

Risk Management Program

COMPREHENSIVE SCHOOL SAFETY PLAN COMPLIANCE CHECKLIST

Each school is required to develop a comprehensive school safety plan per California Education Code sections 32280-32289. This document is a job aide created to assist schools with ensuring their plan is compliant. It also contains a list of newly required activities. Information within this job aide came from the CDE *Compliance Checklist for a School Safety Plan* document.

ITEM #	COMPREHENSIVE SCHOOL SAFETY PLAN REQUIRED COMPONENTS
1	<p>REQUIRED COMPONENT: An assessment of the current status of school crime committed on the school campus and at school-related functions</p> <p>TO BE COMPLIANT: Include at least one of the following items:</p> <ul style="list-style-type: none"> • Law enforcement agency crime data • Student referrals to the office • Attendance rates/SARB data • Suspension/Expulsion data • California Healthy Kids Survey information • School Improvement Plan information • Property damage data
2	<p>REQUIRED COMPONENT: Child abuse reporting procedures</p> <p>TO BE COMPLIANT: Include at least one of the following items:</p> <ul style="list-style-type: none"> • Child abuse reporting board policy • Written procedures describing the steps for a school employee to take to report suspected instances of child abuse
3	<p>REQUIRED COMPONENT: Routine and emergency disaster procedures</p> <p>TO BE COMPLIANT: Include the following items:</p> <ul style="list-style-type: none"> • Detailed procedures/roles/responsibilities stating what needs to be done when a natural/environmental/manmade disaster occurs

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4	<p>REQUIRED COMPONENT: Adaptations of routine and emergency disaster procedures for pupils with disabilities</p> <p>TO BE COMPLIANT: Include the following items:</p> <ul style="list-style-type: none"> • Information indicating that the disaster procedures have been adapted or modified for pupils with disabilities (such as how disabled students will be provided with assistance during the disaster/emergency event in order to remain safe)
5	<p>REQUIRED COMPONENT: A school building disaster plan</p> <p>TO BE COMPLIANT: Include school building disaster plan procedures for at least one or more of the following situations associated with an earthquake or other emergency event:</p> <ul style="list-style-type: none"> • Earthquake • Fire • Evacuation/Relocation • Bomb Threat • Bioterrorism/Hazardous Materials • Flood • Power Failure/Blackout • Intruder on Campus • Weapons/Assault/Hostage • Explosion • Gas Leak/Fumes
6	<p>REQUIRED COMPONENT: A drop procedure where each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • Information explaining the drop procedure/duck-and-cover procedure where each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows

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7	<p>REQUIRED COMPONENT: Protective measures to be taken before, during, and following an earthquake</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • Information describing the steps a person can take to protect themselves before, during and following an earthquake
8	<p>REQUIRED COMPONENT: Information to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • Information describing the earthquake emergency procedure training, instruction, or drills that take place for students and staff
9	<p>REQUIRED COMPONENT: A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies</p> <p>TO BE COMPLIANT: Include at least one of the following items:</p> <ul style="list-style-type: none"> • A statement describing the procedures in place to allow a public agency such as the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies • A copy of the agreement with the public agency and school district to allow the school to be used as a mass care/welfare shelter
10	<p>REQUIRED COMPONENT: Procedures to notify teachers of dangerous pupils pursuant to Education Code Section 49079</p> <p>TO BE COMPLIANT: Include at least one of the following items:</p> <ul style="list-style-type: none"> • A copy of the board policy regarding notifying teachers of suspended/expelled pupils from the previous 3 years pursuant to Ed. Code Section 49079 • Information describing the procedures the site takes to notify teachers of suspended/expelled pupils from the previous 3 years pursuant to EC Section 49079

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ITEM #	COMPREHENSIVE SCHOOL SAFETY PLAN REQUIRED COMPONENTS
11	<p>REQUIRED COMPONENT: Procedures for the safe ingress and egress of pupils, parents, and school employees to and from school</p> <p>TO BE COMPLIANT: Include at least one of the following items:</p> <ul style="list-style-type: none"> • Campus visitor procedures • Information about the school’s crossing guard program • Information explaining the safe routes to/from school • Pedestrian/vehicle/bicycle policies • Traffic safety Information
12	<p>REQUIRED COMPONENT: Information on how the school will maintain a <i>safe and orderly environment conducive to learning</i> at the school</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • Information describing the steps the site takes to ensure that a safe and orderly school environment is provided to students
13	<p>REQUIRED COMPONENT: School discipline rules</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • School discipline rules/procedures regarding student behavior
14	<p>REQUIRED COMPONENT: The suspension and expulsion policy</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • The suspension and expulsion board policy
15	<p>REQUIRED COMPONENT: The discrimination and harassment policy</p> <p>TO BE COMPLIANT: Include the following item:</p> <ul style="list-style-type: none"> • The discrimination and harassment board policy (sometimes called the nondiscrimination and harassment board policy)

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	NEW REQUIRED ACTIVITIES AS OF JANUARY 1, 2019 (AB 1747)
A	All charter schools are required to write/develop a safety plan
B	All schools are required to consult with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the school safety plans
C	The safety plan and any updates to the plan must be shared with the law enforcement agency, the fire department, and other first responder entities
D	All safety plans must include procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions

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	NEW REQUIRED ACTIVITIES AS OF JANUARY 1, 2020 (SB 541)
A	<p>Local Educational Agencies are required to provide the State Department of Education with data pertaining to lockdown or multi-option response drills conducted at school sites.</p> <p>The following data will be collected from a representative sample of schools:</p> <ol style="list-style-type: none"> (1) The portion of schools conducting drills and the population they serve (2) The types of drills performed and their frequency (3) Information about staff training in preparation for drills (4) Information pertaining to schoolsite evaluations, if any, of the impacts of the drill (5) Information pertaining to staff and parental notifications of drills <p>The information will be used to conduct a study to identify best practices for age-appropriate drills, the effectiveness of lockdown or multi-option response drills in schools, and the effects drills have on pupil emotional wellbeing and emergency preparedness.</p>

DID YOU KNOW?

DRESS CODE & SCHOOL SAFETY PLANS

If a school adopts a dress code that prohibits pupils from wearing “gang-related apparel” it must include a copy of the dress code in its safety plan

- The dress code must include the definition of “gang-related apparel”
 - The definition must be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment.

SEXUAL HARASSMENT POLICY CHANGES

Senate Bill 257 (SB 257) was signed into law effective January 1, 2002 adding a new requirement for safety plans to include a Discrimination and Harassment policy (replacing the former requirement for the safety plans to include a Sexual Harassment policy).

While the inclusion of a Sexual Harassment policy is certainly a good idea, many LEAs continue to be unaware of this change. **If you’d like our assistance to get you into compliance with this often-overlooked requirement, give us a call.**

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