

# San Mateo County Schools

## Comprehensive School Safety Plan

### Part One: Public Component

### District Wide Template

### 2022-23 School Year

**School District:** Pacifica School District

**Address:** 1427 Palmetto Avenue  
Pacifica, CA 94044

**CDS Code:** 41-68932-4130126

**School Covered in Document** Ingrid B. Lacy Middle School

**Address of School Sites** 1427 Palmetto Avenue  
Pacifica, CA 94044

**Date of Adoption:** January 30, 2023

**Approved by:**

Name	Title	Signature	Date
Cathleen Alderson	Interim Principal		1-30-23

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## Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

The historical requirement of the Comprehensive School Safety Plan (CSSP) was presented in Senate Bill 187. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation. In 2004, the Legislature and Governor recast and renumbered (SB719 & AB 115) the Comprehensive School Safety Plan to support California public schools as they develop their mandated comprehensive safety plans to include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

Effective January 1, 2019, Assembly Bill 1747 became law, requiring that the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities. This bill requires the CSSP to also include procedures for conducting tactical responses to criminal incidents. In January 1, 2019, AB 2291 became law. This bill requires local educational agencies (LEAs) to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contain the following elements: Assessment of school crime committed on school campuses and at school-related functions; child abuse reporting procedures; disaster procedures; suspension and expulsion policies; procedures to notify teachers of dangerous pupils; discrimination and harassment policies; school-wide dress code policies; procedures for safe ingress and egress; policies enacted to maintain a safe and orderly environment; rules and procedures on school discipline and hate crime reporting procedures.

Districts and County Offices of Education are encouraged to include clear guidelines for the roles and responsibilities of the following positions (if used):

- Mental Health professionals, school counselors
- Community Intervention Professionals
- School Resource Offices, police officers on campus

The guidelines are encouraged to include strategies to create and maintain a positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time.

The Comprehensive School Safety Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within in-quarter mile of a school.

The Comprehensive School Safety Plan will be reviewed, updated, board approved and submitted to San Mateo County Office of Education by March 1st of every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual School Accountability Report Card (SARC).

A copy of the Comprehensive School Safety Plan – Public Component is made available for review at the District Office and on the District Website

District Office Address	District Website
1427 Palmetto Avenue	

## **Safety Plan Vision**

This Comprehensive School Safety Plan analyzes current safety conditions and school climate. In doing so, the plan describes programs in place at our schools, and defines the strategies and programs in place for continued improvement in providing a safe, orderly, school environment that is nurturing and conducive to learning. Appendices follow the action plan. These Appendices include specific, mandated policies and protocols connected to the safety strategies and programs described within the narrative of this document.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Ingrid B. Lacy Middle School Safety Committee

Gordon Hwee, Dan Lyttle, Barbra Mettling, Charlene Hilo and Jose Perada

Name	Agency	Title	Membership Role

### Assessment of School Safety

#### Current Status of School Crime (EC 32282.1)

CSSP shall include an assessment of the current status of school crime at the school and the school related functions. This may be accomplished by reviewing one or more of the following types of information:

- Office Referrals
- Attendance rates/School Attendance Review Board
- Suspension/Expulsion data
- California Health Kids Survey
- School Improvement Plan
- Local law enforcement juvenile crime data
- Property Damage data

Describe the data reviewed and key analysis points, and table of findings. Document how this information was shared with your SSC/planning committee and date shared:

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Include in this section appropriate strategies and program that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety.

### Student Threat Assessment Policy and Protocol

The San Mateo County Office of Education operates the San Mateo County Student Threat Assessment Center that oversees the Student Threat Assessment Protocol/Process for all school districts in the county. The Student Threat Assessment Protocol and Process is designed for use with students who are engaged in circumstances that suggest the potential for aggression directed at other people, including procedures related to students bringing weapons on school campuses and at school related functions. The San Mateo County Student Threat Assessment Protocol is designed for Districts and/or school sites to oversee the site based multi-disciplinary Level 1 Threat Assessment team. A County-Wide Level 2 Student Threat Assessment Team that is Multi-Disciplinary Team made up of Leaders from San Mateo County Office of Education, Behavioral Health and Recovery Services, the Office of Consumer and Family Affairs, Juvenile Probation, Child and Family Services, Members of Law Enforcement and the County Attorney's Office. This team meets regularly and as needed to provide support to school sites and districts is assessing, responding to and providing services to student who make targeted threats of violence or suggest the potential to do so. Annual updates and training on the protocol and process are provided by the San Mateo County Office of Education.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

### Suicide Prevention Policy and Protocol

Suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. The San Mateo County Suicide

Prevention Protocol for Schools provides schools/districts with a comprehensive approach to prevention, intervention and postvention strategies for students struggling with suicide and self-injurious behavior.

Measures and strategies specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. Prevention and Intervention strategies are developmentally appropriate for the student population that is being served. San Mateo County Suicide Prevention Protocol for Schools addresses the following:

- Strategies to help promote a positive school climate
- Staff development on suicide awareness and prevention for all K-12 staff
- Instruction to students in problem-solving and coping skills as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
- Information to parents/guardians regarding risk factors and warning signs of suicide, basic steps for helping suicidal youth and school and community resources.
- Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
- Crisis intervention procedures for addressing suicide threats or attempts
- Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide.

Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:

**(Optional) Include other Program, Protocols, Policies that exist for your school district that provide a high level of safety:**

#### **Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

Teachers and support staff are mandated reporters and are required by the State of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency. No proof of abuse or neglect is needed, only "reasonable suspicion" that child abuse or neglect may have occurred. Any concern about the possibility of child abuse or neglect must be reported. Investigations will be conducted by law enforcement and/or the county child welfare department to determine if abuse or neglect has occurred.

Mandated reporters must report to the County Child Welfare Department or to local law enforcement immediately by phone. A written report must then be sent within 36 hours by fax, or it may be sent by electronic submission, if a secure system has been made available for that purpose in the county. Written reports must be submitted on the California Suspected Child Abuse Report Form 8572. Telling a supervisor does not meet the mandated reporting requirement. If a decision is made that the supervisor will complete and submit the report to the county child welfare department or law enforcement agency, then one report is sufficient.

For mandated reporters, Penal Code 11172 (a) provides absolute immunity from state criminal or civil liability for reporting as required. This immunity applies even if the mandated reporter acquired the knowledge or reasonable suspicion of abuse or neglect outside of his or her professional capacity or scope of employment. However, mandated reporters will only have immunity under federal claims if the report was made in good faith.

Legally mandated reporters can be criminally liable for failing to report suspected abuse or neglect. The penalty for this misdemeanor is up to six months in jail and/or up to a \$1,000 fine. Mandated reporters can also be subject to a civil lawsuit and found liable for damages, especially if the child victim or another child is further victimized because of the failure to report.

Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:

#### **Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### **Big Five: Immediate Action Emergency Response for Schools Protocol and Hazard Response Protocol**

The San Mateo County Office of Education, in collaboration with Local Law Enforcement, County Government and Local Fire Departments created the Big Five Immediate Action Emergency Response for Schools Protocol for all Public, Private and Charter Schools in the County and update the protocol annually. The Big Five Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. The Protocol is consistent with the guidelines established in California's Standardized Emergency Management System and shall integrate the procedures of the National Emergency Management System. All employees of the District are Disaster Service Workers, as defined by the California Emergencies Services Act, and are subject to such disaster service activities as may be rightfully assigned to them and that all employees shall be required to subscribe to the oath or affirmation required by the Act.

When an emergency occurs, it is critical that staff members take immediate steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. Staff, certificated and classified, will be given multiple opportunities annually to be trained on the Big Five School Emergency Guidelines Immediate Action Response and Hazards Response Protocols. These trainings specifically include training on the following:

- Earthquake preparedness, response, and recovery actions. Including Drop, Cover, and Hold On response protocols.
- Fire and Smoke, bomb threat or explosion, dangerous wildlife, bioterrorism and hazardous material spill or leak procedures which may result in a Shelter-In-Place
- Evacuation/Relocation procedures and Student Release to Family for Reunification procedures
- Secure Campus procedures for act of violence or danger of violence in the surrounding community
- Lockdown/Barricade procedures for a violent intruder on school premises

Staff members must learn and train on each Big Five Immediate Action Response and be prepared to perform assigned responsibilities. All students must be familiar with actions to take in the event that a Big Five response is implemented. It is highly recommended that school staff and students participate in the Big Five trauma-informed, developmentally appropriate emergency drills monthly. Table top exercises, walk-through drills, and social stories are examples of trauma-informed and developmentally appropriate training and drills to be used by school sites. Big Five signage and instructions are publicly displayed at all school sites.

#### **Procedures to prepare for active shooters or other armed assailants**

School site staff should participate in action-oriented Lockdown/ Barricade (active shooter) drills when students are not present. The use of Think on Your Feet Peet Book, which teaches young students what to do during a Lockdown/Barricade, Table-Top exercises or Walk-Through Drills are to be used with in lieu of violent intruder drills or simulations when students are present.

#### ***Immediate Action Responses***

<b>ACTION</b>	<b>DESCRIPTION</b>
<b>SHELTER IN PLACE</b>	For environmental hazards: Go inside immediately.
<b>DROP, COVER, &amp; HOLD ON</b>	For earthquakes and explosions: Protect from falling debris. Drop to the floor.
<b>SECURE CAMPUS</b>	For potential threats of violence nearby: Go inside the nearest building. Close and lock all doors. Remain inside until threat has passed.
<b>LOCKDOWN/BARRICADE</b>	For immediate threats of violence on premises: Go inside. Lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert.
<b>EVACUATION</b>	When conditions outside are safer than inside: Employ "Look, Listen, and Leave". Exit the building and move to a safe location.

The Big Five Immediate Action Response Protocol for School Administrators and Hazard Response Protocol is found in the appendix of this plan.

Site Specific Emergency Response plans can be found in the Comprehensive School Safety Plan; Part 2: Internal Components, for each school site.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

## **Public Agency Use of School Buildings for Emergency Shelters**

Pacifica School District shall make school buildings, grounds, and equipment available to the Department of Emergency Services or other disaster related public agencies, including the American Red Cross, for mass care and welfare shelters during a disaster or other emergency affecting public health and welfare.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

## **School Suspension, Expulsion and Mandatory Expulsion Guidelines**

Pacifica School District desires to provide students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. Rules and regulations set the standard of behavior expected of students and the disciplinary process and procedures for addressing violations of those standards and therefore adheres to California Education Code 48915(a)(1) for grounds for suspension or expulsion.

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We use the IBL school handbook as a reference for suspension guidelines.

### **Administrative Referral Process:**

When a student is referred to the office the following steps take place:

Conference between administrator/ counselor and student.

Conference between administrator/ counselor and the teacher as needed.

Assign consequences accordingly. Consequences may include but are not limited to:

Restorative practices

Reprimand/ conference with student

Detention

Parent Conference

Confiscation of property

Loss of privilege

Suspension

Suspension diversion

Expulsion

In addition, the school will consult with the district if an expulsion is necessary.

## **Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

The Ingrid B. Lacy Middle School shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any dangerous acts as described in EC sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7 (excluding 48900[h]).

The Ingrid B. Lacy Middle School shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. An employee of Ingrid B. Lacy Middle School who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

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We notify teachers through one-on-one meetings, staff meetings and e-mails.

## **Firearms on Campus**



The Ingrid B. Lacy Middle School committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

Only those persons specified in Penal Code 626.9(l)-(o) and 30310 is authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

### **Sexual Harassment Policies (EC 212.6 [b])**

The Pacifica School District is an equal employment opportunity employer and is committed to implementing a policy of nondiscrimination in all aspects of employment.

Pacifica School District provides equal opportunity to all applicants and employees without regard to race, color, religion, pregnancy, sex, sexual orientation, gender identity or perceived sex or gender, genetic information or characteristics (with respect to the applicant, employee, or a family member), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, veteran's status, uniformed service, or other basis protected by state or federal law.

Pacifica School District does not unlawfully discriminate based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

### **School-wide Dress Code (EC 35183)**

A school-wide dress code established pursuant to this section and Section 35183 shall be enforced at Pacifica School District and at any school-sponsored activity by the school principal or person designated by the principal. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Pacifica School District expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activity in which they participate. Students are prohibited from wearing apparel that disrupts or threatens to disrupt the school's activities.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

#### **DRESS CODE**

The goal of Ingrid B. Lacy Middle School Dress Code is to instill in students the understanding that school is their place of business. The following dress code is to minimize distraction and ensure a safe and positive learning environment. We encourage each student to take his or her education seriously, beginning with the clothes he or she wears to school.

The dress code applies to the school day (coming to school and leaving school) and to all school-sponsored events.

Hats, hoods, knit caps, or other head covers are not to be worn inside the buildings.

Sunglasses and gloves are not to be worn inside the buildings.

Halter-tops, bare midriffs, and any beach-type clothing are considered to be improper school dress, as are see-through blouses, fishnet shirts, short shorts, sagging pants, and pajama attire or slippers.

Tank top straps must be at least two fingers wide.

Students are not allowed to wear T-shirts or other types of clothing or jewelry with pictures, colors, or wording, which may be interpreted as being offensive to other students, staff members, or depicting drugs, alcohol, weapons, or affiliation with gangs. Do-rags, hairnets, and bandanas are not to be worn at school.

Grooming (make-up application, combing hair, etc.) is not to be done in class. Writing on your body is not acceptable. Make-up or other decorative accessories should be kept to a minimum.

The rule for skirt and shorts length is that they must reach below the ends of your fingers, when you place both arms at your sides, fingers extended.

In all instances, a student's appearance should not disrupt or distract from the learning atmosphere in the classroom or on campus. The school will exercise its responsibility to determine whether a student's appearance is disruptive or disturbing to the learning of others. Students in violation of the dress code will be sent to the office to change into their PE uniform and parents/ guardians will be contacted.

#### PEDESTRIANS, BICYCLE RIDERS, SKATEBOARDERS

For your safety always use crosswalks and obey traffic signals on the way to and from school. Students are to walk their bikes in crosswalks and on school grounds at all times. Skateboards are NOT to be ridden on school grounds at any time. Lock your bike/ skateboard and keep it in the designated storage area.

The school assumes no responsibility for the bikes/ skateboards or students riding them. State Law requires helmets.

#### **Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

In an effort to ensure the safety of students, staff, parents and campus visitors specific policies and procedures have been enacted at Pacifica School District

#### **Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

For your safety always use crosswalks and obey traffic signals on the way to and from school. Students are to walk their bikes in crosswalks and on school grounds at all times. Skateboards are NOT to be ridden on school grounds at any time. Lock your bike/ skateboard and keep it in the designated storage area.

The school assumes no responsibility for the bikes/ skateboards or students riding them. State Law requires helmets.

#### BUS RIDERS

The San Mateo County Transit District (SamTrans) provides bus transportation. Students may purchase monthly bus passes from the school office. These are on sale the first and last week of each month. For the safety of all, strict bus-behavior guidelines must be followed.

Remain seated throughout your bus trip.

Refrain from loud or disruptive noises on the bus.

Keep all parts of your body inside the bus at all times.

Remember that the bus driver is in complete charge and bus privileges will be withdrawn for improper behavior.

(Optional) Other Programs, Procedures or Policies for Safe Ingress and Egress Include:

- Student Transportation Procedures (optional)
- Student Drop Off & Parking Procedures (Optional)
- Other relevant Procedures or Policies (Optional)

#### ***Safe Routes to School Program (Optional Section)***

The San Mateo County Office of Education and Pacifica School District participates in the Safe Routes to School Program which results in less traffic congestion around schools; improved air quality; a greener, healthier community; and an increase in self-reliance among San Mateo County children who walk and bike to school. The San Mateo County Safe Routes to School Program performs walk and bike safety audits assess the walkability and bike ability of a school and its surrounding environment. These audits include analyzing traffic patterns and travel to and from a school. Walking and biking route maps are also generated to support safe and efficient travel flow to and from a school. San Mateo County Safe Routes to School program places particular emphasis on providing access and support for students whose families have limited financial means, students of color, students of all genders, students with disabilities, and others and works to provide additional resources to schools in low-income communities, particularly technical assistance for schools serving low-income communities with higher rates of traffic collisions involving pedestrians and cyclists.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

### **A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

The Pacifica School District works to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe, connected and take pride in their school and their achievements. Positive relationships between all members of the school community is paramount.

#### ***Positive School Climate:***

School climate refers to the quality and character of school life. School climate is based on patterns of school life for all stakeholders, including students, parents, and staff. A school's climate reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures. A positive school climate fosters positive youth development and supports a high-quality learning environment that provides young people with the foundation to pursue productive and rewarding lives.

Evidence of a positive school climate includes the following:

- Norms, values, and expectations that support social, emotional, and physical safety
- Respectful and engaging interactions and relationships
- A shared school vision that includes students, families, and educators working together
- Educators who lead by example and nurture positive attitudes
- Meaningful participation in the operations of the school and care of the physical environment by all stakeholders

(Include Policies, Procedures or Programs that promote a Safe and Orderly School Environment)

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

Pacifica School District prioritizes and promotes the development of positive school climate at all schools, which is facilitated by a tiered system of support for students. Tier 1 supports include the Caring School Communities Social-Emotional Learning curriculum, as well as school and class wide proactive interventions and clear expectations for behavior. Tier 2 interventions include counseling services, small-group support and behavior intervention plans. Tier 3 interventions are intensive, specialized services, most often driven by assessment and including special education services. The District also employs a restorative approach to discipline where by students receive meaningful consequences that help them to recognize the harm their behavior has caused and then take steps to repair this harm productively. Suspension may only be used when all other means of correcting behavior have been exhausted.

#### ***Programs/Procedures to Address Mental Health Care for Students Who Have Witnessed a Violent Act (Optional)***

Students who have witnessed a violent act at school or at a school sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found to both positively and significantly associated with psychological trauma symptoms. Schools should work to identify these students and provide appropriate and timely linkage to mental health services.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

School counselors are available to serve all students in Pacifica School District. Based on the particular difficulty prompting a referral for counseling, students may have ongoing counseling sessions, or shorter-term sessions, which may be the type of intervention needed for a student who has witnessed a violent act. If the student's needs are such that more intensive services are needed, the District will work to link the family with these resources.

#### ***Mental Health Supports and School Resource Officers on Campus (EC 32282.1)***

##### ***Optional***

Pacifica School District recognizes that to maintain a positive school climate, promote school safety, and increase pupil achievement, mental health and intervention services, including restorative and transformative justice programs, and positive behavior interventions and support must be prioritized.

The following procedures, protocols, and board policies pertain to how the mental health professionals, school counselors, and school resource officers (if utilized) work directly with students to create and maintain a positive school climate for students:

#### **Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

Pacifica School District prioritizes and promotes the development of positive school climate at all schools, which is facilitated by a tiered system of support for students. Tier 1 supports include the Caring School Communities Social-Emotional Learning curriculum, as well as school and class wide proactive interventions and clear expectations for behavior. Tier 2 interventions include counseling services, small-group support and behavior intervention plans. Tier 3 interventions are intensive, specialized services, most often driven by assessment and including special education services. The Tier 1 and Tier 2 supports are often delivered or directly supported by school counselors. The District also employs a restorative approach to discipline where by students receive meaningful consequences that help them to recognize the harm their behavior has caused and then take steps to repair this harm productively. Suspension may only be used when all other means of correcting behavior have been exhausted. Pacifica School District's goal is to maintain a school environment where students feel safe, expectations are clear and there are multiple opportunities for student's to enhance their engagement in learning.

#### **School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

Pacifica School District is committed to providing a safe, supportive and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. High expectations of student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for discipline measures that exclude students from instruction as a means for correcting student misbehavior.

Include District Specific Policies, Procedures or Programs that address Student Discipline:

The Pacifica School District employs a restorative approach to school discipline whereby students recognize the harm their behavior may have caused and take steps to repair the damage and proceed appropriately. It is the District's priority that meaningful alternatives to suspensions are implemented in response to behavioral transgressions.

#### **Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

#### **Hate Crime Reporting Procedures and Policies**

##### **Discrimination and Harassment Policies Including hate crime reporting)**

Pacifica School District believes all students are entitled to a safe, orderly, caring, and equitable learning environment that promotes academic achievement, school connectedness, and meaningful participation for all students.

- Protect the right of all students, staff, and parents/guardians to be free from harassment or any activity that degrades the unique qualities of an individual or association with a person or a group with one or more actual or perceived protected characteristics, to include students' parental, family, or marital status, ancestry, color, race, gender, gender identity, gender expression, ethnicity, age, culture, heritage, sexuality, physical/mental/intellectual attributes, or religious beliefs and practices.
- The Pacifica School District expressly prohibits discrimination, intimidation, bullying, cyberbullying, or harassment of any student or employee by any employee, student, or other person on any school campus or at any school activity whether on or off campus.

- School personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.
- The Superintendent or designee shall ensure that all students receive age-appropriate information on sexual harassment.
- For students in grades 4-12, disciplinary action may include suspension and/or expulsion provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.
- The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable Pacifica School District to monitor, address, and prevent repetitive harassing behavior at Pacifica School District schools.

**Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

### **Procedures for Preventing Acts of Bullying and Cyber-bullying**

Pacifica School District recognizes the harmful effects of bullying on student well-being, student learning and school attendance and works towards providing a safe school environment that protects all students from physical and emotional harm. No student or group of students shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against another student, group of students or school personnel.

In compliance with ED Section 32283.5 Pacifica School District makes available the [California Department of Education's online training resources](#) to address and prevent bullying and cyberbullying to certificated staff and all other school site employees who have regular interaction with pupils.

#### **Include policy/date enacted via Board Policy PDF, Imbedded Text or Provide full URL to location on web:**

Pacifica School District strives to maintain a positive school climate at all school sites. Proactively combatting bullying and cyberbullying is an important aspect of this work. Examples of these efforts include school-wide anti-bullying campaigns, social emotional learning, counseling, and restorative practices. In response to bullying behaviors, the District works to help students understand the harm that their behavior or language has caused; and then take steps to repair this harm.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The Comprehensive School Safety Plan is reviewed and amended annually by the School Site Safety Committee and shall be submitted to the (district) Board for approval. The Completed CSSP and related policies are available for public review at the (District) office. The approved Comprehensive School Safety Plan shall be submitted to the San Mateo County Office of Education prior to March 1 of the current school year. All San Mateo County School Districts plans, associated board policies and county wide protocols are available at the San Mateo County Office of Education for public review.

**Safety Plan Appendices**