

# COMPREHENSIVE SCHOOL SAFETY PLAN

Pursuant to Education Code 32280 – 32289

EFFECTIVE DATES: 2023 – 2024



## **Heritage High School**

26001 Briggs Road  
Menifee, CA 92585  
(951) 940-5447

<http://www.puhisd.org/hhs/site>

Lindsay Chavez  
Principal

## FOR BOARD APPROVAL

### **Perris Union High School District**

Grant Bennett Jr.  
Superintendent

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Anthony T. Stafford, Sr.  
Board President

Printed: Thu May 04 15:30:16 UTC 2023

# PREFACE

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In accordance with Education Code 32280-32288 and California Education Code Board Policy and Administrative Regulations 0450(a)(b), Comprehensive School Safety Plans (CSSP) are updated annually by March 1st.

NOTE: Some components of the Comprehensive School Safety Plan may include proprietary or confidential information that shall not be released to the general public including personal contact information for students or staff members, tactical response procedures or strategies, building infrastructure or asset information, sensitive emergency contact information, detailed security procedures for campus crisis response and campus vulnerability assessment information.

In accordance with Department of Homeland Security Management Directive 11042.1, the following items will be designated “For Official Use Only”, reviewed only in a closed session of the Board and released only for official safety assurance or emergency response use:

Any appendices containing detailed emergency response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, detailed response procedures, emergency facilities (i.e., command post, staging areas, etc), and supplies storage.

Copies of the Comprehensive School Site Safety Plans are kept on file at the respective school site, the District office, and on a secure server. School staff and responders have access to the Plan through hard copy and electronic formats.

This Plan is available, by appointment, for public inspection during regular business hours.

*No portion of this Plan may be copied, redistributed or made available, in hard copy, digital format or otherwise, without the expressed written consent of the District, and in compliance with any copyright laws that may apply to the materials contained within.*

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# SECTION 1

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## OVERVIEW

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Heritage High School is governed by the policies and procedures of the Perris Union High School District, and participates in safety initiatives that are consistent throughout the District. As such, there are many references to the District made throughout this document.

The District has an obligation to provide a safe and secure environment for all students and staff. Therefore, it is necessary to have plans that, to the maximum extent possible, place the District and its schools in a state of preparedness.

In addition to District policies, procedures, emergency protocols, and safety initiatives; site-specific procedures and resources are in place to address the unique needs of Heritage High School.!

Safety encompasses several overlapping knowledge-specific components and is impacted by numerous variables. Therefore, the Comprehensive School Safety Plan is the compilation of several documents, topic-specific plans, policies, and programs that provide the District and its schools guidance in fulfilling their responsibility of providing a safe and caring educational environment.

The Plan strives to create a culture of safety for the Perris Union High School District and its schools, where all stakeholders – students, staff, administration, parents, first responders, community partners, and government departments - are involved and committed to promoting a safe and caring school environment.

The Plan, along with all the supplemental information and documents referenced, provide to the extent possible, a means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from situations that threaten or may threaten the lives and/or safety of students and staff, and District property.

### **SAFETY PLAN HIGHLIGHTS**

- Introduced initiatives to promote mental health wellness for students and staff.
- We have a multi-tier support system to address behavior, attendance, and academics.
- Wellness Center programs have increased social-emotional and academic learning needs of all students.

## **SCHOOL PROFILE**

### **Heritage High School**

26001 Briggs Road

Menifee, CA

92585

<http://www.puhsd.org/hhs/site>

Principal: Lindsay Chavez

Grades Served: 9 - 12

Student Enrolment: 2424

Number of Certificated Staff: 113

Number of Classified Staff: 75

Course of studies offered by the school:

- California Core Curriculum

Additional program operating at the school site:

- A-G Courses
- AP/Dual Enrollment Courses
- Diploma Track
- Certificated of Attendance
- Special Education

# STAFF TRAINING

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## **ED Code Reference**

EC 32280

## **Board Policy Reference**

BP 0450

Staff training is essential to a school being able to execute its safety plan effectively. Training must extend beyond awareness and basic theory, and provide staff with opportunities to hone their skills - both physical and decision-making skills - through practical application and experiential learning.

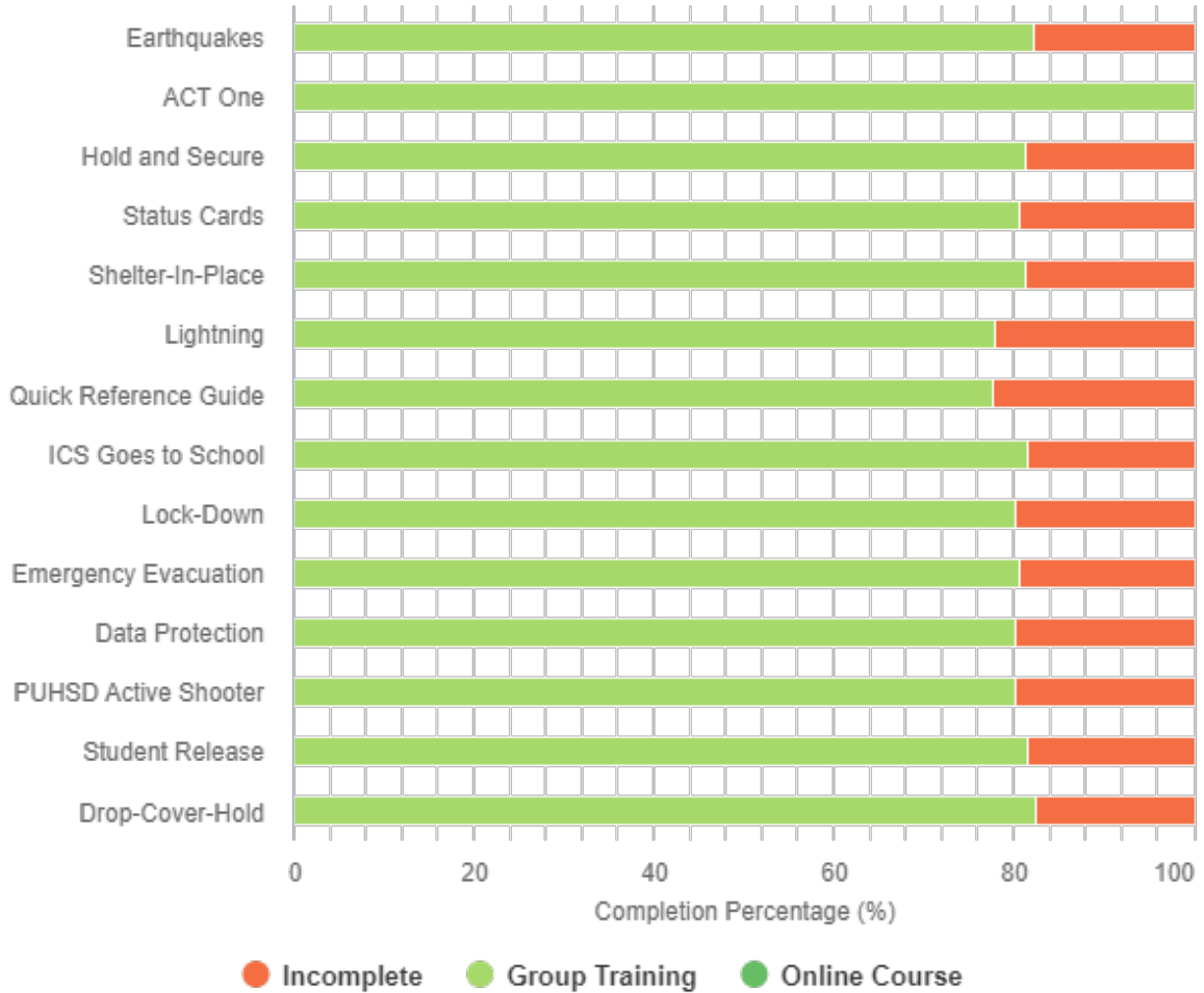
## **APPENDIX A.1**

Training is provided to staff through a variety of methods, including the following:

- In Person Group
- Online
- Safety Presentation
- Emergency

During the reporting period, staff completed or participated in the following courses through the Hour-Zero Online training platform.

Course Completion  
 Period 7/1/22 - 6/30/23  
 District(s): Perris Union High School District  
 Site(s): Heritage High School  
 Course Status: Assigned



Staff also participated in the following courses, workshops, and readiness activities.

- COVID-19 Training and Acknowledgement 2022-2023
- Bloodborne Path Exposure Prevention
- PUHSD BBP Policy
- BBP Summary for Athletic Coaches
- BBP Summary for Athletic Coaches
- Integrated Pest Management
- IPM for Teachers and Office Staff
- Mandated Reporter: Child Abuse and Neglect
- PUHSD Board Policy Mandated Reporting
- PUHSD Board Policy 4119.24 Maintaining Appropriate Adult-Student Interactions
- PUHSD Board Policy Sexual Harassment
- Sexual Harassment: Policy and Prevention - Management
- Sexual Harassment for Non-Managers
- Boundary Invasion
- Diversity Awareness: Staff to Student
- Diversity Awareness: Staff to Staff
- Workplace Bullying: Awareness & Prevention
- Reasonable Suspicion: Drugs & Alcohol
- PUHSD SCA/AED Program Summary
- PUHSD Social Media Policy
- Partners in Safety - Document and Assessment
- PUHSD Acceptable Use Policy (AUP)
- Youth Suicide: Awareness and Prevention
- Email and Messaging Safety
- Online Safety: What Every Educator Needs to Know
- Password Security Basics
- Health Emergencies: Diabetes Awareness
- Health Emergencies: Asthma Awareness
- Health Emergencies: Seizures
- Medication Administration: Basics
- Medication Administration: Epinephrine Auto Injectors
- Medication Administration: Glucagon
- Student Mental Health: Awareness, Intervention and Referral
- Medication Administration- Diastat
- HIPAA - Overview
- Conflict Management - Managing the Angry Parent
- Students Experiencing Homelessness: Awareness and Understanding
- FERPA: Confidentiality of Records
- Heat Illness Prevention
- Fire Extinguisher Safety Overview
- Fire Extinguisher Safety
- Back Injury & Lifting
- Personal Protective Equipment (PPE)
- Classroom Emergency Communication Protocol
- IIPP- Injury/Illness Prev Plan- Supervisor
- IIPP- Injury/Illness Prev Plan- Employee
- Classroom Emergency Kit Procedures
- Asbestos Awareness (Short Course)
- Asbestos Awareness (Full Course)
- Electrical Safety Primer
- Electrical Safety (Full)
- Fall Protection
- Hazard Communications: Right to Understand (GHS)
- Ladder Safety
- Lockout/Tagout: Energy Release
- Science Lab Safety
- Science Lab Chemical Spills
- Sport Supervision and Safety
- Slips, Trips, and Falls
- Foodborne Illness
- HACCP: Hazard Analysis and Critical Control Points
- Nutrition Basics



- Civil Rights in Food Service
- Radio Etiquette
- Bleeding Control Pak Training

# COMMITTEE MEMBERSHIP

**ED Code Reference**

EC 35294.1

The school site council is responsible for developing the school site safety plan or delegating the responsibility to a school safety planning committee.

**Board Policy Reference**

AR 0420 - School Plans/Site Councils

The role of the Safety Committee is to develop and oversee the implementation of a comprehensive school safety plan relevant to the school.

**APPENDIX A.2**

The Safety Committee meets regularly. The Committee meets on the first Tuesday of the month when school is in session, beginning the third Tuesday of September.

Members can vote to adjust the meeting schedule.

**COMMITTEE MEMBERS**

Lindsay Chavez	Principal	Heritage High School
Eric Martin	Assistant Principal	Heritage High School
Amanda Darton	Certificated	Heritage High School
Mario Moreno	Certificated	Heritage High School
Stephen Daly	Certificated	Heritage High School
Ladawn Johnson	Certificated	Heritage High School
Michelle Wieding	Certificated	Heritage High School
Alvin Hill	Campus Security Lead	Heritage High School
Josh Ramirez	Campus SRO	Menifee PD
Cynthia Navarro	Classified	Heritage High School
Ken Cooke	Ceritficated	Heritage High School
Jessica Dillard	Parent	Parents

**MEETING DATES**

The committee met on the following dates:

Meeting 1	Meeting Date	3 Oct 2022	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric martin
Meeting 2	Meeting Date	29 Nov 2022	Time	08:10 AM
	Place	Heritage High School	Facilitator	Eric Martin

Meeting 3	Meeting Date	12 Dec 2022	Time	08:10 AM
	Place	Heritage High School	Facilitator	Eric Martin
Meeting 4	Meeting Date	18 Jan 2023	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin
Meeting 5	Meeting Date	14 Feb 2023	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin

# FIRST RESPONDER CONSULTATION

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An important component of the school's safety plan is collaborating and consulting with first responder agencies. To that end, representatives from the following agencies were consulted on the development, revisions, and amendments to the school safety plan:

## FIRST RESPONDER AGENCIES

Menifee PD	Josh Ramirez	SRO
CALFIRE - Riverside Unit	Robert Davis	Battalion Chief

## CONSULTATION DATES

Formal consultation occurred on the following dates:

Meeting 1	Meeting Date	5 Aug 2022	Time	12:05 PM
	Place	Heritage High School	Facilitator	Lindsay Chavez
Meeting 2	Meeting Date	23 Feb 2023	Time	12:00 PM
	Place	Virtual	Facilitator	Pauline Garcia
Meeting 3	Meeting Date	24 Feb 2023	Time	12:00 PM
	Place	Virtual	Facilitator	Pauline Garcia

# VISION STATEMENT

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Heritage High School will provide a supportive learning environment where all students develop their character as healthy, responsible, and tolerant citizens. With strong academic, civic, and technological foundations, Heritage High School students will be prepared as citizens of a diverse world.

## **Mission Statement**

The mission of Heritage High School is to provide a rigorous academic curriculum in a safe and caring environment that promotes all students' maximum success in the larger community.

# SECTION 2

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## CURRENT STATUS

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**ED Code Reference**

EC 32282 (1)

**Board Policy Reference**

AR 0450

**APPENDIX B.1**

Data plays a critical role in helping schools recognize trends, and pinpoint issues affecting school safety. By monitoring these trends, schools are better equipped to make policy and programming decisions, collaborate with other agencies and professionals, and direct resources to specific projects that enhance safety.

The data sources listed below were used to assess the status of school crime, along with other safety-related issues at the school and school-related functions.

Data is released to the School Safety Planning Committee as it becomes available.

**SOURCES**

Hour Zero School Safety Suite Reporting
Hour Zero Emergency and Incident Reporting
Hour Zero Threat Assessment Reporting
Hour Zero Incog Anonymous Reporting (Bullying/Abuse/Harassment)
California Healthy Kids Parent Survey
California Healthy Kids Staff Survey
California Healthy Kids Student Survey
CrimeMapping
Data Quest
District Damage
State Performance
Student Referral
Suspension
Truancy

## **DATA ANALYSIS**

	<b>2021- 2022</b>		<b>2022-2023</b>		<b>2023-2024</b>	
Student Enrollment	3114		2577		2420	
Office Referrals	213	6.84%	1457	56.54%	1262	52.15%
Suspensions	1	0.03%	368	14.28%	178	7.36%
Expulsions	0	0.00%	8	0.31%	3	0.12%
Truancy	0	0.00%	14.41	0.56%	13.32	0.55%

### **Emergency Events**

Heritage High had 3 emergency events in the last calendar year.



## Student Injuries

Heritage had 4 student injuries in the last calendar year. All of the student injuries happened during an athletic contest.

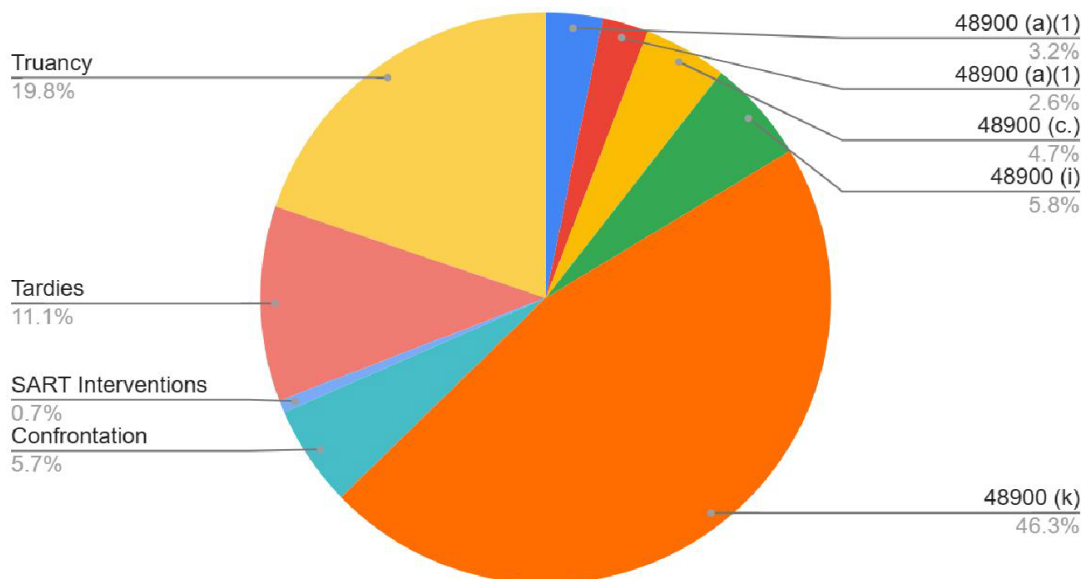
## Property Damage

There have been 2 reports of property damage in the last year. Both property damage reports were for tagging.

## Student Inappropriate Behavior

The following chart reflects the number of student incidents reported to or by Heritage High School that relates to inappropriate behavior by a student.

Aug 4, 2022 - Feb 17, 2023 Attendance and Behavior Report



School administration has weekly meetings with the head of campus security to adjust any safety issues as necessary.

The same is done when school administration has bi-monthly meetings with the entire campus security team.

# ASSESSMENT

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Schools have limited resources to gather and translate data into evidence-based school improvement strategies. However, the data gathered from the noted sources is still useful. The data provides insight into the root causes of incidents, areas of success within the school, and areas that need improvement.

Local data becomes substantially more valuable as the school engages in ongoing monitoring; enabling the school to take corrective action before a few incidents evolve into a trend.

The validity of conclusions drawn from this data is dependent on the completeness and accuracy of data submitted by students, staff and other reporters. Of the data gathered, received and reviewed, the following conclusions merit highlighting.

## HIGHLIGHTS

- Reduction in overall student referrals.
- Reduction in physical and verbal altercations on campus.
- New campus security procedures have helped reduce student loitering on campus.
- Students using restorative conversations and circles to solve conflicts/issues.

## AREAS OF PRIDE AND STRENGTH

- Increased student usage of the Wellness Center for anxiety, health, and trauma.
- New interventions methods were implemented, which have helped reduce student tensions on campus.

## AREAS WE WISH TO IMPROVE

- Continue to work on student tardy policies, which will help improve student period attendance.
- Continue to work on behavioral interventions to help reduce student usage of illegal contraband (alcohol, drugs, nicotine, etc.) on school grounds.

# CHILD ABUSE REPORTING PROCEDURES

### ED Code Reference

EC 32282(a)[2](A); EC 44691;  
PC PC11165.5; PC11165.7;  
PC11166

### Board Policy Reference

BP 5141.4 Child Abuse  
Prevention and Reporting

### APPENDIX B.2

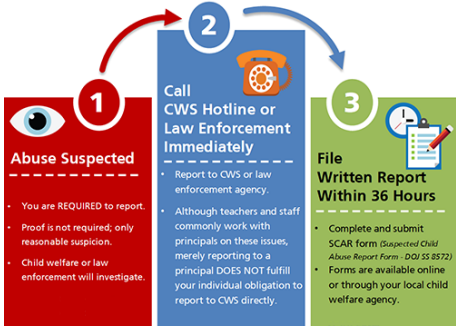
In accordance with State Law, District employees are obligated to report all known or suspected incidents of child abuse and neglect.

As such, school staff actively monitor the safety and welfare of students on a continual basis.

Reporting must be made by the individual suspecting or observing the abuse; it cannot be delegated to another individual or a supervisor.

As outlined in (Penal Code 11165.7), mandated reporters include but are not limited to

- teacher's aides or assistants;
- classified employees;
- certificated pupil personnel employees;
- administrators of a licensed daycare;
- employees of a licensed daycare;
- Head Start teachers;
- district police or security officers; and
- administrators, presenters, or counselors of a child abuse prevention program.



Staff must annually take Mandated Reporter Training. New hires are required to take the training within six weeks of their employment start date. In the case of staff returning after the summer break, the training must be completed within six weeks of the start of the new school year.

The training course is made available to each staff member via online training or a group session conducted by their supervisor. Staff are required to complete and pass a post-test to verify they understood the material.

Any known or suspected instances of child abuse must be reported by phone, immediately or as soon as practically possible, to one of the designated Child Protective Agencies.

Following the phone report, a written report must be sent within 36 hours of receiving the information concerning the incident. A copy of the BCIA 8572 SUSPECTED CHILD ABUSE REPORT form used to report suspected child abuse can be found in the Appendix.

Through training, staff are instructed to follow the steps outlined below to report known or suspected abuse.

1. Complete the SUSPECTED CHILD ABUSE REPORT form.
2. Call Children and Family Services immediately to report verbally.
3. Forward the completed Child Abuse Report form within 36 hours.

4. Do not pass on the responsibility to report. However, you can/should consult with your supervisor.

If you have a reasonable suspicion, you have a duty to check (reasonable suspicion creates a duty). If in doubt, file. The burden of proof is not with the reporter. Children and Family Services will do the investigation. School staff is not liable for defamation if done in the course and scope of your employment.

#### Consequences of Failing to Report

- A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (California Penal Code Section 11166[c]).

#### [SCARForm](#)

Child Abuse and Neglect Reporting Phone Number: 1-800-442-4918

This number is posted in the staff room at the school.

- Mandated reporters must immediately report abuse to the Child Abuse Hotline.
- Mandated reporters are required to submit a written follow-up report within 36 hours.

Employees, as mandated reports, shall not investigate any suspected incidents but rather shall fully cooperate with agencies responsible for reporting, investigating, and prosecuting cases of child abuse and neglect.

# DISASTER PROCEDURES

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## ED Code Reference

EC 32282(a)[2](B); GC 8607;  
GC 3100

The District's disaster procedures build on foundational principles that impact many operational functions of the District and each of its schools.

## Board Policy Reference

AR 3516

## APPENDIX B.4

The procedures aim to strengthen the District's and the schools' ability to assess risks and to prevent/mitigate, prepare for, respond to, and recover from disasters, emergencies, and crises.

The Plan is organized into annexes. Each annex may be independently updated or revised to ensure the Plan complies with legislative requirements, aligns with industry standards, incorporates current best practices, and addresses issues identified in After-Action Reports.

Major annexes of the District Safety Plan are summarized below.

Site-specific procedures are used to address the unique needs of the school.

The District has a robust Emergency Response Plan (ERP) that aligns with the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations.

The ERP uses a core set of concepts, principles, procedures, processes, standards, and terminology to create a common operating picture, promote mutual goals and responsibilities, and advance a more efficient and effective response.

The ERP addresses the four phases of emergency management: mitigation, preparedness, response, and recovery. It uses NFPA 1600 and the Incident Command System as its framework and incorporates best practices for school emergency plans.

Site-specific procedures address risks, hazards, and other emerging issues identified through ongoing reporting, site assessments, annual reviews, and After Action Reports.



## **Overview**

The Overview establishes the lexicon to define and clarify the terminology used throughout the various components of the Plan. It is regularly updated to ensure the currency and completeness of the Plan.

This section describes the purpose, goal, scope, access control, partnerships, organizational structure, legal considerations, approval process, and requirements for Plan updates, training and testing.

## **Emergency Preparedness and Response**

Standardized emergency protocols and procedures address hazard assessments and mitigation, emergency preparedness and response, and initial recovery activities.

The District uses the Hour-Zero School Emergency Program as the base for its Emergency Preparedness and Response Program (referred to as the District Emergency Response Plan). The program is documented and maintained on HZ Online and is accessible to authorized users via secure web access.

The Plan utilizes an all-hazard approach. As such, there are two protocol categories. Those include functional protocols and incident-specific protocols and include the protocols listed in the tables below.

**FUNCTIONAL PROTOCOLS**

Functional Protocols		
On Alert	Lock-Down	Evacuation
Hold and Secure	Shelter In Place	Drop-Cover-Hold
Active Shooter	All Clear	

**INCIDENT-SPECIFIC PROTOCOLS**

Level 1 Protocols		
Assault	Disturbance	Food Poisoning
Inclement Weather	Minor Injured Person	Medical Emergency
Power Failure	Vandalism	Suspicious Person
Trespassing		
Level 2 Protocols		
Bomb	Bus Accident Nonfatal	Influenza
Missing Child	Serious Injured Person	Suicide
Weapon Suspicion	Train	Threat Utterance
Level 3 Protocols		
Active Assailant	Armed Intruder	Bus Accident Fatal
Abduction	Earthquake	Explosion
Fire Incident	Gas Leak	Hazardous Spill
Hostage	Sour Gas	Wildfire
Infectious Disease <i>(See Pandemic Plan)</i>	Physical Assault / Sexual Assault	Shooting Stabbing <i>(See Active Assailant)</i>
Severe Natural Disasters — / Wind / Flooding / Earthquake /		

**Earthquake Preparedness**

According to the U.S. Geological Survey (USGS), schools in California have a high probability of experiencing an earthquake. As such, the school’s emergency response includes specific protocols to follow should an earthquake strike.

To ensure these protocols are well-understood, schools participate in earthquake drills at regular intervals throughout the year. (See Drill and Training chart below).

All schools in the district, along with the District Office, annually participate in the Great Shakeout. The exercise allows students and staff to practice, on a larger scale, what action they need to take to stay safe both during and immediately following a quake.

The school's earthquake preparedness activities also include strategies to address the following:

- Lessening the potential physical impact of an earthquake
- Encouraging personal preparedness at home
- Identifying and acquiring needed resources

- Structural and non-structural mitigation strategies
- Extended student care and lodging requirements

These activities align with The Field Act (Garrison Act and Riley Act), and The Katz Act.

Additional California Earthquake Hazards Mitigation Legislation can be referenced at <https://www.wsspc.org/public-policy/legislation/california/>

### **Active Shooter Preparedness**

"While an attack by an armed assailant on school grounds is possible—and can have significant psychological and educational impact if it happens—it is not as probable as other types of crisis events." - National Association of School Psychologists

Yet an active shooter situation is one of the most feared scenarios of a school and can be devastating for the entire community.

The school's emergency plan contains protocols to address the potential risk. The active shooter response protocols are considered part of the school's Tactical Plan and are not made public for security reasons.

All schools in the District are required to conduct age-appropriate drills for an incident of this nature. When such drills are held, the school takes into consideration the developmental maturity, psychological history, prior traumatic experiences, personality, and special needs of participants. For that reason, the type of activities included in these drills and/or scenarios enacted will vary from school-to-school within the District.

The goal of these drills is to empower participants and save lives and prepare professionals and staff for this role and responsibility.

Additionally, all staff are required to complete a course on Active Shooter awareness and preparedness, developed in partnership with Riverside County Sheriff's Department.

### **Student Release**

- A Parent-Child Reunification Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
- Parents/Guardians will be required to fill out a Student Release Request Form. This ensures all students are accounted for at all times and students are only released to authorized individuals.
- Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Card, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
- Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
- Parents/Guardians will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.



- Once a parent/guardian has been reunited with their child, they will be asked to please leave the area immediately.
- If a parent/guardian is unable to pick up their child, the child will be kept at the Parent-Child Reunification Center until alternate arrangements can be made. The child will be supervised by a member of the Release Team at all times.

## **Crisis Communications**

Communications is a critical component of the District's overall response efforts. As such, a Crisis Communications Plan is part of the District Emergency Response Plan. The Crisis Communications Plan addresses both District and school communications processes during and following an emergency or crisis.

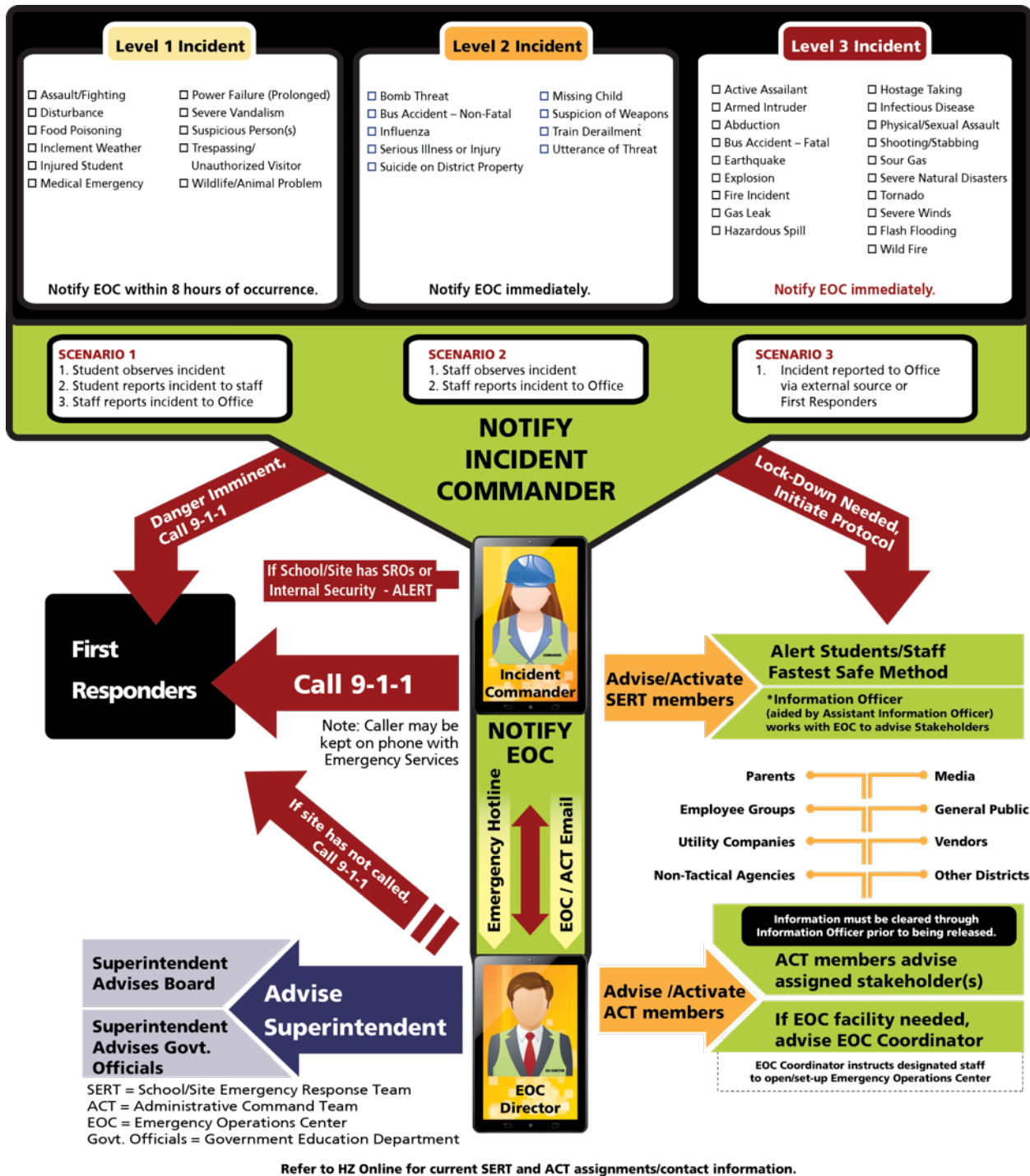
The processes follow, as close as practical, the procedures listed below.

The District endeavors to keep parents, and other affected stakeholders informed of emergency situations involving their child's school in a time-sensitive manner, as is safe to do so. Response activities directly related to keeping students and staff safe always take priority over any other activity, including parent notifications during the initial response phase. This is to ensure available resources are first directed to life safety activities.

A variety of communications methods are used by the District during an emergency. The methods used during a particular incident are based on safety considerations, delivery speed/time requirements, reliability of mode and availability of infrastructure/technology. Redundant/multiple methods are in place to help attain greater reach of messages.

Communications during an emergency follow the processes identified in the Crisis Notification Network chart below. The incident's classification, i.e., Level 1, 2 or 3, serves as a guide to which positions/persons should be notified and the prioritization of the notifications. In general, the number of people notified will increase as an incident expands or intensifies in severity.

- Upon notification or observation of an emergency - always notify those whose lives may be threatened by the incident first, i.e., if there is a volatile intruder or trespasser in the school—announce/call out Lock-Down at the school first; then proceed with further notifications.
- Call 9-1-1. If first responder assistance is needed, call 9-1-1. If able to do this simultaneously with notifying those whose lives may be threatened, then do so. (E.g. Activate lock-down at the school via HZ Alert, while calling 9-1-1)
- Level 1 Notification. Schools will advise the District Administrative Command Team (ACT) of the incident within 24 hours of the incident occurring. If media or external agencies become involved, advise ACT at the time of the incident.
- Level 2 Notification. Schools are required to notify ACT at the time of the incident.
- Level 3 Notification. Schools are required to notify ACT at the time of the incident.
- Parent notifications shall take priority over any other external (non-responder) notifications.



## Crisis Intervention

The District Crisis Intervention Plan addresses matters pertaining to early intervention activities, e.g., student behaviors that pose a potential risk to other students, staff and members of the community.

The details of Crisis Intervention protocols and procedures are contained within the Crisis

Intervention and Crisis Response Plans. From time to time these Plans may change to reflect evidence-based findings, best practices and emerging strategies.

The Crisis Intervention Plan includes strategies for the following items.

- Early Intervention and Prevention - anti-bullying programs, peer mediation programs, social skills training, self-esteem building, conflict resolution, etc.
- Threat Assessment Protocol - Direct/Indirect/Veiled/Conditional
- Activation Processes - Imminent Threat/Moderate Threat/Low Threat
- Responsible Reporting and Fair Notice
- Guidelines for re-entry into School
- Loss and Bereavement
- Grief Counseling
- Anxiety and Post-Traumatic Stress Disorder
- Anniversaries and Reoccurring Events

## **Crisis Response**

A crisis is a traumatic event that seriously disrupts a person's coping and problem-solving abilities. It can present a drastic and, sometimes tragic, change in the school environment. The change may create a sense of helplessness, hopelessness, and vulnerability combined with a loss of safety.

The District's Crisis Response Plan focuses on the psychological impact of school crises; assisting students and staff, who have been emotionally or psychologically affected by the critical incident or emergency event.

The intent of the Plan is to address the trauma in such a way as to prevent or reduce long-term negative impacts.

The response process is typically broken down into three stages.

**Triage:** Reaffirms physical health and ensures the perception of safety.

**Evaluation:** Crisis Response team constantly evaluates victims' and responders' levels of psychological risk and appropriate interventions or self-care are administered.

**Response Interventions:** Appropriate interventions are used for the level of risk for psychological trauma.

Intervention strategies may include, but are not limited to, the following activities:

- Providing individual and group counseling
- Advocating for student safety by recommending school personnel put consistent procedures, communication, and policies in place
- Providing interventions for students at risk of dropping out or harming self or others
- Offering peer mediation training, conflict resolution programs, and anti-bullying programs
- Supporting student-initiated programs
- Providing family, faculty and staff education programs
- Facilitating open communication between students and caring adults
- Defusing critical incidents and providing related stress debriefing
- Participating in SERT planning and practices, to help ensure students and staff are able to process/understand crisis response drills
- Promoting trauma-informed practices
- Advocating for restorative justice programs
- Partnering with community resources

## **Occupational Health and Safety**

California school districts face several occupational safety and health issues that affect school employees, and by extension, these issues affect the schools where the employees work and/or support.

The District has a comprehensive program to address these issues, help maintain an effective injury and illness prevention program, and promote workplace health and safety. The program includes strategies to address a broad range of issues, such as, but not limited to:

- Indoor Air Quality (IAQ)
- AHERA Management Plan
- Hazard Communication
- Chemical Hygiene Plan
- COVID Prevention Procedures
- Ergonomics Program
- Bloodborne Pathogens Exposure Control Plan
- Heat Illness Prevention
- Injury Illness Prevention Program (IIPP)
- Utility Vehicle Safety Policy and Procedures
- Lockout Tagout Plan
- Fire Prevention Plan

The District's program addresses the required elements of an effective health and safety program as required of California school districts under the Injury and Illness Prevention Program (IIPP) standard. (Title 8: California Code of Regulations, Sections 1509 and 3202)

## **Risk Management**

The District has a robust risk management program that includes activities to identify, analyze, assess, control, minimize, or eliminate unacceptable risks affecting the school.

The program helps the school manage and mitigate risks that impact the operations, ranging from ongoing risks of day-to-day activities at the schools, to risks for one-off field-trips, events and projects, to athletic events, to overseas travel.

School staff are responsible for following District risk management policies, and ensuring risk management processes are integrated into all planning and implementation activities.

These risk management activities, when properly executed, help protect student and staff wellbeing, along with reducing disruption to academic programming, lost time, and financial stress on the District.

## **Business Continuity (Continuity of Operations)**

The District Business Continuity Plan addresses the essential services – both educational and business processes – needed to ensure the District can continue to function throughout disruptive events such as an emergency, a disaster, or a crisis. An event can range in severity from a localized short-term situation to a prolonged global event such as a pandemic to a permanent loss of a facility.

As a critical element of maintaining the continuity of services, there needs to be adequate redundancy of facilities, people, communications, documentation, training, and services.

The Business Continuity program includes an ongoing process of risk assessment and management, along with maintaining adequate redundancy of supplies, facilities, people, communications, and documentation.

The Business Continuity Plan is different from other components of the District's disaster procedures, which focuses on the well-being of students and staff; keeping them safe and attending to their physical and psychological needs during and following an event.

The District is committed to ensuring schools have the capabilities to:

- Attend to student and staff safety and well-being,
- Addresses the needs of students who participate in meal programs,
- Continue essential critical activities in the event of a disruption
- Ensuring sufficient capacity to sustain critical activities, and
- Recover from disruptions and return to “normal” delivery of educational services.

## **Disaster Recovery (Information Technology)**

Disaster recovery activities focus on maintaining a reliable Information Technology infrastructure to keep the District operational during unforeseen disasters or emergencies. This includes recovering critical technology platforms and telecommunications infrastructure which interrupt information systems and/or business operations, along with safeguarding student, staff and district information against data breaches.

## **SEMS/NIMS Overview**

Effective emergency response requires systematic, repeatable processes; processes that are well-organized and carefully coordinated.

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system. It provides the fundamental structure for the response phase of emergency management.

Additionally, the National Incident Management System (NIMS) further expands on the principles of SEMS and addresses multi-jurisdictional on a national basis.

Applying SEMS and NIMS to the District's emergency plan helps unify all elements of the response - both internal and external - into a single integrated system and standardizes key elements.

The Petris Bill (California Government Code Section 8607) and Homeland Security Presidential Directive HSPD-5 require California's schools to use the SEMS and NIMS in planning for and responding to school emergencies and disasters.

The School Emergency Response Team (SERT) leads the on-site response until first responders arrive (if needed). Once emergency agencies have arrived, the command transitions to "Unified Command," where representatives from the respective agencies, including the school Incident Commander, collaboratively plan, delegate and carry out response activities.

SERT assignments are based on suitability, availability, and completed training, and may not align with the organization chart of the school.

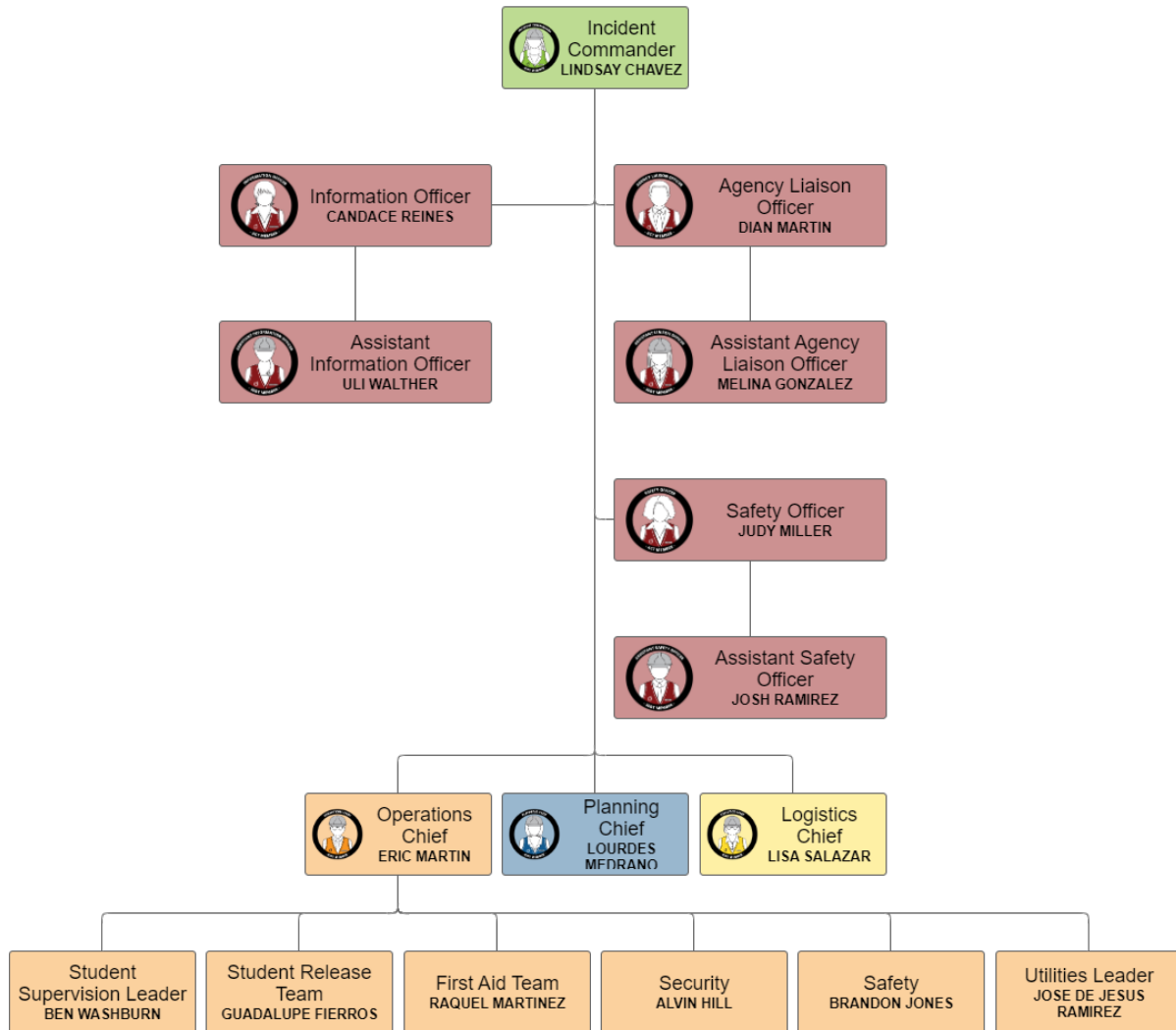
In accordance with California Government Code Section 3100, all school employees are considered disaster service workers when:

- A local emergency has been proclaimed
- A state emergency has been proclaimed
- A federal disaster declaration has been made

No public school employee may leave the school site during a declared emergency until formally released.

# SCHOOL EMERGENCY RESPONSE TEAM (SERT)

Site(s): Heritage High School



## **ADMINISTRATIVE COMMAND TEAM (ACT)/EOC**

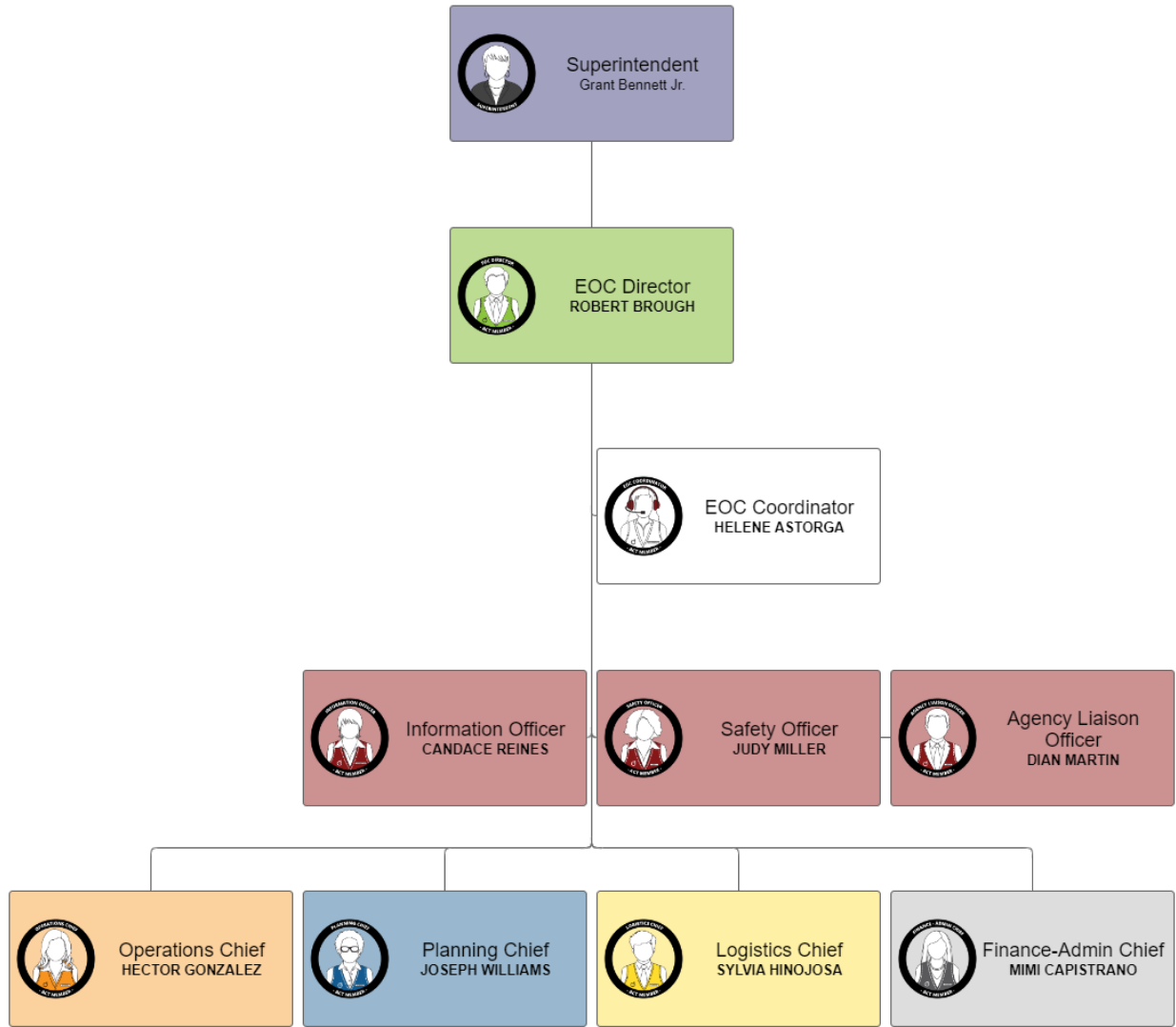
The Administrative Command Team (ACT) is responsible for four primary functions at the District-level.

1. Support the School/Site Emergency Response Teams (SERT)
2. Coordinate response activities at the District-level
3. Provide Command and General staff for District EOC
4. Develop and update district emergency policies and procedures

These responsibilities encompass a broad range of activities that occur beyond the scope of EOC operations, which help ensure the District's state of preparedness. Some of these activities include such things as managing Aid Agreements, liaising with external agencies and stakeholders, drafting policy and procedures for Board approval, initiating Risk Communications strategies, promoting and implementing mitigation strategies, overseeing recovery activities, ensuring the District and schools emergency plans are kept current, amongst other things.



District(s): Perris Union High School District

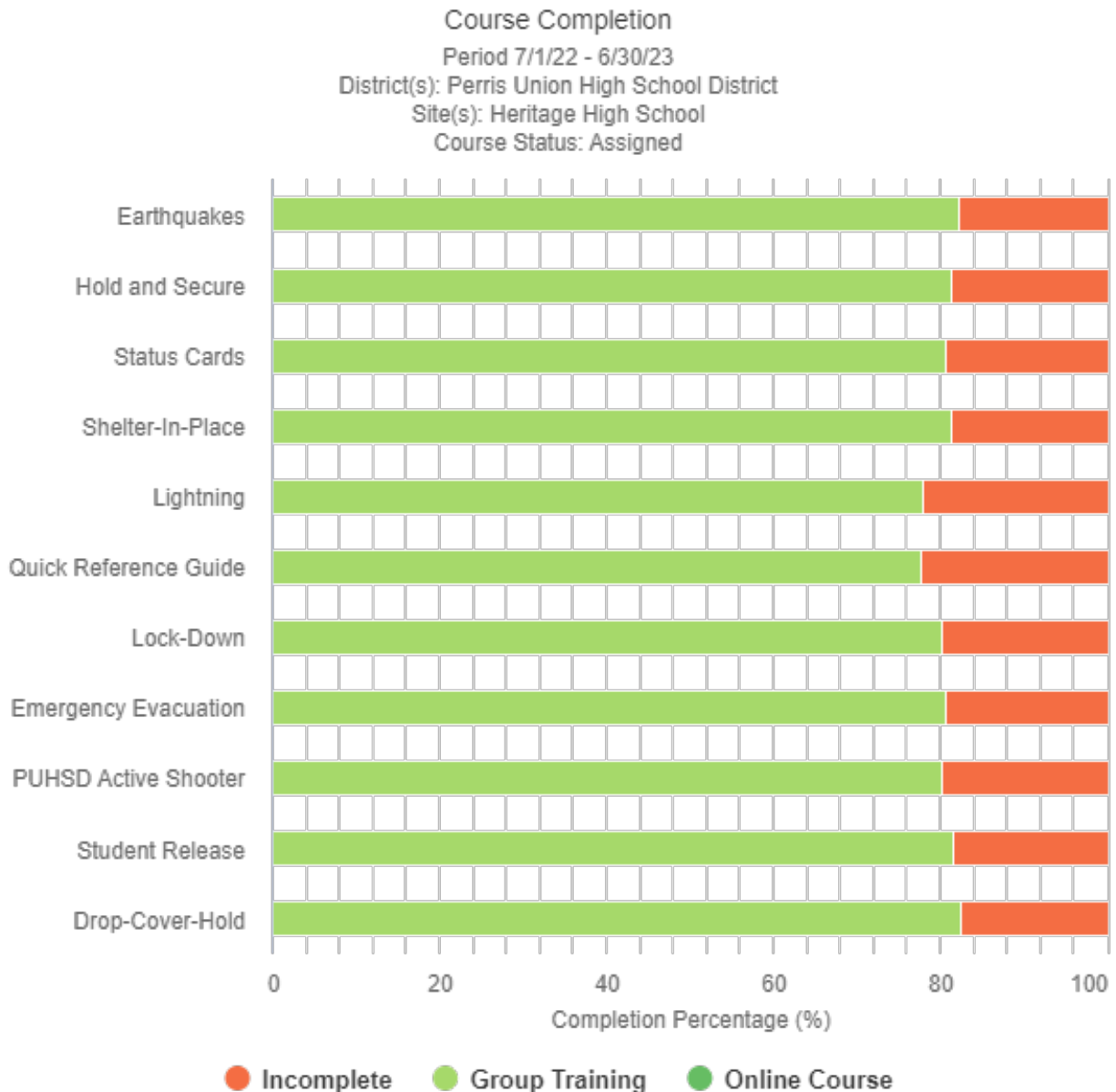


## EMERGENCY DRILLS AND TRAINING

Training and testing are essential to the Plan. All District students and staff are required to participate in training as it relates to their roles and responsibilities.

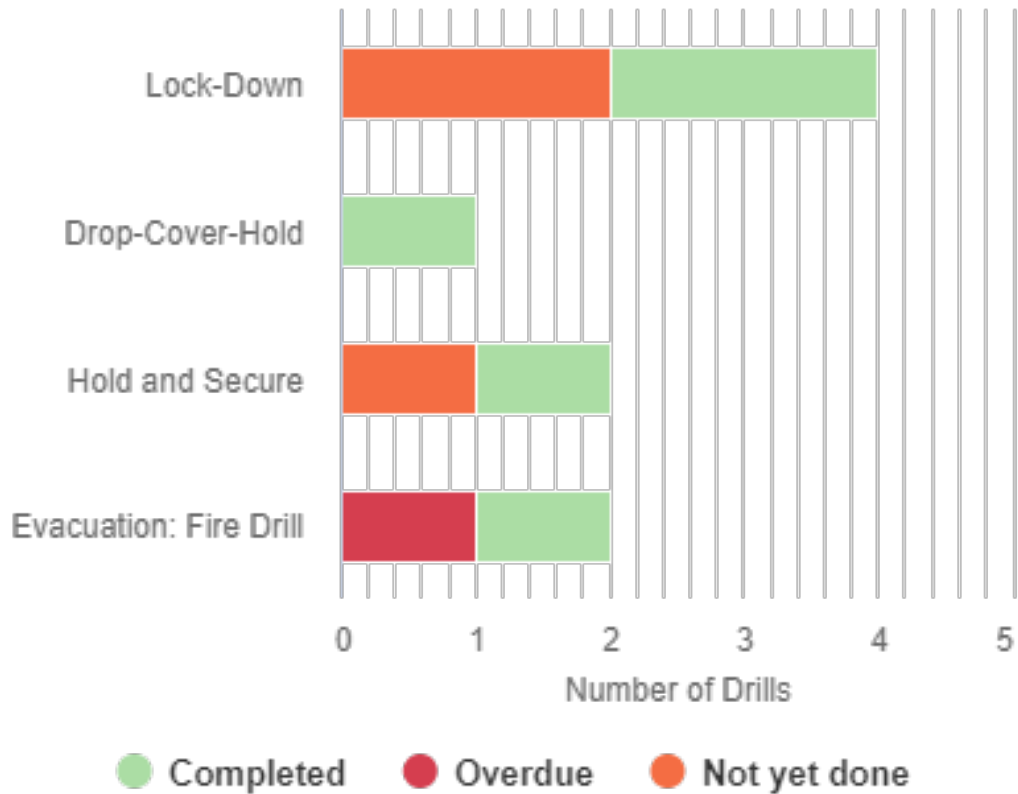
Schools are responsible for conducting training with their staff; ensuring staff are fully acquainted with the School Emergency Response Plan and able to perform their assigned tasks. The Principal is responsible for scheduling the training throughout the school year.

A record of all training and drills is maintained HZ Online.



In addition to the aforementioned drills and training, the SERT participated in the following training during the past year.

**Drill Report**  
 Period 7/1/22 - 6/30/23  
 District(s): Perris Union High School District  
 Site(s): Heritage High School



## **SAFETY ASSESSMENTS**

The Plan addresses risks and threats identified through subject-specific assessments.

Assessments identify situations, hazards, or behaviors that can disrupt operations, cause casualties, damage a facility and/or property, or otherwise negatively affect students, staff, facilities and/or the District's reputation.

The Plan incorporates suitable assessment processes, including the assessment type and activation/review schedule. E.g., emergency plans incorporate an annual risk assessment; crisis intervention plans require an assessment process with timely intervention.

A change in condition(s), e.g., a natural disaster, an act of violence, system failure, etc., may also precipitate an update or review.

Due to the broad-reaching nature of the Plan, some terms may have different meanings across the various disciplines. The Plan attempts to attribute a distinct meaning to each term whenever possible.

The following is an example of the Safety Assessment (Audit) Process:

- Data and document collection and review: includes policies, procedures, incident reports, crime analysis, etc.
- Site Assessment: physical walk-through of site documenting a set of criteria
- Interviews of key personnel and stakeholders
- Drill Evaluation
- Communications processes review and testing
- Security processes review and testing

## **AID AGREEMENTS**

In addition to forming partnerships with various organizations, the District has established formal aid agreements with external agencies to address any deficiencies in facilities, equipment, or personnel needed during emergency conditions.

The Emergency Operations Center (EOC) Director is responsible for negotiating and managing these aid agreements, subject to approval by the Superintendent.

The Incident Commander for each site annually reviews the agreements pertaining to their site (e.g., Evacuation Center Agreements), updates as required and rectifies deficiencies.

**STRATEGIES TO ADDRESS NEEDS OF STUDENTS WITH DISABILITIES**

The school will identify students, who may require special assistance or provisions in the event of an emergency at the school.

The strategies outlined below have generally been incorporated into the school's Emergency Response Plan to address the needs of these individuals. These strategies will vary depending on the circumstance and, as required, to meet specific student needs.

Impairment	Visual	Orthopedic	Auditory	Cognitive	Life-threatening Health Condition
Students	0	0	0	0	0

The following strategies have been incorporated into the schools' Emergency Response Plan to address the needs of these individuals. These strategies have been discussed with first responders as a part of the review process of the CSSP.

STRATEGY 1	Individualized emergency procedures have been incorporated into the student's IEP, discussed with the student's parent/guardian, and reviewed with the student's teacher and aide(s).
STRATEGY 2	To address the needs of students with visual impairments (low vision or blindness) the school has incorporated strobe lights and vibrating pagers to supplement audible alarms. Additionally, braille signage has been posted along the evacuation routes.
STRATEGY 3	To accommodate the needs of students with severe food allergies, the school stocks appropriate emergency food provisions. These provisions are for use in the event of catastrophic infrastructure failure resulting in the school having to shelter students for a maximum of 72 hours.
STRATEGY 4	To accommodate the needs of students with cognitive impairment, emergency protocol instructions are illustrated in pictograms and are included in the respective students' emergency kits.
STRATEGY 5	To accommodate the needs of students with autism, individualized emergency drills are scheduled and carried out with each student. These drills are in addition to school-wide drills.
STRATEGY 6	To accommodate the needs of students with life-threatening medical conditions, the student's teacher or designated aide will ensure the student's medication remain with the student during emergency procedures that move the child from their usual location.

**Equipment and Supplies**

The District has procured an inventory of emergency supplies for each site. Resources are managed by the individual site, with an inventory maintained on HZ Online. This includes:

- Classroom Emergency Kits
- Large Emergency Kits
- Incident Command Post Kits
- Emergency Response Kits

- Medical trauma kits
- Emergency Food Bars
- Automatic External Defibrillators
- Bleeding Control Paks
- Emergency Response Kits
- Compact Emergency Response Kits
- Evacu-Chairs

#### Risk and Hazard Assessments

The District engaged a safety consultant to prepare risk and hazard assessment reports for each site. The most current risk and/or hazard assessments can be found in the appendix.

# SUSPENSION & EXPULSION POLICIES

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**ED Code Reference**

EC 32282(a)[2](C) 48900.5

**Board Policy Reference**

5144.1: Suspension And  
Expulsion/Due Process

At Heritage High School, staff, students, and parents work together to create a positive school environment whereby our code of conduct requires everyone to be respectful and responsible.

The District has established policies and standards of behavior that aim to promote learning and protect the safety and well-being of all students and staff.

AR 5144.2

**APPENDIX B.3**

Everyone has a role to play in promoting healthy relationships and contributing to a school climate that encourages appropriate student behavior.

The school strives to keep every child in school; allowing the student to spend more time engaged in learning and be better positioned to achieve academic success. However, if these policies and standards are violated, suspending or expelling a student from regular classroom instruction may be necessary.

When inappropriate student behavior occurs, the school will use progressive discipline and interventions to promote positive student behavior.

A range of options will be considered to determine the most appropriate way to respond to each situation and help students learn from their choices. In some cases, a suspension or an expulsion may be necessary.

## Data Sources

- Infinite Campus
- California School Dashboard
- Hoonuit
- Dataquest

	2021-2022		2022-2023		2023-2024	
Student Enrollment	3114		2667		2420	
Office Referrals	213	6.84%	1457	54.63%	1262	52.15%
Suspensions	1	0.03%	368	13.80%	178	7.36%
Expulsions	0	0.00%	8	0.30%	3	0.12%
Truancy	0	0.00%	14.41	0.54%	13.32	0.55%

The policies outline the expectations set out for students, along with the consequences of violating those expectations. These policies are made clear to all students, parents, and staff through several methods.

- School website
- Student Handbook
- Student Orientation
- Student Behavior Expectation Assemblies

### Suspension Authority:

- Classroom discipline procedures are the responsibility of the individual teacher. However, severe misbehavior including, but not limited to, fighting, openly defying adults, possession of weapons or illegal drugs will result in the student being sent immediately to the office where the principal or his/her designee will meet 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, postal services or email.
- Classroom teacher: up to two days on-campus class suspension
- Administrators and/or a designee can suspend for up to 5 days including a recommendation for expulsion
- A school can suspend for up to 20 days a year

The following strategies are in place to further address the suspension and expulsion rates at Heritage High School. These initiatives aim to support disciplinary practices that are non-discriminatory and that foster a safe and productive learning environment.

STRATEGY 1	Students suspended from the classroom for one to two days are sent to the On Campus Detention Center (OCD) for that period and supervised by the OCD instructor.
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STRATEGY 2

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.

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# NOTIFYING TEACHERS OF DANGEROUS PUPILS

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**ED Code Reference**

EC 32282(a)[2](D); EC 49079, EC48900

**Board Policy Reference**

AR 4158/4258/4358, Employee Security

The safety and well-being of students and staff is a top priority for the District and the school. To that end, the District has set forth Board Policy to help ensure teachers, along with other essential staff, e.g., counselors, are notified of students committing or reasonably suspected of committing a "dangerous act" within the last 3 years.

**APPENDIX B.6**

Notifications are made to the teacher, and other designated parties, in a confidential manner. Teachers receive, or are provided reasonable access to pertinent information and reports.

**PROCEDURES FOR TEACHER NOTIFICATION**

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1. The 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 of 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.

To ensure teachers are aware of a student's situation, and to address the potential concerns of staff, along with supporting identified students, the following strategy is in the place.

STRATEGY 1	The teacher picks up their student notification from the principal secretary. A signature is required for verification of receipt.
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# DISCRIMINATION & HARASSMENT POLICY

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## **ED Code Reference**

EC 32282(a)[2](E); EC 234.4

## **Board Policy Reference**

BP|AR  
4119.11/4219.11/4319.11 –  
Sexual Harassment

BP|AR 5145.7 – Sexual  
Harassment (Student)

## **APPENDIX B.7**

Heritage High School adheres to the PUHSD policy and procedures for all students and staff deserve the right to study and work in an environment free of harassment and discrimination. The District is committed to providing a safe school experience, which means ensuring the necessary policies, procedures, and support structure are in place to meet that commitment.

District policy prohibits harassment or discrimination of students and staff at school or school-sponsored or school-related activities.

By extension, the school strives to provide an inclusive environment, free of harassment, discrimination, and hate-mongering.

Staff receive training on the topic to help them be better able to identify and address incidents or issues related to harassment and discrimination.

- Assistant Principal training in Title IX training

# SCHOOL-WIDE DRESS CODE

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**ED Code Reference**

EC 32282(a)[2](F)

Heritage High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established.

**Board Policy Reference**

AR 5132 – Dress & Grooming

It is expected that clothing policies at Heritage High School will be followed by all students.

**APPENDIX B.2**

The dress code is in effect during school hours as well as during school-sponsored activities.

Perris Union High School District believes that appropriate dress contributes to a productive learning environment. Student attire and accessories must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The school district is responsible for seeing that student attire does not disrupt school activity or contribute to a hostile or intimidating atmosphere for any student. (Education Code 32282)

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress trends. In the case of questionable dress that is not specifically covered in the list above, the administration will make the final decision. The dress code may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may require attire to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

School-directed changes to a student's attire should be the least restrictive and least disruptive to a student's school day. Any school dress code enforcement actions should minimize the potential loss of education time. Administration and enforcement of the dress code shall be gender neutral and consistent. Repeated violations or refusal to comply with the district's dress code may result in progressive disciplinary action.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

## **UNACCEPTABLE APPAREL**

- Students must wear clothing and footwear suitable for the school activity in which they are participating.
- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric.
- Clothing, jewelry, and personal items shall be free of and may not display or represent images that are violent and/or depict drugs, drug paraphernalia, alcohol, or promote any unlawful act.
- Attire may not contain imagery, words or acronyms associated with hate speech, profanity, pornography, or any promotion and/or endorsement of violence, alcohol or drug use.
- Clothing, jewelry, and personal items shall be free of and may not display or represent images that are violent and/or depict drugs, drug paraphernalia, alcohol, or promote any unlawful act. Additionally, attire may not contain imagery, words or acronyms associated with hate speech, profanity, pornography, or any promotion and/or endorsement of violence, alcohol or drug use.

# SAFE INGRESS AND EGRESS

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**ED Code Reference**

EC 32282(a)[2](G)

**Board Policy Reference**

AR 3541 - Transportation Routes and Services

BP| AR 1250 Visitors/Outsiders

**APPENDIX B.4**

Many streets and roadways in California present safety challenges for students, parents, and staff while en route to or from school; often lacking features such as sidewalks, safe street crossings, separated bicycle lanes, or multi-use paths.

Other issues, such as child predators, bullying, and street violence, also impact student and staff travel patterns.

As such, the safe ingress and egress of students, staff, parents, and visitors as they travel to and from school each

day is an essential element of the school's safety plan.

Matters pertaining to safe ingress and egress involve many stakeholders – students, staff, parents, police, city planners, and school board members, to name a few.

The school recognizes the value of the diverse perspective of these stakeholders; and uses the 5E's (Education, Engagement, Enforcement, Engineering, Evaluation) to identify and address challenges, and to promote behavior that aids safe ingress and egress.

## ARRIVAL / DEPARTURE PRACTICES

- Students arrive through controlled gates monitored by campus supervisors.
- Once school is in session the outer gates are secured and students must enter the school through the front school gate.
- Students then go to the attendance office to check, where they receive a tardy, before they report to their class.
- Students depart through controlled gates monitored by campus supervisors.
- Once all of the students have exited the campus, building doors and gates are locked.

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

The regular school hours are 8:30 a.m. – 3:30 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 check in at the front gate, then go to the front office, sign in, via the Raptor System 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, go through the Raptor ID system, 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.

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STRATEGY 1	Review current bell system to improve audio capabilities.
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# SAFE AND ORDERLY ENVIRONMENT

**ED Code Reference**

EC 32282(a)[2](H)

**Board Policy Reference**

BP | AR 0450 – Comprehensive Safety Plan

AR 3515 – Campus Security

BP | AR 3515.2 - Disruptions

BP 5137 – Positive School Climate

BP | AR 5142 - Safety

**APPENDIX B.5**

The ultimate goal of Heritage High School is to see students succeed – in school, in life, and in personal pursuits. While the goal may seem lofty, the school plays a role in making a difference in a child’s life. A contributing factor to achieving this goal is ensuring students have a safe and orderly environment in which to learn, because when safety is compromised – learning stops.

If students and staff don't feel safe, they won't have the psychological energy needed to achieve academic success or, in the case of staff, to effectively support a child's educational journey.

In addition to the strategies documented elsewhere in this Plan, the following improvement initiative(s) highlight specific goals related to the school's social and physical environments.

**TIMELINE OF MAJOR ACTIVITIES**

ACTIVITIES	TYPE	2023-2024				2024-2025				2025-2026			
Wellness Center Resources - Ac...	SE	x	x	x	x	x	x	x	x	x	x	x	x
Leadership and Mentorship Gues...	SE	x	x	x	x	x	x	x	x	x	x	x	x

ACTIVITIES	TYPE	2023-2024				2024-2025				2025-2026			
Monthly PA testing	PE	x	x	x	x	x	x	x	x	x	x	x	x

PE: Physical Environment

SE: Social Environment



## SOCIAL ENVIRONMENT: GOAL 1

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Heritage High School will create a school climate that helps improve the quality of relationships among the students and between students, teachers, and other staff members.

OBJECTIVE 1	Heritage High School will create a caring and connected school environment by providing programs and outside speakers to help build relationships among students and between students, teachers, and other staff members.	
ACTIVITIES	<input type="checkbox"/> Wellness Center Resources - Access to Mental Health Support Counselor and Social Worker <b>Lead: Jose Topete</b>	
	<input type="checkbox"/> Leadership and Mentorship Guest Speakers. ANEW Project, Dream Diver, AVID Guest Speakers, etc. <b>Lead: Eric Martin</b>	
RESOURCE 1	Time: 18h0m	Cost: 0
EVALUATION	Student and Staff Response Administration Observation	

## PHYSICAL ENVIRONMENT: GOAL 1

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Heritage High School will create a safe physical environment that helps ensure student and safety as well as student learning.

OBJECTIVE 1	To be able to clearly communicate with students and staff throughout the school day via intercom system.	
ACTIVITIES	<input type="checkbox"/> Monthly PA testing <b>Lead: Eric Martin</b>	
RESOURCE 1	Time: 24h0m	Cost: 0
EVALUATION	Work order tickets submitted and completed for any deficiencies identified with PA system Administration evaluation	

**Social Environment Resource Requirements Total**

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Resources: 1	Time: 18h0m	Cost:
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**Physical Environment Resource Requirements Total**

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Resources: 1	Time: 24h0m	Cost:
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# RULES AND PROCEDURES ON DISCIPLINE

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## **ED Code Reference**

EC 32282(a)[2](l)

## **Board Policy Reference**

AR 5144 - Discipline

## **APPENDIX B.5**

Heritage provides an exemplary educational program for all students. Good teaching and an orderly environment set the stage for academic excellence. All students should be aware that their parents and teachers share the expectation of them to achieve to their highest potential, be on their best behavior while in school, in the cafeteria/MPR, in the quad, in the PE areas, on their way to and from school or on the bus.

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

## **CODE OF CONDUCT**

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1. Students are to report to class when the bell rings.
2. Students may not leave the campus without permission or being signed out by an approved person on their emergency contact list.
3. Students must have a pass when they are out of class.
4. No physical horseplay is allowed on campus.
5. No verbal or physical confrontations on campus
6. Cyberbullying is prohibited.
7. The use of profanity is prohibited.
8. The use of hate speech is prohibited.
9. School dress code must be followed, at all times, while on campus and at school events.
10. Students may not ride bikes or skateboards on campus.

## **CLASSROOM STANDARDS**

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1. 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.
2. Teachers will create their classroom expectations in accordance with schoolwide behavior expectations.
3. Teachers may communicate progress with parents regarding student conduct.
4. Teachers may give student detention as authorized by state law (Education Code Section 44807.5).
5. Teachers may issue a class suspension of a student for up to two class periods.
6. Teachers may refer a student to school administration for correction and assistance.

## **GENERAL BEHAVIOR GUIDELINES**

Rules are necessary to ensure the safety and welfare of all children. These rules apply before, during, and after school anywhere on the campus.

## **SCHOOL RULES**

1. VISITORS — Heritage High School is a closed campus. Visitors must comply with school rules.
2. Visitors are required to follow all current County Health and PUHSD COVID requirements (or directives related to other health emergencies).
3. Parents, visitors, and officials must check into the Administration Office and sign in at the receptionist desk prior to entering the campus. (HHS utilizes the Raptor check-in system to confirm identification.)
4. Visitors must be 18 years of age or older unless accompanied by a guardian. Positive proof of age and identification will be required.
5. Visitors will be given a tag to wear identifying them as visitors and must be accompanied by certificated staff while on campus.
6. Guests wishing to visit classrooms must provide at least one day's notice (24 hours) and get permission from the administration.
7. Parents wishing to visit their student's classroom need to notify their child's counselor. The counselor will inform teachers and site administration.
8. Trespassing and loitering constitute a violation of Penal Code Section 602 and Section 653, and trespassers will be reported to the Menifee Police Department.
9. DRIVING/PARKING ON CAMPUS — The Heritage High School campus is private property. The driving and parking of motorized vehicles on campus grounds is a privilege. Student vehicles may only be parked in designated stalls in the student parking lot (south side of campus) and in front of the HHS football stadium.
10. Students may not park, or leave vehicles unattended, in designated visitor parking stalls, against red curbs (fire lane) , in the student drop-off area, or in the staff parking area.
11. Parking on campus is by permit only. Applications for permits must be obtained annually from the Assistant Principal's Office before school or during lunch.
12. Parking Permit Tags must be visibly displayed in the lower driver-side corner of the front windshield.
13. Any student vehicles found in violation of the school's parking policies will be cited and/or towed by the Menifee Police Department.
14. Cars parked in the student parking are subject to search by law enforcement.
15. If a student's car is found to have illegal contraband (alcohol, drugs, nicotine products, weapons, etc), the student will lose their student parking privileges, the student will be subject to school discipline, and the student will receive a citation from the Menifee Police Department.
16. Student parking space is limited and available on a first-come/first-served basis. Students who wish to park a vehicle in the student parking lot are strongly advised to arrive early.
17. All drivers are expected to observe safe driving habits and be especially alert to younger drivers. A speed limit of 5 mph shall be observed in all lanes and parking areas on campus.
18. Do not leave valuables in vehicles. The school is not responsible and cannot provide reimbursement for damage or theft.
19. Students may not return to their vehicles during the school day.
20. Vehicles on campus are subject to search in accordance with Board Policy No. 5145, and consent to search is implied merely by parking a vehicle on campus.
21. Parking privileges may be revoked by the Administration if a student's conduct is unacceptable.

22. Violation of school policies while in a vehicle will result in the revocation of parking privileges and any applicable legal measures as determined by law enforcement.
23. **BUS CONDUCT AND RESPONSIBILITIES** – Disorderly conduct or persistent refusal to submit to the authority of the driver can result in suspension or revocation of bus riding privileges.
24. If a student receives a bus citation, they will receive disciplinary consequences with the intent of ensuring safe travel that is consistent with district policy.
25. It is the responsibility of the student to carry their bus pass every day. Should the student not have their bus pass with them, they will not be permitted to ride the bus.
26. A temporary bus pass can be obtained from the school receptionist. Only one temporary bus pass will be given to a student per semester.
27. In the event that a student loses their Student Identification Card/Bus Pass, they will need to purchase a replacement pass.

## **LUNCH RULES**

1. Lunch can only be eaten in the cafeteria, at the lunch tables, and in the quad.
2. Lunch trash must be picked up and placed in a trash can.

# TACTICAL RESPONSES

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**ED Code Reference**

EC 32282(a)[2](J)

**Board Policy Reference**

AR 3516

Tactical response strategies have been developed in collaboration with law enforcement to address criminal incidents. As defined in EC, “tactical responses to criminal incidents” means safeguarding pupils and staff, securing the affected school premises, and apprehending the criminal perpetrator or perpetrators.

As allowable within EC 32281 (f) (1), this portion of the CSSP has been developed by district administrators in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of the District.

The strategies incorporate security measures, defensive tactics, and offensive responses.

Per EC 32281(f), the District has elected not to make the tactical response plans available to the public. Disclosure of such information could compromise student, staff, or officer safety and response tactics or interfere with law enforcement. As such, the information is deemed confidential.



# BULLYING AND CYBERBULLYING PREVENTION

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**ED Code Reference**

EC 32283.5; EC 234.4, AB 2291

**Board Policy Reference**

BP 5131.2

**APPENDIX B.13**

Bullying is behavior that includes the use of any physical, verbal, electronic, written or other means. This intentional aggressive behavior, which may occur in person or online, can have long term harmful effects. In addition to the risk of physical injury, victims of bullying are at risk for depression, anxiety, suicidal behavior, physical health problems, substance abuse into adulthood, low academic achievement, and poor social and school adjustment.

# THREAT ASSESSMENT

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## Board Policy Reference

BP 6164.2:  
Guidance/Counseling Services

### APPENDIX

In partnership with Riverside County Sheriff's Department, Perris Union High School District uses the STAR Protocol - School Threat Assessment and Response. The protocol is used for school-related incidents for prevention, threat assessment, intervention, and response to youth who are at risk of committing or have committed a violent act.

Members of the Multi-Agency Team (MAT) have agreed to the uniform implementation, enforcement, and reporting of incidents involving youth and guns/explosive devices or threats of great harm to students, schools, or school staff.

Based upon law enforcement's assessment of the situation, the Protocol may also be used for other weapon or broad-ranging criminal threat offenses.

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

1. Law Enforcement will investigate and prepare a written report of the circumstances of the incident. They will expand the investigation by contacting the parent(s) and/or legal guardian(s) and make a home visit to conduct a safety evaluation, immediately, upon receipt of information concerning potential threat of violence involving a school-site within our communities. The Aware to Care Exchange (ACE) Information Network, coordinated and managed by the District Attorney's Office, should also be considered for the benefit of real-time information sharing across school-sites.
2. The Probation Department (Probation) will detain the youth at Juvenile Hall pursuant to a law violation. The Detention Control Officer will notify the Juvenile Field Intake Unit of the youth being detained under the STAR Protocol. Information and assessment from the combined members of the team will be used to determine future intervention strategies, including continued detention.
3. The Riverside County Office of Education (RCOE) will make information available concerning the youth to the appropriate agencies, and serve as a liaison between MAT and local school districts.
4. The Riverside University Health System – Department of Behavioral Health (Behavioral Health) will administer and interpret the results of the Problem Behavior Inventory assessment tool within 24 hours of the youth being booked into Juvenile Hall, and complete an evaluation to determine if the youth is a danger to themselves or others. Information from other cooperating agencies will be considered while completing the assessment, which will be shared with members of the team where appropriate, pursuant to rules and regulations regarding confidentiality.
5. The District Attorney's Office (District Attorney) will review all reports for legal sufficiency and prosecute any youth found to have threatened great harm to students, schools, or school staff, or youth in possession of a gun, explosive device, or other dangerous weapons on a school campus. Prosecution against the parent, legal guardian, or responsible party will be enforced when appropriate. The District Attorney's Office will coordinate with the MAT to ensure the interests of public safety and the youth are protected.



6. The Department of Public Social Services (DPSS) Child Protective Services Division (CPS) will respond upon request from law enforcement to conduct a family and child welfare assessment to determine the overall well-being and functioning of other children in the home. CPS will also research its database to determine if there is an open file or CPS history on the youth or their family and share the information with the MAT.

7. The Juvenile Court judge will hear and make an order on School Threat Assessment and Response cases whenever a Juvenile Court petition has been filed.

8. The STAR Protocol will be reviewed and updated biennially.

Please refer to the STAR protocol for details on the program.

# SECTION 3

## OTHER PROFESSIONALS

**ED Code Reference**

EC 32282.1

**Board Policy Reference**

BP 5137

Creating and maintaining a safe school environment requires the concerted effort of an entire team of professionals. Professionals who may not be part of the everyday operations of the schools, but play a critical role in supporting the school during times of crisis or in helping circumvent possible crises.

**APPENDIX C.1**

ROLE	RESPONSIBILITY
<p><b>MENTAL HEALTH PROFESSIONAL</b> District Resource</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supports students' social emotional well-being during the traditional school setting and distance learning.</li> </ul>
<p><b>SCHOOL COUNSELOR</b> District Resource</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supports students' social emotional well-being during the traditional school setting and distance learning.</li> </ul>
<p><b>Nurse</b> District Resource</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supports students and treats minor injuries and provides supports during traditional school learning and distance learning.</li> </ul>

# SECTION 4

## PESTICIDE RELEASE NEAR SCHOOL

### ED Code Reference

32284, 17608-17613, 48980.3, 16714

### Board Policy Reference

AR 3514.2, Integrated Pest Management

### APPENDIX D.1

The District has an Integrated Pest Management plan (IPM) in place. The Plan addresses the requirements of the Healthy Schools Act, which encourages schools to use effective, least-toxic pest management practices.

The pest management objective for the Perris Union High School District is to focus on long-term pest prevention using the safest methods through monitoring and various inspection methods.

The Plan recognizes a pesticide application or other toxic substance can drift to school properties. This can pose an immediate risk to students and staff, and an extended risk due to residues.

State laws require buffer zones around schools to eliminate accidental exposure. As a preventative measure, the district monitors the spraying of pesticides on properties adjacent to school sites and any applications which may inadvertently affect a school site. This is accomplished through:

- Staff and student reporting any sightings of spraying to the school office.
- The school annually sending a letter to the property owners and occupants of adjacent properties regarding the need to advise the school of any planned applications, and details related to school operating schedule/calendar, with particular emphasis placed on commuting times and times when students and staff may be out on the grounds.
- The District also sends a letter to all registered pesticides companies within the District boundaries, citing the legislation and asking the proprietor to advise the school before any pesticide applications, or knowledge of toxic substance release.
- District kitchens are inspected monthly and treated by Western Exterminator.
- Schools are monitored and inspected daily by Custodians and Supervisors.
- Athletic fields and grounds are monitored by Groundskeepers.
- Issues and complaints are reported through the District's work order reporting system.



# SECTION 5

## COMMUNICATING THE PLAN

### ED Code Reference

EC 32288

### Board Policy Reference

BP 0450, Comprehensive Safety Plan

An effective safety plan is dependent on strong relationships. Those relationships are built through clear and open communications both during the planning process and in times of crisis.

The school engages students, staff, parents and other stakeholders through sharing information, listening to concerns, and being open to new ideas.

The school engages School Site Council stakeholders in the Safety Plan by educating them on their respective roles, highlighting relevant policies, protocols, and procedures, along with providing them an opportunity for input.

As a standard practice, SSC stakeholders are

- invited to submit their questions and or suggestions to the School Safety Committee. The open invitation is posted on the school website.
- able to review the Plan as outlined below.

Stakeholders were notified of the Safety Plan through the following methods, along with the process being posted on the school website.

- Parents were notified that the Plan was available for review via SSC on 28 Feb 2023.

### REQUEST TO REVIEW

- Requests to review the Plan can be made via email or phone.
- A scheduled appointment is necessary.
- The requester must sign into the Visitor Management system, and subject to the same entrance criteria as other visitors, i.e., pass the clearance screening.
- The requester is not permitted to make copies or otherwise photograph or record any portion of the Plan.

### PLAN PRESENTATIONS

Where	Date	Agenda Item No.
	27 Feb 2023	

# NOTIFICATIONS

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In accordance with California Ed Code EC 32288, written notification of the public meeting was sent to the following people/groups on the indicated dates:

- 28 Feb 2023 - All persons who have indicated they want to be notified and have registered their request with the school office.

# SECTION 6

## MONITORING

**ED Code Reference**

ED 332286-32288

**Board Policy Reference**

BP 0450

Ongoing monitoring of the Comprehensive School Safety Plan is accomplished through a combination of methods throughout the year.

Oversight is provided through self-monitoring by the school site, jurisdictional monitoring, and safety committee review.

Further monitoring is accomplished via the Hour-Zero Online Compliance Report tool.

The tool helps the school manage and monitor their Plan by tracking task completions, training, risk and hazards, and incident reporting, amongst other things.

**Social Environment Activity Summary**

Activity Number	Activity Name	2023-2024				2024-2025				2025-2026				Activity Status
Activity 1	Wellness Center Resources - Access to Mental Health Support Counselor and Social Worker	x	x	x	x	x	x	x	x	x	x	x	x	In Progress
Activity 2	Leadership and Mentorship Guest Speakers. ANEW Project, Dream Diver, AVID Guest Speakers, etc.	x	x	x	x	x	x	x	x	x	x	x	x	In Progress

**Physical Environment Activity Summary**

Activity Number	Activity Name	2023-2024				2024-2025				2025-2026				Activity Status
Activity 1	Monthly PA testing	x	x	x	x	x	x	x	x	x	x	x	x	In Progress

**COMMITTEE MEETINGS**

Meeting 1	Meeting Date	3 Oct 2022	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric martin
Meeting 2	Meeting Date	29 Nov 2022	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin

Meeting 3	Meeting Date	12 Dec 2022	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin
Meeting 4	Meeting Date	18 Jan 2023	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin
Meeting 5	Meeting Date	14 Feb 2023	Time	08:05 AM
	Place	Heritage High School	Facilitator	Eric Martin

**Review Activities**

- Committee Meetings
- Administration Team Meetings

# BOARD REVIEW AND PRESENTATION

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**ED Code Reference**

ED 332286-32288

**Board Policy Reference**

BP 0450

The Comprehensive School Safety Plan is subject to annual review by the School Site Council, the Board of Trustees, local law enforcement and the local fire agency.

**Plan Review and Presentations**

The CSSP for Heritage High School was presented at the following meeting(s):

<b>Board</b>	Date	<b>2023-05-17</b>	Time	<b>05:00 PM</b>
	Place	District Administrative Center	Address	155 E 4th Street Perris, CA 92570
	Agenda#		Motion#	
<b>School Council</b>	Date	2023-02-27	Time	
	Place	Heritage High School	Address	26001 Briggs Road
	Agenda#		Motion#	

The Plan was received by the Governing Board for approval on 17 May 2023.

**Approval was received.**

**Board Agenda item: .**



# APPENDIX

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## **STAFF TRAINING**

[Appendix Document 1.0](#)

## **COMMITTEE MEMBERSHIP**

[Appendix Document 1.0](#)

## **CURRENT STATUS**

[Appendix Document 1.0](#)

## **CHILD ABUSE REPORTING PROCEDURES**

[Appendix Document 1.0](#)

## **DISASTER PROCEDURES**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

[Appendix Document 3.0](#)

## **SUSPENSION & EXPULSION POLICY**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

## **NOTIFYING TEACHERS OF DANGEROUS PUPILS**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

[Appendix Document 3.0](#)

## **DISCRIMINATION & HARASSMENT POLICY**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

## **SCHOOL-WIDE DRESS CODE**

[Appendix Document 1.0](#)

## **SAFE INGRESS AND EGRESS**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

[Appendix Document 3.0](#)

## **SAFE AND ORDERLY ENVIRONMENT**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

[Appendix Document 3.0](#)

[Appendix Document 4.0](#)

[Appendix Document 5.0](#)

## **RULES AND PROCEDURES ON DISCIPLINE**

[Appendix Document 1.0](#)

**BULLYING AND CYBERBULLYING PREVENTION**

[Appendix Document 1.0](#)

**THREAT ASSESSMENT**

[Appendix Document 1.0](#)

[Appendix Document 2.0](#)

**OTHER PROFESSIONALS**

[Appendix Document 1.0](#)

**PESTICIDE RELEASE NEAR SCHOOL**

[Appendix Document 1.0](#)

# CODE REFERENCES

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32280 (b) (1) Except as provided in subdivision (d) with regard to a small school district, the school site council established pursuant to former Section 52012, as it existed before July 1, 2005, or Section 52852 shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.