Site Safety Plan Q&A

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1. What is a Site Safety Plan?

A school's Site Safety Plan is a policy document that, through a process set out in Ed Code, "addresses the safety concerns identified through a systematic planning process," a planning process that develops "strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus." (Ed Code 32280) All plans should be "relevant to the needs and resources of that particular school." (Ed Code 32281)

2. Who makes the Site Safety Plan?

Per Ed Code 32281, Site Safety Plans can be made by one of two groups: **School Site Council or School Safety Planning Committee**.

a. **School Site Council composition** (per Ed Code 65000):
   i. Principal or designee
   ii. Classroom teachers employed at the school, selected by classroom teachers employed at the school
      1. Classroom teachers shall constitute a majority from i, ii, and iii.
   iii. Other school personnel employed at the school who are not teachers, selected by school personnel employed at the school who are not teachers
   iv. Parents of pupils attending the school or other members of the school community selected by parents of pupils attending the school
   v. Pupils attending the school, selected by pupils who are attending the school
   vi. The number of persons from v and vi shall equal the number of persons selected from i, ii, and iii

b. **School Safety Planning Committee composition** (per Ed Code 32281)
   i. Principal or designee

ii. One teacher who is a representative of the recognized certificated employee organization
iii. One parent whose child attends the school
iv. One classified employee who is a representative of the recognized classified employee organization
v. Others if desired

3. When is the Site Safety Plan made?

Per Ed Code 32286, each school shall adopt its Site Safety Plan by March 1st. The plan requires annual adoption by March 1st.

Per Ed Code 32282, plans can be evaluated and amended as needed but must be evaluated at least once per year.

4. How can schools use the Site Safety Plan?

Ed Code 32282 identifies the following areas that must be included in any plan:

a. An assessment of crime committed on school campuses and at school-related functions
b. Strategies and programs designed to provide or maintain a high level of school safety (including complying with laws related to school safety), such as:
    i. Child Abuse Reporting
    ii. Disaster and emergency procedures (earthquake, fire, tactical responses, etc.)
    iii. Suspensions and expulsions
    iv. Notification of dangerous pupils (Ed Code 49079)
    v. Discrimination and harassment policy
    vi. Dress codes
    vii. Safe ingress and egress to and from school
    viii. A safe and orderly environment conducive to learning
    ix. Rules and procedures on school discipline
c. In addition to using the school's Site Safety Plan as addressed above, Ed Code 32280 states that sites must train "all school staff" on the various parts of the plan. Your sites can determine how best to use your collaboration time (or other methods) to accomplish this training.

5. **Can sites use their Site Safety Plan to change discipline practices for students?**

Yes, so long as those discipline practices are lawful.

6. **Does the District have a say in the Site Safety Plan?**

Yes. Ed Code 32288 mandates that "each school shall forward its comprehensive school safety plan to the school district or county office of education for approval."

7. **What happens if the Principal or Superintendents don't agree with certificated staff, classified staff, or parents?**

   Approval under Ed Code 32288 ultimately means approval of the ESUHSD Board of Trustees. Working with principals and district administrators is imperative as no one can implement the practices of the Site Safety Plan alone, and to that end consensus with all parties should be the goal. However, if an administrator or administrators at the site or district level attempt to block a plan that has consensus from all but them, then ESTA will push for approval from the Board of Trustees, so long as the plan is lawful.

8. **What happens after the board approves the Site Safety Plan?**

   After approval by the Board of Trustees, that Site Safety Plan is a binding policy document. Ed Code 32289 states that complaints of noncompliance "may be filed with the department [of Education] under the Uniform Complaint Procedures as set forth in Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations." Attempts should be made to remedy the situation prior to filing any UCP complaint, both at the site level and district level.

9. **What happens if a school doesn't follow the Site Safety Plan?**

   See question #8.

10. **Is there anything else required by Ed Code for the Site Safety Plans?**

    Per Ed Code 32288, prior to adopting its plan, either the School Site Council or the Safety Planning Committee "shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the School Safety Plan."

    The following persons and entities must be notified of the meeting:

    1. The local Mayor.
    2. A representative of the local school employee organization.
    3. A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs.
    4. A representative of each teacher organization at the school site.
    5. A representative of the student body government.
    6. All persons who have indicated they want to be notified.