

Comprehensive School Safety Plan

Hughes-Elizabeth Lakes Union School
Hughes-Elizabeth Lakes Union Elementary School District

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Plan reviewed by Staff Committee February 8, 2024
Plan reviewed by School Site Council February 12, 2024

**Plan approved by District Governing Board on
February 13, 2024**

School Site Council Approved _2-12-2024_Date_____President Signature

Board of Education Approved _2-13-2024_Date_____President Signature

Committee Members

Susan Denton, Superintendent/Principal
Kari Christensen, Teacher Representative
Theresa Hambro, Teacher Representative

School Site Mission

Vision: Hughes-Elizabeth Lakes School provides an excellent education in an atmosphere that supports students as they develop into outstanding members of the community.

Mission: We at HELUS are dedicated to reaching the highest levels of achievement for all students. We will attain this goal through a total commitment to the ongoing success of each student and through open and honest communication within our school community.

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Assessment of the Current Status of School Crime

Crime Reports

In the previous year, 2022-2023 , there were no crime reports filed for or by HELUS. In the current school year of 2023-2024 no crimes were reported as of the date of this report.

Suspensions/Expulsions

In the 2022-2023 school year, there was one suspensions and no expulsions. In the school year 2023-24, there have been no suspensions nor expulsions as of the date of this report.

Child Abuse Reporting Procedures

For specific details, refer to Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5141.4 Child Abuse Prevention and Reporting. Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7) Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

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

Responsibility for Reporting

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

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

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Los Angeles County Department of Children and Family Services
300 E. Avenue K-6, Lancaster, CA 93535, (661) 471-1369 (800) 540-4000

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Victim Interviews by Social Services/Law Enforcement

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

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

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
 2. The selected person shall not participate in the interview.
 3. The selected person shall not discuss the facts or circumstances of the case with the child.
 4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.
- If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

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

SUSPECTED CHILD ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																										
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																								
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE																										
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																												
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																														
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL																									
OFFICIAL CONTACTED - TITLE					TELEPHONE ()																										
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	TELEPHONE ()																									
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE																								
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME																									
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLIGENCE <input type="checkbox"/> OTHER (SPECIFY)																									
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																									
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">NAME</td> <td style="width: 25%; border: none;">BIRTHDATE</td> <td style="width: 25%; border: none;">SEX</td> <td style="width: 25%; border: none;">ETHNICITY</td> <td style="width: 25%; border: none;">NAME</td> <td style="width: 25%; border: none;">BIRTHDATE</td> <td style="width: 25%; border: none;">SEX</td> <td style="width: 25%; border: none;">ETHNICITY</td> </tr> <tr> <td colspan="4">1. _____</td> <td colspan="4">3. _____</td> </tr> <tr> <td colspan="4">2. _____</td> <td colspan="4">4. _____</td> </tr> </table>								NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY	1. _____				3. _____				2. _____				4. _____		
NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY																								
1. _____				3. _____																											
2. _____				4. _____																											
D. INVOLVED PARTIES	VICTIM'S SIBLINGS																														
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																								
	VICTIM'S PARENTS/GUARDIANS																														
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()																								
SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY																								
	ADDRESS		Street	City	Zip	TELEPHONE ()																									
	OTHER RELEVANT INFORMATION																														
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____																														
	DATE / TIME OF INCIDENT				PLACE OF INCIDENT																										
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)																														

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

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

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

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

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

I. MANDATED CHILD ABUSE REPORTERS

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

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

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

III. REPORTING RESPONSIBILITIES

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

IV. INSTRUCTIONS

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

ETHNICITY CODES

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

IV. INSTRUCTIONS (Continued)

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

Crisis Response Procedures

For specific details, refer to Hughes-Elizabeth Lakes Union Elementary School District Crisis Response Plan and Board Policy Administrative Regulations 3516.

DISASTER PREPAREDNESS PLAN AND EMERGENCY PROCEDURES, INCLUDING EARTHQUAKE EMERGENCY PROCEDURES AND PROCEDURES TO ALLOW THE USE OF SCHOOL FACILITIES FOR MASS CARE AND WELFARE SHELTERS DURING DISASTERS OR OTHER EMERGENCIES and a program to ensure that pupils and both certificated and classified staff are aware of and are trained in the emergency procedure systems:

Each year the School Safety Committee will schedule training and dates to practice all plans, within reason, with staff and students in the fall. Local law enforcement and fire department will be invited to attend and advise. Plans address the following types of emergencies and disasters and protective measures to be taken before, during, and after:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake or other natural disasters
3. Environmental hazards
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic outbreak; or opioid exposure/overdoses

Suspension and Expulsion Policies

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5144.1 and 5144.2 (See appendix i)

Procedures for Notifying Teachers about Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The Hughes-Elizabeth Lakes Union Elementary School District will contact the teacher via e-mail or phone on the daily attendance report, when a student is suspended, will show a SUS or ISUS next to the student's name. The teacher can access the suspension by looking at the student's discipline screen. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, and is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent/Principal of the Hughes-Elizabeth Lakes Union Elementary School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the

Superintendent/Principal. The Superintendent/Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential.

Sexual Harassment Policy

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5145.7 (Appendix ii)

Procedures for Safe Ingress and Egress from Areas

Campus Map-Internal school document.

Procedures to Ensure a Safe and Orderly Environment

Data Sources Used to Construct the Safe School Plan

The Safety Committee consulted previous safety plans, attendance data, suspensions/expulsions, CAASPP data, LCAP Plan, and our Student Survey.

Declining enrollment in the State of California as well as at HELUS is an ongoing area of concern. During the 2018-2019 school year P-2 showed ADA of 181.40. During the 2019-2020 school year P-2 showed ADA of 168.20. Over the past 13 years, declining enrollment has been the trend decreasing from ADA of 323 in 2009 to ADA of 195 in 2023. While the district experienced growth in 2023 to 205, the future indicators show a decrease in coming years. The decrease has been attributed to people moving out of state and urban areas due to economics, politics and the COVID19 pandemic, District of Choice parents not having the finances to continue to drive to the school and smaller districts declining across the state.

The past seven years' data on student suspensions and expulsions was analyzed. In the 2017-2018 school year, 1 student was suspended 1 day. In the 2018-2019 school year, 3 students were suspended for a total of 3 days. In the years 2019-2020, 2020-2021, 2021-2022, 2022-2023 (to date) there was one suspension. Education and prevention on tobacco, drugs, and alcohol was identified as the focus area for reducing suspensions. The school district is a certified tobacco free district. The Tobacco-Use Prevention Education (TUPE) grant was applied for and awarded for the 2021-2022 school year.

The school takes pride in its high-achieving status and was awarded the California Distinguished School status from the state of California in 2012. The CA Dashboard reflects the solid core program at HELUS and the commitment to common core standards-based instruction and improving student achievement. The staff at HELUS is committed to pursuing staff development that will assist instructional staff in providing the best instruction to all students.

Areas of Pride and Strength

After reviewing our data, the committee recognizes that there are areas of pride and strength for HELUS in both components.

Component 1—People and Programs

- **Positive Behavior Intervention Supports Rewards Program** - recognition of students “caught” doing something good receive PAWS tickets, recognition and the chance for a prize drawn at the end of each week
- **Attendance Incentive awards** -recognition at the classroom and school level of excellent and perfect attendance. Perfect attendance Daily class level = fly attendance flag.
- **Semester Attendance Assemblies** - Awards given at Awards Assembly during normal times when there is no Governor declared state of emergency impacting assemblies such as a pandemic.
- **Implementation of the merit system** in middle school with quarterly merit celebrations.
- **Staff Recognition** for peers helping peers – Golden Paws tickets and monthly treasure box winners.

Component 2—The Physical Environment

- Yellow vests for all duty aides
- Fire and/or earthquake drills are practiced
- Well-maintained campus and facilities, as funding allows
- Proactive custodial/maintenance staff

Areas for Improvement

Analysis of the data made it quite clear to the Safety Committee that while there were many strengths, there were also clearly areas that needed improvement. Based on the results of the data, the review matrix and our resources, the major areas of desired change are:

1. Continue to utilize the Positive Behavior Intervention and Support (HELUS PAWS) strategies to give students strategies for coping with unkind students and improve student connectedness to the school and each other, and to practice the expected behaviors in the locations they occur. Positive reinforcement and encouragement guides the PBIS work at the school.

Teach and reinforce the 3 B’s:

- Be Respectful
- Be Responsible
- Be Safe

2. Use Multiple Tiers of Student Support which includes the Positive Behavior Intervention and Support strategies to help staff focus on problem behaviors in and outside of class and develop appropriate intervention strategies.

Our overall goals for the 2021-2022 through 2023-2024 school years are: LCAP Goals

Goal 1: Positive Behavior Intervention and Support (PBIS) strategies will be effectively used by all staff to foster a positive school climate for students by December 2023.

Objective 1.1: By June 2024, the school will have fully implemented a school-wide program to create a caring, cooperative environment.

Related Activities: Junior High student elective class created a PBIS video of the behavior expectations in 7 key areas of the school. Teachers demonstrated the “wrong way” and students demonstrated the “right way” of the behavior expectations in each area. The video was shown at the beginning of the year kick-off assembly. The desired behaviors will be rewarded throughout the school year with Mighty Mountain tickets.

Timeline for implementation: August 2023-June 2024

Goal 2: By June, 2024, a plan for MTSS strategies in education, social-emotional and student behaviors will be developed.

Objective 2.1: By March 31, 2024, a district plan will be embedded in regular structures of support for ALL students.

Related Activities: Professional development and training for all staff on the TIERS of support for ALL students.

Person(s) Responsible: PBIS Committee, Teacher Leadership Team

Timeline for implementation: By June, 2024

Rules and Procedures on School Discipline

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5144 (Appendix i)

Nondiscrimination/Harassment Policies and Procedures

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5145.3 (Appendix ii)

Bullying Prevention Policies and Procedures

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5131.2. (Appendix iii)

Opioid Response Procedures based on new law (SB 10-Cortese)

See Hughes-Elizabeth Lakes Union Elementary School District Board Policy and Administrative Regulations 5141.21. (Appendix iv)

Appendices