

School/Program: \_\_\_\_\_

### Comprehensive School Safety Plan Self-Monitoring Tool

Requirements for a Comprehensive School Safety Plan <i>California Education Code Sections 32280–32289</i>	Requirement Met	Comments
<p><b>1. Plan is written and developed by a school site council (SSC) or a safety planning committee.</b> The School Safety Planning Committee is comprised of: principal/designee, teacher, parent of child who attends the school, classified employee, and others. The SSC may delegate this responsibility to a school safety planning committee.</p>		
<p><b>2. SSC/Planning Committee consulted with a representative from a law enforcement agency in the writing and development of the Comprehensive School Safety Plan.</b></p>		
<p><b>3. The Comprehensive School Safety Plan includes, but is not limited to:</b></p> <p style="margin-left: 40px;"><b>a. An assessment of the current status of school crime committed on the school campus and at school-related functions. You may accomplish this by reviewing the following types of information:</b></p> <ul style="list-style-type: none"> <li>● Local law enforcement crime data</li> <li>● Suspension/Expulsion data found in the California Longitudinal Pupil Achievement Data System</li> <li>● Behavior Referrals</li> <li>● Attendance rates/School Attendance Review Board data</li> <li>● California Healthy Kids Survey data</li> <li>● School Improvement Plan</li> <li>● Property Damage data</li> </ul> <p style="margin-left: 40px;"><b>b. An identification of appropriate strategies and programs that provide/maintain a high level of school safety.</b></p>		

<p><b>4. The SSC/Planning Committee reviewed and addressed, as needed, the school’s procedures for complying with existing laws related to school safety.</b></p>		
<p><b>5. The Comprehensive School Safety Plan must include all of the following:</b></p>		
<ul style="list-style-type: none"> <li>• Child Abuse Reporting procedures</li> </ul>		
<ul style="list-style-type: none"> <li>• Disaster procedures, routine and emergency, including adaptations for pupils with disabilities.</li> </ul>		
<ul style="list-style-type: none"> <li>• Earthquake emergency procedures that include: <ol style="list-style-type: none"> <li>1. A school building disaster plan</li> <li>2. A drop procedure</li> <li>3. Dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</li> <li>4. Protective measures to be taken before, during, and after an earthquake</li> <li>5. A program to ensure that pupils and both certificated and classified staff are aware of and are trained in the earthquake emergency procedure system</li> </ol> </li> </ul>		
<ul style="list-style-type: none"> <li>• Procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency which affects public health or welfare.</li> </ul>		
<ul style="list-style-type: none"> <li>• Policies and procedures which lead to suspension and/or expulsion.</li> </ul>		
<ul style="list-style-type: none"> <li>• Procedures to notify teachers of dangerous pupils.</li> </ul>		
<ul style="list-style-type: none"> <li>• Policy prohibiting discrimination, harassment, intimidation, and bullying.</li> </ul>		
<ul style="list-style-type: none"> <li>• Provisions of any school site dress code, including prohibition of “gang-related” apparel.</li> </ul>		
<ul style="list-style-type: none"> <li>• Procedures for safe ingress and egress of pupils, parents, and employees from school site; including access to the school campus.</li> </ul>		

<p><b>Comprehensive School Safety Plan must include, continued</b></p> <ul style="list-style-type: none"> <li>• Procedures that create a safe and orderly environment conducive to learning at the school.</li> </ul>		
<ul style="list-style-type: none"> <li>• Access to the school campus (visitors).</li> </ul>		
<ul style="list-style-type: none"> <li>• The rules and procedures on school discipline.</li> </ul>		
<ul style="list-style-type: none"> <li>• Crisis Response Plan.</li> </ul>		
<ul style="list-style-type: none"> <li>• Hate crime reporting procedures and policies.</li> </ul>		
<p><b>6.</b> The plan may include clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on campus.</p>		
<p><b>7.</b> The plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.</p>		
<p><b>8.</b> The plan should include verification that the school safety plan was evaluated at least once a year, and revised by March 1 every year.</p>		
<p><b>9.</b> The plan should include documentation that school safety plan was submitted for approval to either the district office or county office of education. Evidence of approval at the district or county level should be included.</p>		
<p><b>10.</b> The plan should include verification that the SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.</p>		