## Compliance Tool for a Comprehensive School Safety Plan

**California *Education Code* sections 32280–32289**

**Required and Recommended Components for a Comprehensive School Safety Plan**

**Note:** This tool is designed to assist schools in developing and updating Comprehensive School Safety Plans (CSSPs). Use of this tool is optional. Each school, school district, and county office of education is responsible for compliance and familiarity with all sections of California *Education Code* sections 32280–32289.

| **Section 32280** | **Mandate Met**  | **Comments, Suggested Details** (resources, activities, etc.) |
| --- | --- | --- |
| It is the intent of the Legislature that all school staff be trained on the CSSP | August 5, 2019 | Comments |
| **Section 32281** | **Mandate Met**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
| **(b)(1)** Plan is written and developed by a school site council (SSC)**(2)** The SSC may delegate this responsibility to a safety planning committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired | February 20, 2019 | Include planning committee roster |
| **(b)(3)** SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSPThe CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entitiesEffective January 1, 2019, Assembly Bill 1747 expanded the requirements of this section as noted here  | September 3, 2019 | Comments |

| **Section 32282** | **Mandate Made**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
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| **(a)** CSSP includes, but is not limited to the following: | February 2019 | Comments |
| **(1)** An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included:* Office Referrals
* Attendance rates/School Attendance Review Board
* Suspension/Expulsion data
* California Healthy Kids Survey
* School Improvement Plan
* Local law enforcement juvenile crime data
* Property Damage data
 | February 2019 | Describe the data reviewed and key analysis points, and table of findingsDocument how this information was shared with SSC/planning committee |
| **(2)** 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 are identified. These include but are not limited to the following: | February 2019 | Additional items to consider:Threat AssessmentStudent Support Teams |
| * + 1. Child Abuse Reporting procedures
 | February 2019 | Include board policy and site-specific steps |
| **(B)** Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following: | February 2019 | Use the Standardized Emergency Management System as detailed in the California Emergency Services Act 8607 and the supporting *California Code of Regulations* |
| * + - 1. Earthquake emergency procedure system that includes:
				1. A school building disaster plan

**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 situations may include but are not limited to:Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes* + - * 1. a drop procedure (students and staff take cover) drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools
				2. protective measures to be taken before, during, and after an earthquake
				3. a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures
 | February 2019 | Detail response procedures may include:* Lock Down
* Secure School
* Active intruder or other threat(s)

Describe information on training and exercise drills |
| * + - 1. Procedures are established 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
 | February 2019 | Comments |
| * + 1. Suspension/Expulsion policies and procedures
 | February 2019 | Refer to board policy, include site-specific steps, if needed |
| * + 1. Procedures to notify teachers of dangerous pupils
 | February 2019 | Refer to board policy, include site-specific steps, if needed |
| * + 1. Discrimination and Harassment Policy that includes hate crime reporting procedures and policies
 | February 2019 | Include complaint and investigation procedure  |
| * + 1. If a Schoolwide Dress Code exists, include prohibition of gang-related apparel
 | February 2019 | Comments |
| * + 1. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site
 | February 2019 | Reference campus visitor policies. Other items may include but are not limited to: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety |
| * + 1. Maintain a safe and orderly environment conducive to learning at the school
 | February 2019 | Comments |
| * + 1. Rules and procedures on school discipline are established
 | February 2019 | Comments |
| * + 1. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community

**Note:** Effective January 1, 2019, AB 1747 requires the inclusion of these procedures |  | Consult with local law enforcement partners on developing these procedures |
| 1. Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees
 | February 2019 | Comments |
| 1. Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented

An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public | School must review, update, and approve by March 1 | Comments |
| 1. The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP

**Note:** Effective January 1, 2019, Assembly Bill 2291 requires local educational agencies to adopt, on or before December 31, 2019, procedures for prevention of acts of bullying, including cyberbullying. The bill does not require that these procedures be placed in the CSSP, however, they may be placed in itAB 2291 requires that schools operated by a school district or county office of education (COE) and charter schools annually make bullying and cyberbullying training available to certificated school site employees and all other employees who have regular interaction with pupils | February 2019 | CommentsThe Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSPOnline Bullying Prevention Training Programs can be accessed on the CDEBullying Publication and Resources web page at <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> |

| **Section 32282.1** | **Mandate Made**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
| --- | --- | --- |
| 1. Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):
* Mental health professionals, school counselors
* Community intervention professionals
* School resource officers, police officers on campus
1. The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time
 | February 2019 | Include school counselors, nurses, coaches, athletic directors, and other positions, if used |

| **Section 32284** | **Mandate Made**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
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| 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 | February 2019 | Comments |

| **Section 32286** | **Mandate Made**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
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| **(a)**Each school review, update, and approve its plan by March 1, every year | February 20, 2019 | See Section 32288 for guidance on school district or COE approval timeline |

| **Section 32288** | **Mandate Made**(date, plan) | **Comments, Suggested Details** (resources, activities, etc.) |
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| **(a)** Submit the plan to school district office or COE for approval | February 22, 2019 | California Department of Education recommends that the plans be approved within a month of school approval or as soon as possible |
| **(b)(1)** Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions | December 19, 2018 | See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3) |
| 1. Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281
 | Written notification to State Superintendent  | Comments |

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California Department of Education January 2019