referral to Counseling.  ✓ Sheriff/Police Intervention.  ✓ Expulsion Recommendation.</p>
<p><b>11. DISRUPTION &amp; DEFIANCE</b>  EC § 48900 (k)</p>	<p>(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.</p>	<p><b>Requires other means of correction for 1st Offense</b>  ✓ Teacher warning; Removal from class/activity; Teacher suspension.  ✓ Detention or In-House Suspension.  ✓ Administrative Meeting and Counseling.  ✓ Suspension EC § 48900 (k).  ✓ Sheriff/Police Intervention.</p>
<p><b>12. SEXUAL ASSAULT OR BATTERY</b>  EC § 48900 (n)</p>	<p>(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape.</p>	<p>✓ Suspension EC § 48900 (n).  ✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288.</p>

EC § 48915 (c)(4)	Refer to PC 243.4, 261 - 269, 286, 288.	✓ Expulsion Recommendation EC § 48915 (c)(4).
<b>13. ELECTRONIC SIGNALING &amp; OTHER DEVICES</b> EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated.	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, pager, walkie talkies, PDAs, etc.) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee.	✓ 1 <sup>st</sup> Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 2 <sup>nd</sup> Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3 <sup>rd</sup> Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k).
<b>ELECTRONIC MUSIC EQUIPMENT OR GAMES</b> EC § 48900 (k).	Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.	
<b>14. SEXUAL HARASSMENT</b> EC § 48900.2, PC 212.5 <i>Grades 4 to 12</i>	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	✓ Suspension EC § 48900.2. ✓ Sheriff/Police Intervention PC 212.5. ✓ Expulsion Recommendation.
<b>15. HATE VIOLENCE</b> EC § 48900.3 <i>Grades 4 to 12</i>	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.	✓ Suspension EC § 48900.3. ✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
<b>16. HARASSMENT/BULLYING</b> EC § 48900.4, (o), (r)	<b>(o)</b> Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing). <b>(r)</b> Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel". Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.	<b>Requires other means of correction for 1st Offense</b> ✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Sheriff/Police Intervention - Kidnapping: PC 135. ✓ Expulsion Recommendation.
<b>17. TERRORISTIC THREATS</b> EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation.
<b>18. DRESS CODE</b> EC § 48900 (k)	Wore any inappropriate dress such as clothing, attire, apparel, accessories, head coverings (hats, bandanas, knit caps, doo rags, skull caps, etc.), or gang attire, except "for outdoor use (P.E.), articles of sun-protective clothing, including, but not limited to, hats (wide brim with neck covering only), and sunscreen."	✓ Dress changed/Accessory seized/Detention/In-House Suspension. ✓ Loaner T-shirt or school uniform provided. ✓ Parent/Guardian notified. ✓ Suspension EC § 48900 (k).
<b>19. HAZING</b> EC § 48900 (q) EC § 32050	<b>(q)</b> Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	✓ Suspension EC § 48900 (q). ✓ Sheriff/Police Intervention PC 242, 212.5. ✓ Expulsion Recommendation.
<b>20. ATTENDANCE</b> EC § 48260, EC § 48262, EC § 48264.5 (a) <i>RESTRICTED AREA</i> EC § 48900 (k)	Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students. Excessive tardiness to school or class. In unauthorized / restricted areas on-campus.	✓ Detention/In-House Suspension. ✓ Truancy Letters/SART. ✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
<b>21. VISITORS/TRESPASSING/ ADULT CAMPUS DISRUPTION/ THREATS, ASSAULTS TO SCHOOL OFFICIALS</b> EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during off-track vacation period without permission	✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.

**TAB 9. Procedure to Notify Teachers of students who have violated Education Code 48900.**

Paloma Valley High School teachers are well acquainted with where student files are kept, what information can be found in the files, as well as how to use that information. New teachers are educated on this teacher resource through Mentor workshops at the beginning of each school year. CUM files are available to check out and review during regular school hours.

In accordance with PUHSD procedures: The notification of students who have violated Education Code 48900 are now automated and teachers get an electronic message regarding students.

**Process of Informing Teachers of Students Engaged in Acts Described in EC 48900**

As directed in EC 49079, teachers who have students that have engaged in acts described in EC 48900, need to be informed of such, Perris Union High School District has devised this process.

**Notification to Teachers: Pupils Who Have Violated or Who Are Reasonably Suspected of Violating a Subsection of Education Code 48900**

Procedures for Teacher Notification:

- 1) First week of each semester the teacher will receive a list, from the school secretary, of students in their classes that are deemed to have violated or been suspected of violating one the 48900 Education Codes.
  
- 2) The teacher will receive daily emails of students that have had schedule changes that come to their class that are deemed to have violated or been suspected of violating one of the 48900 Education Codes.
  
- 3) The teacher will receive daily notification by email of students that have violated or who are reasonably suspected of violating Education Code 48900 that day.
  
- 4) The teacher will have access, through Infinite Campus, to a list of students in their classes that have violated or been suspected of violating Education Code 48900.

**TAB 10. Sexual Harassment Policy** Paloma Valley High School adheres to the guidelines on sexual harassment set forth by the Perris Union High School District Board of Education. The Board of Education prohibits sexual harassment in the working environment of District employees or applicants by any person in any form. Sexual harassment of or by any employee is not tolerated. The Board considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee or suspension/expulsion of any offending student .

It is the policy of the Perris Union High School District that sexual harassment is unacceptable conduct in the workplace and is not tolerated. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or education setting.

Sexual harassment guidelines apply to school personnel, as well as students. Kindergarten through third grade students are not responsible for their behavior according to California State Law. However, students in fourth through fifth grade are subject to all legal actions under the law.

### **Purpose**

The purpose of the policy is to provide the work environment free of sexually harassing conduct or behavior and to provide uniform guidance and procedures on this subject.

### **General Procedures and Definitions**

Pursuant to Education Code 212.5, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or status for promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

### **Examples**

Other examples of sexual harassment, whether committed by a supervisor or any other employee are:

1. Unwelcome leering, sexual flirtations or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual manner
7. Cornering or blocking of normal movements
8. Displaying sexually suggestive objects in the educational or work environment
9. Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment claim

The site administrator has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the District's harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

### **Complaint Procedures**

Employees at Paloma Valley High School are encouraged to avail themselves of our internal complaint procedure if they are confronted with sexual harassment or any prohibited form of harassment.

Such internal complaints are investigated promptly, confidentially and corrective action is taken where allegations are verified.

Any employee or applicant for employment who feels that he/she or another individual in the District is being sexually harassed is encouraged to immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint.

Complaints of harassment are filed in accordance with AR4031, "Complaints Concerning Discrimination in Employment". Any supervisor who receives a harassment complaint notifies the Superintendent or designee, who ensures that the complaint is appropriately investigated.

All employees receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of the District's information sheets that contain, at minimum, components on:



- a. The illegality of sexual harassment
- b. The definition of sexual harassment under applicable state/federal law
- c. A description of sexual harassment, with examples
- d. The District's complaint process available to the employee
- e. Directions on how to contact the Fair Employment and Housing Department and Commission (Government Code 12950)

In addition, Paloma Valley High School educates its personnel on sexual harassment guidelines at the beginning of each school year. New District employees must sign that they have received a copy of sexual harassment descriptions, guidelines, policies, and procedures for filing a claim. Policy updates are disseminated to the staff throughout the year.

If further information, interpretation or advice is needed regarding sexual harassment, please contact the Director of Human Resources for the Perris Union High School District.

**TAB 11. School Wide Dress Code Relating to "Gang-Related Apparel" (Education Code Sections 35294.2(a)(2)(F); 35183(a)(2), 48950)**

**Dress Code**

Paloma Valley High School adheres to the Perris Union High School District dress code, which has established standards for student dress and grooming. The Board of Education expects students to represent themselves in a manner that is conducive to educational policies and standards. Each site administrator establishes, publishes, and enforces the appropriately specific dress code for their students based on the following guidelines:

The dress code is in effect during school hours as well as during school sponsored activities. Paloma Valley High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Paloma Valley High School will be followed by all students/staff and reflect the following:

- **All clothing and accessories must be school appropriate.**
- Covering tops that violate dress code with vests, coats, etc, does not satisfy the dress code requirement.
- Skirts and shorts must be longer than your thumb tip when hands are to your sides.
- Leggings and tights are only permitted if the shirt is equal to or longer than the length of your middle finger.
- Leggings, tights or panty hose worn underneath are not acceptable if your skirt, dress or shorts are still too short. Even with tights, leggings, or panty hose the shorts, and skirts **must** meet the length requirement.
- Pants must not have holes or worn areas that reveal undergarments or are disruptive to the educational environment.
- If your pants have holes, they must be below the tip of the thumb when your arms are at your side.

- Clothing and accessories must not promote illegal substances, drug paraphernalia, profanity, violence, alcohol, or sexually explicit material.
- No guns, explosives, knives, brass knuckles or weapons of any kind on any article of clothing.
- Clothing and accessories must not discriminate against any religious or ethnic groups.
- Clothing and accessories must be free of safety pins and spikes.
- No strapless clothing or blouses with only one strap
- Excessive cleavage is not permitted to show. When a student places their hand on their chest with the thumb at the collarbone and fingers together (not spread), the bottom of the hand shall touch the clothing.
- No backless shirts.
- No see through clothing.
- Shirts must be worn at all times.
- Clothing shall be sufficient and size –appropriate to conceal all undergarments at all times.
- The bottom of the shirt and the top of the pants must overlap.
- No lace tops
- Do rags, wave caps, bandanas, and hair picks are not allowed at school.
- No clothing to deliberately conceal the identity of student (hoods, scarves, bandanas).
- Sweatbands may be worn during physical education classes only.
- Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety (bedroom slippers, steel toed shoes and boots are not to be worn at school). It is recommended that sandals have heel straps.
- Chains are not permitted when attached to a wallet or worn on clothing. These will be confiscated and picked up only by a parent or guardian.
- Gloves are allowed only in cold weather.
- Any hat per an administrator or teacher’s instruction that may lead to disruption in or out of the classroom may be confiscated or banned from being worn at school.
- Sunglasses may not be worn indoors (unless under doctor’s prescription).
- Body piercings and tattoos are highly discouraged. Piercing related jewelry must not be sharp or excessively protruding.
- No pajamas will be worn at anytime.
- No blankets

When a new fashion trend becomes a symbol that may be dangerous, anti social or the arrangement of specific clothing items denotes gang affiliation (There are certain brand names that are not acceptable: Skin, SRH, Hustler, Metal Mulisha, 187, Playboy, Hooters and city attire not sports related). Paloma Valley High School Administration reserves the right to prohibit such items and arrangements. This dress code is in effect during school hours as well as during school sponsored events.

Students who come to school in clothing that is inappropriate will be asked to change into school appropriate attire. If students refuse loaner dress code items or if a parent cannot bring them a clothes from home the student will be sent to OCD for the remainder of the day. Students will receive one warning and be required to change their clothes, if they violate the dress code a

second time they will be assigned a consequence. If a student continues to violate the dress code, they will be assigned OCD or home suspension for defiance of school rules. Administration will make the final decision on any student where the dress code is questionable.

**TAB 12 Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (Education Code Section 35294.2(a)(2)(H) (BP 3541-Transportation Routes and Services) (BP 1250-Visitors/Outsiders)**

Egress and Ingress to the campus have been effectively created at Paloma Valley High School. Both classified and certificated personnel have report times that are significantly prior to student arrival.

The regular school hours are 7:45 a.m. – 2:45 p.m. Two daytime custodians are scheduled during student hours with the focus on picking up trash and maintaining clean restrooms for students and staff. A full team of campus supervisors are also on campus during student hours.

All unauthorized persons entering the campus must sign in and identify their purpose and destination. In addition, parents or guardians picking up students prior to the end of the school day must sign in and be authorized according to emergency card information. We encourage alumni to return and visit our campus, however, if they plan to visit staff during the school day, we require that they request, then schedule an appointment prior to the visit. If approved, we have the appointment on file with the campus supervisor “check-in” desk and are aware they are coming. All visitors are required to show ID and are provided a highly visible “Visitors’ Pass” unless they are a district employee.

In the unlikely event that a student leaves our campus without permission, the parent or guardian is immediately contacted. If the parent or guardian is unavailable, law enforcement is contacted, and appropriate steps are taken to locate the child.

The staff at Paloma Valley makes every effort to provide meaningful opportunities for students to learn and become engaged in school. These opportunities are available during class and outside of class. We want students to want to attend school. We know that any absence from school breaks the continuity of learning, which may lead to frustration and acting out. According to state law, our students are required to attend school each day they are physically able. At Paloma Valley High School, valid reasons for an absence from school follow California Education Code guidelines, Section 46010.

EC32211 – Requests to leave school grounds

**TAB 13. Procedures to ensure a safe and orderly environment – (Education Code Section 35294.2(a)(2)(H)**

BP5137 – Positive School Climate

BP5142 – Safety

AR3515 – Campus Security

BP3515.2 – Disruptions

AR3515.2 – Disruptions

BP0450 – Comprehensive Safety Plan

AR0450 – Comprehensive Safety Plan Advisory Committee

In addition to procedures in the event of an emergency, Paloma Valley High School has incorporated many safe school strategies in the daily lives of our students. They include:

- Enhanced fencing around the perimeter of the campus
- Improved locks on staff gates
- A “closed campus” sign-in policy for all visitors
- Campus supervisor AM and PM campus duty stations, with additional campus supervisors present covering nutrition and lunch periods when the number of students on campus at one time is maximized.
- Campus safety rules signed by both students and parents
- Referral system for rude or unsafe conduct
- Saturday School available most Saturdays
- Two daytime custodians focused on removing trash and maintaining student and staff restrooms.

To create a school culture that promotes self-monitoring behavior, Paloma Valley High School provides its students with an education on a wide range of safety issues. Some of the trainings include: anti-bullying, bystander anti-bullying, cyberbullying and drug awareness. Student support groups are also available on a wide variety of topics and are offered periodically throughout the year or as a need arises.

The Paloma Valley staff teaches students to respect others and come to school with a positive outlook to the day. In accordance with the Paloma Valley High School Student Handbook: The District/PVHS believes that all students, staff and community have an obligation to promote mutual respect, tolerance and acceptance. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation or manipulation. Students are encouraged to come forward and report instances of bullying or harassment of any kind.

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendships.

This policy applies whenever a student is on school grounds, traveling to and from school, during lunch period, whether on/off campus, and during a school sponsored activity. In addition to this, in the case of cyber bullying, it can be done at home, but if the actions impact school activities or school attendance, then they may be subject to discipline in accordance with district policies and regulations.

The Perris Union High School District provides a clean, safe, and supportive climate for students to learn and staff to work. The Air Pollution District (APCD) will notify the District Office, who in turn will notify the Principal/designee to take the necessary action, when the air quality is at undesirable limits.

Stage 1 Alert:

Discontinue strenuous outdoor physical activities for all students and move indoors.

Stage 2 and 3 Alerts:

The air quality will be determined by the APCD. The schools will be notified by the District Office of the appropriate action in accordance with existing health and safety laws.

**TAB 14. Rules and procedures on school discipline – (Education Code Section 35294.2(a)(2)(I); 35291; and 35291.5)**

**Discipline Guide – Expectations of Students**

The Paloma Valley staff understands that teenagers are transitioning to full adulthood, college and the workplace. The staff makes every effort to provide a positive, supportive and engaging school atmosphere where the campus is clean and students, parents and staff are treated with respect. Behavior modification is first attempted in a positive manner. Occasions arise when students continue to misbehave and must be handled through disciplinary procedures. Parents are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are also liable for defacement, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law.

All students are expected to conduct themselves in such a manner as to contribute to a positive and productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. Paloma Valley strives to provide a college atmosphere where learning is serious and everyone is treated with respect. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. Students will be held accountable for all aspects of the Discipline Guide.

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. We continue to add student clubs and opportunities for students to shine

in their own manner. Students who violate the law or the rules and regulations of the District may be subject to transfer to alternative programs, suspension, exclusion, or expulsion.

### **School Jurisdiction**

It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 48900 and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

1. While on school grounds or school transportation
2. While going to or coming from school.
3. During the lunch period whether on or off campus
4. During or while going to or coming from a school sponsored activity.

Note: Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

### **Classroom Discipline**

The classroom teacher, under state law, is given the authority to act in the place of the parent/guardian during the time the student is under the teacher's direction. To ensure suitable control, teachers will utilize a variety of methods of controlling students' behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the District's school behavior policy.
2. Take away privileges enjoyed by other students.
3. Lower a student's citizenship rating.
4. Assign special tasks which must be completed within a specified time.
5. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
6. Give student detention as authorized by state law. (Education Code Section 44807.5)
7. Class suspension of student for up to two days per infraction.
8. Refer student to school administration for correction and control.

Students may be required by their teachers to restore cleanliness to a classroom after such students have been involved in any instructional activity which created physical disorder in the classroom; or to any area on school premises in which students littered or disrupted the cleanliness thereof.

### **Rewards for Appropriate Behavior**

The Paloma Valley staff believes that the greatest reward for positive student behavior is successfully passing classes which prepare them for success in college and the workplace. A good attitude at school is the first step to academic success. Paloma Valley High School believes that when students choose to follow school rules, their positive behavior should be rewarded. As opportunities arise, special events or activities are used to reward students for positive behavior. Students who choose to follow the rules will have the following rewards:

Classroom: Individual teachers determine their own procedures in collaboration with the school wide system. Teachers are regularly provided restaurant certificates that they provide to students as rewards for good academics and positive behavior. Most core classroom teachers offer grade increase incentives for students who demonstrate proficiency on standardized tests. Typically, these grade increases are not awarded unless a student has positive behavior in class.

Schoolwide: Paloma Valley High School recognizes one student each month for excellence in academics, exemplary citizenship, outstanding school activity participation, community service and leadership skills. These students are recognized at the Student of the Month luncheon and one student is selected to be “Student of the Year” and is honored at an end of the year banquet. Paloma Valley High School also reinforces positive behavior for all students through use of Positive Behavior Intervention Strategies (PBIS). Students are taught expected behavior throughout the year and are incentivized with various rewards for displaying this behavior. Examples of incentives include school spirit gear, gift certificates to local establishments, attendance at special assemblies.

Off Campus Lunch Pass: Beginning in 2014-15, Seniors who achieved a GPA of 3.0 or higher the previous semester are eligible for an off campus lunch pass their senior year so long as their parents sign the parent permission form.

Senior Awards: Every year, seniors are recognized for their four years of effort. Many awards are given to seniors for a variety of accomplishments.

Extracurricular Activities: Students are only eligible to purchase tickets and/or attend extracurricular activities if they maintain positive school behavior. Students with poor discipline may not attend extracurricular activities.

**TAB 15. Procedures Adopted under SDFSCA (Safe and Drug Free Schools and Communities Act)**

- Positive Action
- Project Alert
- Data Review Process
- Input from Stakeholders (CPM)
- Other: \_\_\_\_\_

The Paloma Valley High School/PUHSD health curriculum is designed for the students to gain knowledge and develop life skills in the many areas of health which include: mental & emotional health; family living; growth & development; nutrition; personal health; alcohol, tobacco, and

other drugs; communicable & chronic diseases; injury prevention & safety; consumer & community health; and environmental health.

Teachers, administration, classified staff members, parents, and members of the community have the opportunity to assist in and support these programs. A site coordinator, in collaboration with the administration and the district SDFS Coordinator directs our Safe & Drug Free Schools effort.

To ensure proper campus supervision and student safety, Paloma Valley employs five, eight-hour campus supervisors and four, five-hour campus supervisors to assure a safe and secure environment for the student population. Particular attention is paid to supervision during the nutrition and lunch periods. One campus supervisor works until 6:00 pm to ensure that everyone on campus after school hours has a purpose for being there.

**TAB 16. Hate crimes procedures and policies (Education Code Section 200, 233, and 48900.3) outline the policies and procedures schools must follow in addressing hate violence. California Penal Code sections 422.6, 422.7, 422.75, 422.8, 422.9, 422.95 and 628 (Title 11.6, Civil Rights) define hate-motivated crimes.**

The first priority of all PVHS staff members is to ensure a positive school environment where students feel safe both physically and emotionally; we want our students to want to come to school. In addition, we provide a climate where staff members feel safe and comfortable helping kids learn. We have multiple opportunities where staff can express concerns and suggestions for making the campus safer. These opportunities include: School Safety Committee, Department Chair Leadership Committee, School Site Council, WASC Leadership Team, and the WASC Parent Leadership Team. In addition, all four administrators promote an “open door” policy where any staff member can walk in and share concerns or suggestions for making the school safer. Paloma Valley High School utilizes a variety of staff to reduce and avoid violence on campus. All staff members deal on a daily basis with students who may have minor conflicts on campus. In addition to the Lead Campus Supervisor and seven Campus Supervisors, a full-time school psychologist, five counselors, principal, and three assistant principals are on site to counsel students regarding peer relationships, conflict mediation, anger management, teen dating violence, and crisis intervention. In addition, we have two teachers who are released from teaching classes three periods per day who are also available to counsel and work with students on issues in their specific areas. These individuals are the ASB Advisor and Athletic Director. Although Paloma Valley does not have a School Resource Officer, we access the Youth Accountability Team (YAT) for serious conflicts that may carry over into our community.

Paloma Valley is currently participating in a grant program titled the Safe & Supportive Schools Grant or S3 Grant. Through this grant, we have a grant coordinator who is responsible for many activities that help make the campus more positive and safe. One of the most important topics is to advertise and recruit students who participate in support groups that help them address topics like self-esteem, depression, violence and drug and alcohol abuse. The goal of the grant is to make the campus a positive and safe place where students want to be involved.



## BP5136 – Gangs

## AR5136 - Gangs

Paloma Valley High School recognizes that gangs exist in Riverside County and that some students are aware of gangs in the vicinity. Some students may even have gang affiliations. Currently, Paloma Valley does not have any identified gang activity. Gang activity is not allowed on the campus. The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Principal or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. If gang activity becomes prevalent, school personnel will attempt to track any gang affiliation and report it to the local law enforcement. The school will request that this information then be forwarded to the Gang Task Force.

Clothing that may have gang implications is not allowed. This includes, but is not limited to, belt buckles with gang-related insignia, sports team designations that are gang related, and any form of “tagging”.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations or disruptive activities, and respond appropriately to gang behavior. Although gang activity is not present at Paloma Valley, the school has offered gang awareness meetings for parents and staff.

In order to discourage the influence of gangs, school staff shall take the following measures:

- Any student displaying behavior, gestures, apparel, or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
- The student’s parent/guardian shall be contacted and may be asked to meet with school staff.
- The student may be sent home to change clothes if necessary. (cf. 5132 – Dress and Grooming)
- Staff members shall be provided with the names of known gang members.
- Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations. (cf. 1020 –Youth Services)

- o Any gang graffiti on school premises shall be removed, washed down, or painted over as soon as discovered. A custodian arrives to work at 6:00 am. His first priority is to inspect the campus for graffiti or vandalism and cover and or repair it before students and staff arrive. Custodians and campus supervisors continuously inspect the campus for graffiti during the day as well. In addition, Paloma Valley has an extensive camera surveillance system that monitors activity after hours and notifies the plant supervisor or administration regarding all suspicious activity.
  
- o Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used for future disciplinary or criminal action against the offenders.

(cf 3515 – Campus Security)

(cf. 5131.5 – Vandalism, Theft, and Graffiti)

**TAB 17. SRO – School Resource Officer Contact information and site assignments**

**Riverside County Kids With Guns Protocol**

In recent years, the nation has been stunned by violent incidents involving students on school campuses. Research indicates that these potentially violent youth do not just snap; rather, they exhibit important warning signs prior to acting out. The Secret Service found that in more than 75% of the incidents they studied, other youth knew about the attack before it occurred, and an adult had expressed concerns about the student. In more than half of the cases, more than one person had expressed concern. Over half of the attackers developed the idea to harm the target at least two weeks prior to the incident. Noting the devastation and wishing to avoid the tragic experiences of other communities which have suffered senseless violence on school campuses, a Multi-Agency Team (MAT), consisting of the Superior Court, Riverside County law enforcement agencies, in conjunction with Probation, the District Attorney, County Office of Education, local school districts, Mental Health, Department of Public Social Services and community based organizations established this Protocol.

This Protocol is to be used within Riverside County in school related incidents for prevention, threat assessment, intervention and services to youth at-risk of violence. Members of the MAT have also agreed to the uniform implementation, enforcement and reporting of incidents involving youth and guns/explosive devices. **Note:** Based upon law enforcement’s assessment of the situation, the Protocol may also be used for other weapon offenses.

The members of the Multi-Agency Team (MAT) have also agreed in principle that:

1. Law Enforcement will investigate and report the circumstances of the offense and will expand the investigation by contacting the parent(s) and/or legal guardian(s) and by making a home visit to conduct an evaluation.

2. Probation will detain the minor pursuant to a law violation and will administer the Problem Behavior Inventory instrument and coordinate the efforts of the MAT by making appropriate referrals to the various agencies. Information and assessment from the combined members of the team will be employed in determining future intervention strategies.
3. Riverside County Office of Education will respond rapidly to make available information concerning the minor to the appropriate agencies, and serve as a liaison between MAT and local school districts.
4. A Mental Health clinician will interpret the results of the Problem Behavior Inventory given to the minor by Probation. When indicated by the results of the PBI, Mental Health will complete an assessment on cases to determine the danger of the minor to himself/herself and others. Information from other cooperating agencies will be considered while completing the assessment, which will be shared with other members of the team where appropriate.
5. The District Attorney's Office will review all reports for legal sufficiency and strictly enforce the law by prosecuting any minor found in possession of a gun, explosive device or other dangerous weapon on a school campus. Violations against the parent or legal guardian will be strictly enforced when a juvenile is found in possession of a gun, explosive device or other dangerous weapon. The District Attorney's Office will coordinate with the task force to ensure the interests of public safety and the youth.
6. Child Protective Services (CPS) will respond upon request from law enforcement to conduct family and child welfare assessment to help assess the overall well-being and functioning of other children in the home. CPS will also research its database to determine whether there is an open file or CPS history on the youth or his/her family and share the information with MAT.
7. Riverside County Office of Education, in conjunction with local school districts and Social Services Agencies, will develop an adjunct protocol to deal with threats or acts of violence, excluding acts where firearms are involved. The primary assessment tool will be the personality assessment profile developed by the Mental Health Department.
8. The Juvenile Court judge will hear and make an order on Kids with Guns cases whenever a juvenile Court petition has been filed.
9. This Protocol will be reviewed and updated annually. Within one year a database will be established by the Probation Department. Kids with Guns pamphlets will be released within 90 days.



**A COMMUNITY RESPONSE PLAN**

**KIDS WITH GUNS PROTOCOL**

**ANY MINOR WHO POSSESSES A GUN,  
EXPLOSIVE DEVICE OR OTHER DANGEROUS  
WEAPON ON OR ABOUT A SCHOOL  
CAMPUS IN RIVERSIDE COUNTY**



**REPORTED**

**LAW ENFORCEMENT  
CHARGE OFFENSE  
Application for Juvenile Court  
Petition (J132)**



**PROBATION/JUVENILE  
HALL  
DETAIN 24-48 HOURS**

**EVALUATE**  
  
PARENT  
SCHOOL  
MENTAL HEALTH  
DPSS  
FRIENDS  
ROOM  
AFFECT  
OTHER

**DECISION**  
**“High Risk” Offender**  
Process per Protocol;  
Detain;  
Petition Filed;  
Court Hearing;  
Informal Prob./654.2 PC  
Deferred Entry of  
Judgment 790 PC  
Formal Prob./725a WIC  
Decl./Cont. Ward-home,  
Placement, Out of County  
transfer, DJJ.



**DECISION**  
**“Low Risk” Offender**  
Process per Protocol;  
Release;  
Referral for Mental  
Health Services;  
Referral to Community  
Based organization;  
Referral for Diversion



**TAB 18. Other conflict resolutions programs (Check and include information on only those programs implemented at this site)**

- CPI Nonviolent Crisis Intervention for staff (Obtain list of currently trained staff from Risk Management)
  - Peer Counselors or Peer Mediation Program/P.L.U.S.
  - After School Activity Program
  - Anger Management Program
  - Bullying prevention program (Describe)
  - Tolerance, diversity and multicultural education (Student Forum/P.L.U.S. Forums)
  - Community/parent partnerships (Describe)
  - Other:
- CPI Nonviolent Crisis Intervention for staff (**Obtain list of currently trained staff from Risk Management**) **Any staff members**
- Peer Leaders Uniting Students (PLUS)-Paloma Valley has been a leader in implementing Peer Leaders Uniting Students (PLUS). We have a class which meets every day and trains students to facilitate discussion in PLUS forums on topics relevant to high school students. Approximately 80 students are randomly selected each month to participate in PLUS forums. The topics are relevant to sensitive issues that high school students encounter. Our school has found PLUS forums to be highly successful.
- After School Activity Program-Paloma Valley offers 25 extracurricular clubs for students to join. These clubs meet after school and on weekends. Many of these clubs are service-related and provide opportunities for students to serve their community.
- Anger Management Program-Through our Safe and Supportive Schools Grant (S3 Grant), we offer anger management to small groups of students as the need arises.
- Bullying prevention program-For the past two years, Paloma Valley has offered extensive “anti-bullying” training for students, staff and parents. Trainings are offered during the school day and during evenings. We have found these trainings to be well attended and well supported. The trainings range from “bystander,” “name calling,” “bigotry,” “racism,” “on-line,” and a variety of other areas that involved bullying. As a result of our

“anti-bullying” efforts, we have seen a reduction in bullying incidents at Paloma Valley as well as a significant reduction in discipline problems.

- Tolerance, diversity and multicultural education –For several years, Paloma Valley has offered “tolerance training” to both students and staff with a greater emphasis placed on training students. Some of these trainings include: Peter Fischl Holocaust survivor and Brent Scarpo, tolerance trainer. Currently, our “Safe & Supportive Schools” grant committee (S3 Grant) is discussing using S3 grant money to send students to the Museum of Tolerance either in Palm Springs or Los Angeles. As a result of our “tolerance training” efforts, our discipline problems have reduced and we have received feedback that students are more respectful of each other.
- Community/parent partnerships-We have worked hard to develop a strong Parent, Teacher, Student Association (PTSA) which emphasizes partnering with the school in community outreach opportunities. We want our students to learn to serve their community and we want the community to know that we are a “community school” that exists to support their needs. Some of these activities include: “Veteran’s Day recognition,” “Susan Komen Race for the Cure” and “Princess for an Evening” prom dress collection/distribution.

The Paloma Valley staff teaches students to resolve their issues in a positive manner before allowing the issue to result in a physical altercation. Students are taught to take all precautions to avoid conflict escalation and violent situations. Students are welcome to walk-in and visit any administrator, counselor or teacher regarding conflicts that surface either at school or through electronic communication. In addition, campus supervisors are trained and expected to communicate with students in a positive manner, listen to their concerns and encourage students to resolve their issues in a positive manner. Each week, the lead campus supervisor serves on the “Cabinet” committee and shares the current “pulse” of the campus and alerts administration, counseling, the athletic director and ASB advisor of potential student problems and “hot spots” on campus. Administration, in turn, pro-actively plans ahead to prevent problems from escalating.

As administration and counselors become involved in more serious issues, the Perris District Director of Child Welfare and Attendance as well as the Riverside County Youth Accountability Team (YAT) are brought in to intervene. As a final step, law enforcement is contacted.

BP5138 – Conflict Resolution/Peer Mediation

## **TAB 19. Integrated Pest Management Plan**

**Healthy Schools Act of 2000** - In September 2000, Governor Davis signed into law the Healthy Schools Act of 2000 (Assembly Bill 2260). This law requires schools to notify parents, guardians and school employees about pesticides used in their schools, and require

the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law took effect January 1, 2001.

**School District Requirements of the Law:**

- Notification of all pesticide products the school District expects to use on school grounds must be sent annually to parents or guardians of all students. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information.
- Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made.
- Each school district will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted 24 hours in advance and 72 hours after application of pesticides and will contain information as specified in the law.
- Each school will maintain records of all pesticide use at the school for four years and the records will be available to the public upon request.

**Important Guidelines** - These guidelines should be followed by all staff to assist in effectively managing the use of pesticides on our sites:

- Site staff should notify their site administrator when pest control is needed.
- Administrative staff should notify Maintenance and Operations via a work order when pest control is needed.
- Staff must not use any type of pest control chemicals at any school site.
- Staff should eliminate food stuffs in their work areas that might attract pests i.e. cakes, cookies, candies, sack lunches, sugary beverages, etc.

**TAB 20. Injury and Illness Prevention Plan (IIPP) with Reporting Form for Unsafe Conditions**

The Perris Union High School District is committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for all students and site visitors. To fulfill its obligation, the District has incorporated an Injury and Illness Prevention Program. The intent of this Program is to prevent or minimize the probability of injuries and illnesses to workers, students and visitors, and to comply with applicable State, Federal and local health and safety codes, standards and regulations.

The Injury and Illness Prevention Program is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal safety regulations.



The Program identifies the District's responsibilities and also defines responsibilities of the Program Coordinator, administrators, managers, supervisors and all other employees.

The components described in the District's IIPP are:

- Communication
- Identification & Evaluation of Workplace Hazards
- Corrections of Unsafe or Unhealthful Conditions
- Investigations of Occupational Injury, Illness or Exposure to Hazardous Substances
- Employee Training
- Record Keeping
- Plan Review

The District, its' Board and its' management pledges support of this Program to ensure that it remains a viable method of protecting all employees and all other site occupants.

### **TAB 21. Site Safety Inspections (Risk Management - Inspection)**

Paloma Valley High School participates in regular safety inspections conducted by campus staff. The purpose of safety inspections is to help identify and evaluate unsafe conditions.

Safety inspections are part of the District's written Injury and Illness Prevention Program.

Some areas on the checklist include but are not limited to athletic facilities, grounds & fields, multi-use rooms, gymnasiums & theaters.

Paloma Valley High School participates in District-wide Hazardous Materials Inspections.

The District's Third Party Administrator conducts an annual Hazardous Materials Inventory and Inspection throughout the Perris Union High School District.

The purpose of the inspection is to assist our District in obtaining a current, detailed inventory of hazardous material supplies on school sites and throughout the District and to meet the regulatory requirements under Hazard Communication: Right-to-Understand (GHS), Hazardous Materials Disclosure Laws, and as required by Cal/OSHA – CCR, Title 8, Section 5194.

The inventory not only provides information to management, it is also a valuable tool to be used to monitor and control chemicals in the workplace.

The inspection also provides the District with a hazardous materials survey that addresses and identifies specific conditions regarding storage, labeling, compatibility, fire extinguishers, eyewash stations, etc., which were present at the time of the inventory.

Using the chemical inventories, District staff put together binders that contain Safety Data Sheets (SDS) for each item listed. These binders can be found in the staff workrooms or lounges, in the

science chemical storerooms, and in the custodial closets. In addition, electronic SDS folders have been created and are located at <http://puhsd.ca.schoolsmsds.com>.

BP3514.1 – Hazardous Substances

AR3514.1 – Hazardous Substances

## **Section IV – Recommendations for Improvement Instructions**

**TAB 22.** **Action Plan for Component 1- “People and Programs”** - Create a *caring and connected* school climate. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294).

### **ACTION PLAN FOR COMPONENT #1-**

1) **SALT Team** (Student-Admin Leadership Team)-- Started in the fall of 2016, the administrative team in conjunction with the ASB President started SALT with the intent to connect the culture and vision of the adults with the students. Bi-weekly meetings include administrators and approximately 10 student leaders (from ASB, athletics, ROTC, Black Student Union, clubs, PLUS, Link, AVID) to discuss current issues on campus, calendar of events, and solutions. Morale and connection within the student body and administration has seen significant improvement.

2) The 2010-2011 school year re-introduced the **PLUS (Peer Leaders Uniting Students)** program. A PLUS class, where students receive ongoing training to facilitate small groups and address difficult issues that arise on campus, has been a continually supported and celebrated program that reaches out to our at-risk students. Our PLUS program meetings one day per month for community “Forums” where approximately 70 students are invited to meet, discuss, and participate in activities that allow them to share their views on topics that are challenging for teenagers such as relationships, drugs, violence, challenges of school, and depression. The coordinator of the PLUS program also works closely with our teachers of the Severely Handicapped. The PLUS students have created an annual tradition of having a Prom Dance for the Severely Handicapped students. Since re-introducing PLUS in 2010, we have seen a decline in discipline, bullying, and student conflicts, despite an increase in student enrollment.

3) Paloma Valley has a student **Link Crew**, a large organization of students whose purpose is to help incoming 9<sup>th</sup> grade students with the difficult transition from 8<sup>th</sup> grade to 9<sup>th</sup> grade. Currently, their focus is to work with students during the “Freshmen Orientation Day” in August. Although this continues to prove to be a successful day, we continue brainstorming ways to further connect our 9<sup>th</sup> graders to school activities as the year progresses. Efforts from Link Crew as well as other inclusive programs on campus have resulted in fewer referrals and discipline issues on our campus.

4) The **Paloma Achievement Committee** was created in the fall of 2016 to target the highest 1% at-risk students that were non-SpEd on the PVHS campus for issues related to truancy, defiance, violence, and social issues. The goal is to avoid escalations in suspension/expulsion and other events and identify other means of intervention. The team involves identifying key students, having a intervention team (admin, counselor, teachers, parents, SRO, psychologists) who assess the student and potential services, then coordinate an SST meeting with the student to develop a PAC plan. As of 2016-17 school year, 25 students have been identified at PAC students, none of which have been expelled, and significant decreases in suspensions since placed on the intervention plan.

5) The 2016-17 school year has seen an expansion of the **PBIS** awareness and implementation. During staff professional development times (pre-fall and pre-spring), basic PBIS classroom strategies and protocols are modeled and explained. The language of the the discipline office has now shifted to “Behavioral Support,” and restorative justice techniques are being used to reconcile disputes. The systems of support are now streamlined and teachers are more aware of interventions in play. The security teams are reporting less tension and incidents.

6) **Future plans** for PVHS include further development of the PAC team, administrative outreach to the Freshman Foundation courses and Credit Recovery courses, as well as the athletic PE courses. There is the additional goal to raise club participation and development, and attain full connection of students to some kind of extra-curricular activity.

**Action Plan for Component 2- “Physical Environment”** – Create a *physical environment that communicates respect* for learning and for individuals. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294)

**ACTION PLAN FOR COMPONENT #2** – *Have you evaluated site safety issues having to do with your buildings and grounds? What changes need to be made here?*

1. Campus supervisor relationships and geographic placement on campus has been a priority to recognize and be in position to observe student behavior and incidents. Supervision is focusing primarily on providing better coverage during nutrition, both lunches, and passing periods. Administrators assist in supervising students during breaks and lunch. Campus Supervisors were given areas on the campus, included in 6 areas.
2. New fencing (fall 2016) at the North/Main entrance to campus now forces all who enter after the beginning bells to go through the front office. Parents and guests can no longer wander on campus and pose threat or disruption.
3. Our custodial crews have increased their focus on maintaining the cleanliness of student restrooms. We shifted one custodian from working the night crew to working a day shift; we now have two custodians on campus during the day. These two custodians have staggered start times so that the campus has custodial coverage throughout the entire time that students

are on campus. These two custodians focus first on checking, stocking and cleaning the student restrooms. Their second focus is on picking up trash from the campus. In addition, administrators regularly pick-up trash in the quad so that students see the importance of throwing away their trash. As a result of all these efforts, our student restrooms are cleaner and our campus has less trash. Finally, we have assigned a campus supervisor to check student restrooms throughout the morning before school begins. He rides on a bike from restroom to restroom ensuring that restrooms are clean and ensuring that smoking is not occurring in the restrooms. Since implementing this responsibility, we have found that we have less smoking in the restrooms before school and our restrooms are cleaner throughout the day. By making a clean campus a school priority by all staff and students, Paloma Valley is recognized as a meticulously clean high school facility.

4. In efforts to increase school pride and spirit, PVHS administration has reached out to our creative arts classrooms and teachers and commissioned paintings and murals that are now on display in the administrative offices.
5. ASB also purchased school pride shirts for each student. During “walk around” days 2016, each student was given a maroon shirt with their graduating class year on it. Students were encouraged to wear their shirt on the first day of school and subsequent Fridays. A sea of maroon is often visible on any day of the week.
6. Future plans include improvements to the gymnasium roof.