

Compliance Checklist for a Comprehensive School Safety Plan

California *Education Code*: Sections 32280–32289

Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(b)(1) Plan is written and developed by a school site council (SSC).</p> <p>(2) The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.</p>	Include date and plan.	Include planning committee roster.
<p>(b)(3) SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.</p>	Include date and plan.	Comments

Section 32282	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) The comprehensive school safety plan includes, but is not limited to all of the following:</p>	Include date and plan.	Comments
<p>(1) An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information:</p> <ul style="list-style-type: none"> • Office Referrals • Attendance rates/SARB data • Suspension/Expulsion data • California Healthy Kids Survey • School Improvement Plan • Local law enforcement juvenile crime data • Property Damage data 	Include date and plan.	<p>Describe the data reviewed and key analysis points, and table of findings</p> <p>Document how this information was shared with SSC/planning committee.</p>
<p>(2) Identify appropriate strategies and programs 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, including but not limited to the following:</p>	Include date and plan.	<p>Additional items to consider:</p> <p>Threat Assessment; Student Support Teams</p>

Section 32282	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(A) Child Abuse Reporting procedures	Include date and plan.	Include board policy and site-specific steps
(B) Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:	Include date and plan.	Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations.
<p>(i) Earthquake emergency procedures that include:</p> <p>(I) a school building disaster plan</p> <p>Note: Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school’s needs and circumstances in collaboration with first responders and community partners; these may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	Include date and plan.	<p>Detail response procedures:</p> <ul style="list-style-type: none"> • Lock Down • Secure School • Active intruder or other threat(s) <p>Describe information on training and exercise drills:</p>
(ii) Establish procedures to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency.	Include date and plan.	Comments

Section 32282	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(C) Suspension/Expulsion policies and procedures	Include date and plan.	Refer to board policy, include site-specific steps, if needed.
(D) Procedures to notify teachers of dangerous pupils	Include date and plan.	Refer to board policy, include site-specific steps, if needed.
<p>(E) Discrimination and Harassment Policy. Include hate crime reporting procedures and policies here.</p> <p>Note: The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an anti-bullying policy and AB 746 covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>	Include date and plan.	Include complaint and investigation procedure.
(F) Schoolwide Dress Code, if it exists, including prohibition of gang-related apparel	Include date and plan.	Comments
(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc.
(H) A safe and orderly environment conducive to learning at the school	Include date and plan.	Comments
(I) Rules and procedures on school discipline	Include date and plan.	Comments
(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.	Include date and plan.	Comments
(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.	Review, update and approve by March 1.	Demonstrate annually approved plan with board or district superintendent signature page.

Section 32282	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan. See (E) above.	Include date and plan.	Comments

Section 32282.1	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Schools are <i>encouraged</i> to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> • Mental health professionals, school counselors • Community intervention professionals • School resource officers, police officers on campus 	Include date and plan.	Include school nurses, coaches, athletic directors, and other positions, if used.

Section 32284	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
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.	Include date and plan.	Comments

Section 32288	Mandate Made (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office or county office of education for approval.	Include date and plan.	Comments
(b)(1) SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	Include date and plan.	See notification requirements in Section 32288 (b)(2) and recommendations in Section 32288 (b)(3).