

LONG BEACH UNIFIED SCHOOL DISTRICT

Comprehensive School Safety Plan Guidelines for Schools

SAFE SCHOOL PLAN FRAMEWORK

5-Step Evaluation Process



Office of School Safety
SchoolSafety@LBSchools.net

Published July 2024

Contents

Safe School Plan (SSP) Framework & 5-Step Process Overview	3-5
Due Date – November 30th, 2024	3
File Maintenance of School's Comprehensive Safety Plan	4
Public Access to Safety Plans	4
Accountability Report Card	4
Board of Education Adoption	4
5- Step SSP Evaluation Process	5-8
<u>Step One – Update School Site Council or Safety Planning Committee</u>	5
1. List of Members	5
2. Establish Ongoing Planning Sessions and Communications Updates	5
 <u>Step Two – Assess Current Status of School Discipline & Crime at School</u>	6
1. Assessment of Current School Data	6
2. Key Analysis Points and Findings	6
3. How Was the Information Shared	6
 <u>Step Three – District Strategies & School Programs to Improve School Climate</u>	6-7
1. Sources & Findings: Define Target Areas for Focus During the School Year	6
2. Funding: Identify New Sources (If Available)	6
3. How Was the Information Shared	6
4. References: District-wide Safe School Planning Elements & Resources	6-7
a. LBUSD Guidelines for Parents and Students	7
b. Safe School Programs and Strategies	7
c. Collaborative Relationships	7
d. Student Support Services, Counseling, and Guidance Services	7
e. Professional Development	7
f. Campus Security	7
 <u>Step Four – Suspected Child Abuse & Mandated Reporter Training</u>	8
 <u>Step Five – Submit Statement of Completion & Comprehensive School Safety Plan</u>	8

**COMPREHENSIVE SCHOOL SAFETY PLAN – SAFE SCHOOL PLAN
SAFE SCHOOL PLAN FRAMEWORK & 5-STEP EVALUATION PROCESS**

Annual Evaluation and Planning Process - Overview

Comprehensive School Safety Plan

The Comprehensive School Safety Plan consists of **(2) components**: the **Safe School Plan (SSP) and Emergency Operations Plan (EOP)**. These two documents are designed to promote safe and secure school environments and prepare schools for possible emergencies. **This document focuses on the SSP annual evaluation framework.** Refer to the Comprehensive School Safety Plan – Emergency Operations Plan Framework (2024) for the EOP process.

Safe School Plan Framework (SSP Framework) – Annual Evaluation Process

The **SSP Framework** outlines the compliance structure for school leadership teams to examine school-based data and complete the annual SSP evaluation (Education Code §32280-89). The SSP Framework adheres to Education Code, Penal Code, state programs, legal authorities, and proven district strategies implemented to enrich the school environment at the school-wide level, in classrooms, and with individual students. School site councils and safety committees use the SSP Framework to complete the annual review process and maintain compliance with governing standards.

Finalize the Evaluation Process and Public Meeting

After completing the SSP evaluation, the leadership team will present the *authorized* portions of the SSP and EOP at a regularly scheduled public meeting to allow members of the public an opportunity to express an opinion [(Education Code §32286(a)].

[Refer to Public Access to Safety Plans – Page 4]

Comprehensive School Safety Plan Adoption

The school site council or safety planning committee will adopt the SSP and EOP at the school-level.

Submit the Comprehensive School Safety Plan: All four (4) documents shall be submitted via Google Forms. The form can be found in the shared [CSSP Google Drive](#)

Emergency Supply Inventory (1 document)	September 1, 2024
Incident Command Assignments (ICS) (1 document)	September 15, 2024
Emergency Maps (5 Maps)	October 1, 2024
School Safety Plan Framework (1 document)	October 15, 2024
Statement of Completion (1 document)	November 30, 2024

Annual Evaluation and Planning Process - Overview (continued)

File Maintenance of School's Comprehensive School Safety Plan

All pertinent documents are maintained in the school's administration office, and include:
(*Senate Bill 1667, Education Code §35294.8*)

- The public meeting announcement
- Agenda
- Sign-in sheet
- Meeting minutes
- A copy of the SSP
- A copy of the EOP

Public Access to Safety Plans

Portions of the Comprehensive School Safety Plan are **excluded from public access**, per LBUSD Board of Education Policy 0450 (2013) and Education Code §32281(f)(2), §32282(d):

- 1) **Do not disclose tactical responses to criminal incidents to the public;** and,
- 2) **Do not provide copies** of the complete Comprehensive School Safety Plan to the public.

District personnel will adhere to this policy.

Other non-sensitive portions of the SSP and EOP are available for public viewing pursuant to *Education Code §32282.2(d)*; however, **copies are not provided to the public.**

The public, generally, is interested in knowing schools have safe school plans and emergency plans to promote a safe school environment, maintain a state of emergency readiness, and provide care and shelter for students awaiting parent reunification.

Accountability Report Card

A status report of the Comprehensive School Safety Plan and a description of key plan elements are included in the School Accountability Report Card each year in July [*Education Code §32286(b)*].

Board of Education

Comprehensive School Safety Plans are adopted each year by the Board of Education.

SAFE SCHOOL PLAN -- PLANNING PROCESS FOR SAFE AND EFFECTIVE SCHOOLS

The **Comprehensive School Safety Plan** is established at each school and updated annually (*Education Code §32280-32289*). The school administrator participates with the school site council or safety planning committee to complete the process to evaluate, amend, present to the public, adopt, and submit the final Comprehensive School Safety Plan. As previously stated there are two components and this document focuses on the Safe School Plan (SSP), although the final actions include the EOP and are described as such herein.

The SSP Framework incorporates the 5-Step SSP Evaluation Process to examine the school environment in conjunction with state programs, legal authorities, and proven district strategies implemented to enrich the school environment at the school-wide level, in classrooms, and with individual students. The Framework categorizes district-wide safe school planning elements and resources as references (Step Three). School site councils and safety committees use the SSP Framework and 5-Step SSP Evaluation Process to complete the annual review and maintain compliance with governing standards, as follows.

5-STEP SSP EVALUATION PROCESS

STEP ONE - Update the School Site Council or Safety Planning Committee List of Members Include the principal/designee, teacher, classified employee, and others [*Education Code §32281(b)(2)*]. Solicit a broad representation of stakeholder groups (students, parents of children attending the school, members of community-based organizations and businesses, members of law enforcement and first responder agencies, translation services). Consult with the Emergency Preparedness Program Manager.

STEP ONE – School Site Council or Safety Planning Committee - Members	
Name	Position / Role
Liseeth Ramos	Principal
Kate Williford	teacher/chair
Kimberlee Boggs	teacher
Kelly Serviss	teacher
Whitney Goodman	co-chair
Lina Akkad	parent/secretary
Brionde Strawder	parent
Debra Barnaby	staff
Robert Marra	parent
Shawna Barr	parent
Carol Alwood	non-voting guest, site/parent facilitator
Establish ongoing School Site Council/Safety Planning Committee planning sessions and communication updates. Log the meeting dates and key agenda items.	
Meeting Dates: September 25, 2024	Updates: Elections, bylaws, home school compact, parent

October 16, 2024	involvement guidelines, Title I augmentation
November 13, 2024	SSP, SPSA effectiveness and advisement
December 11, 2024	SPSA addendum and approval
January 15, 2024	SARC narrative
February 19, 2024	CIE
March 19, 2024	TBD
May 14, 2024	TBD

STEP TWO - Assess the current status of school discipline and crime at school and school-related functions to identify and address school safety issues and student behavior problems.

This may be accomplished by reviewing available data from the school and district offices regarding current programs, distinctive needs, policies, and procedures [Education Code §32282(a)(1)]. Examples: office referrals, attendance rates, school attendance review board data, suspension and expulsion data, Youth Risk Behavior Study, California Healthy Kids Survey, school improvement planning, juvenile crime data, property damage data, and other relevant information.

<p>STEP TWO – Assessment of Current School Data</p>
<p>Key Analysis Points and Findings: After discussing with the school site council, we determined...</p> <ul style="list-style-type: none"> All students (especially our Black/African American) in grade 4 & 5th students’ sense of personal identity, belonging and agency will be equal to or greater than all other students by June 2025 on the Pulse Survey (goal is to reach 84% or higher).
<p>How was the information shared with the School Site Council/Safety Planning Committee? The information was shared, reviewed, and discussed at the October 16, 2024 school site council PTA, and staff meetings.</p>

STEP THREE - District strategies and school programs assist to provide and maintain a high level of school safety, including threat assessment and student support teams.

Examine the subject areas and strategies that address school procedures and compliance with laws, behavioral intervention strategies and supports, including but not limited to the following, and list focus areas for the current school year:

- Suspected child abuse reporting (Assembly Bill 1432, Education Code §44691; Penal Code §11166)
- Suspension and expulsion policies (Education Code §32282(C), §48900-48926)
- Procedures for notifying teachers about dangerous pupils [Education Code §32282(D)]
- Discrimination and harassment policy including hate crime reporting, bullying (Education Code §32282(E), Penal Code §200, §422)
- School-wide dress codes prohibiting gang-related apparel [Education Code §32282(F)]
- Procedures for safe ingress and egress of pupils, parents, and employees to and from school [Education Code §32282(G)]
- Rules and procedures on school discipline [Education Code §32282(I), §35291, §35291.5]

- Threat assessment (Education Code §48900.7), crisis response, crisis intervention
- Procedures adopted under the Safe and Drug-Free Schools and Communities Act, U.S. Department of Education
- Local Control and Accountability Plan (LCAP)

STEP THREE – District Strategies and School Programs: Sources, Findings, and Funding	
<p>Focus Areas/Sources:</p> <ul style="list-style-type: none"> • Implementation of Harmony Curriculum harmonysel.org and SEL facilitator • CORE, PULSE Survey and Referral Data 	<p>Findings:</p> <p>Student Safety & Well-being areas of greatest concern:</p> <ul style="list-style-type: none"> • Student Sense of Belonging • Student Social Awareness • Student Self-Management
<p>Funding: If available, identify new sources of funding to improve school climate and classroom management, provide student mental health services and respond to crises. LCFF and Lottery funds</p>	
<p>How was the information shared with the School Site Council/Safety Planning Committee? Will be reviewed at the October 16th school site council meeting and monthly safe and civil committee meetings.</p>	

STEP THREE – District Strategies and School Programs: Sources, Findings, and Funding (Continued)
<p>LBUSD Guidelines for Parents and Students</p> <p>Provided annually to notify parents and guardians of certain rights and responsibilities contained in sections of the Education Code, laws, and district policies.</p>
<p>Safe School Programs and Strategies</p> <p>Include prevention and intervention programs to create a safe and drug-free learning environment, and address: school safety and violence prevention issues; bullying prevention; gang risk intervention; human trafficking; internet safety; conflict management; classroom management; hate violence-motivated behavior; harassment.</p>
<p>Collaborative Relationships</p> <p>Unite students, parents, school staff, culturally and ethnically diverse community-based organizations, mental health practitioners and agencies, and school safety officers and law enforcement in activities that contribute to preventing violence and improving school safety.</p>
<p>Student Support Services, Counseling, and Guidance Services</p> <p>Include: psychological first aid; immediate coping counseling; social services; school-based mental health in collaboration with community mental health agencies; home and hospital instruction; attendance improvement; dropout prevention; placement services, referrals, and diversion programs; alternative education; educational placements for foster youth; parent training and meetings; teacher consultation; administrative support.</p>

Professional Development

Content for school personnel includes: data-driven and site-specific training on the implementation of the Comprehensive School Safety Plan; current laws and strategies affecting school safety; crisis response planning; the recognition of student mental health issues and determinants of first response; evaluation and continuous improvement; enforcement of school discipline policies.

Campus Security

Includes: maintaining order and discipline; restricting access to campuses and monitoring visitor activities; locating missing students; investigating violations of district and school board policies; detaining students violating the law or school board policies while on school property and during school-sponsored events; utilizing school safety officers, district security officers, school intervention specialists, campus staff assistants, and mental health professionals; and technology-based systems to monitor, control access points, and to sound security alerts and safety messages.

STEP FOUR – Suspected Child Abuse and Mandated Reporter Training

For suspected child abuse and Mandated Reporter training refer to Human Resource Services, Implementation Guidelines.

Assembly Bill 1432 (2015) requires local educational agencies to train all employees each year within the first (6) weeks of school and provide documentation of completion.

X Completed: Staff training was provided during first (6) weeks of the new school year:

Site-specific steps to accomplish this mandate:
[Providing a staff meeting opportunity to complete the training.](#)

Date(s) of staff training(s)

· [August 23, 2024](#)

STEP FIVE– Submit the Statement of Completion & Comprehensive School Safety Plan

Statement of Completion (form): Submit the form as confirmation the **Safe School Plan was evaluated, amended, presented at a public meeting, adopted at the school level, and finalized** by the School Site Council or Safety Planning Committee.

Submit by the Due Date: Statement of Completion and Comprehensive School Safety Plan (SSP and EOP) by the due date (**November 30th 2024**). The SSP documents can be submitted via the Comprehensive School Safety Plan Form found here: [School Safety Google Drive](#)