

School Safety Plan

[A district with less than 2,501 ADA may adopt a districtwide school safety plan instead of individual safety plans for each school site. This policy assumes that your District is adopting a districtwide school safety plan. If your District chooses or is required to adopt safety plans for individual school sites, the procedures in this policy can be used to develop each school's safety plan.]

Intent of Policy

The purpose of this policy is to specify the requirements of a comprehensive school safety plan.

School Safety Plan

The District shall ensure that a districtwide, comprehensive school safety plan is developed that includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

Contents of Comprehensive School Safety Plan

The District's comprehensive school safety plan shall include, but not be limited to, both of the following:

1. Assessing the current status of school crime committed on school campuses and at school-related functions.
2. Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include all of the following:
 - a. Child abuse reporting procedures.
 - b. Routine and emergency disaster procedures, including adaptations for pupils with disabilities. The disaster procedures shall include, but are not limited to:
 - i. Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. The earthquake emergency procedure system shall include, but not be limited to, the following:
 1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.
 2. A drop procedure whereby 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. A drop procedure practice shall be held at least once each school quarter in elementary school and at least once a semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake.
4. A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
 - ii. Establishing 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 affecting the public health and welfare. The District shall cooperate with the public agency in furnishing and maintaining the services as the school district may deem necessary to meet the needs of the community.
- c. Expulsion policies for pupils who have committed specified acts, including possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a specified controlled substance, committing or attempting to commit a sexual assault, or possessing an explosive, or any other school-designated serious act which could lead to suspension, expulsion, or mandatory expulsion.
- d. Procedures to notify teachers of dangerous pupils pursuant to Education Code Section 49079.
- e. A discrimination and harassment policy consistent with the prohibition against discrimination contained in current law.
- f. [Note: this is optional.] A schoolwide dress code that prohibits pupils from wearing “gang-related apparel.” For purposes of the comprehensive school safety plan, “gang-related apparel” is apparel that, if worn or displayed on a school campus, could reasonably be determined to threaten the health and safety of the school environment.
- g. Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.
- h. A safe and orderly environment conducive to learning at the school.
- i. The rules and procedures on school discipline.

Procedural Requirements

1. The District shall review and update its comprehensive school safety plan by March 1 on an annual basis.
2. Every July, the District shall report on the status of its comprehensive school safety plan, including a description of its key elements, in the annual school accountability report card.
3. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.
4. Before adopting its comprehensive school safety plan, the District shall hold a public meeting at a school site in order to allow members of the public the opportunity to express an opinion about the school safety plan. The District shall notify, in writing, the following persons and entities, if available, of the public meeting to encourage public input from a broad group of stakeholders:
 - a. The local mayor. [OR, if your district is in an unincorporated community, “The county board of supervisors.”]
 - b. A representative of the local employee organizations.
 - c. A representative of each parent organization at the school site(s), including the parent teacher association and parent teacher clubs.
 - d. A representative of each teacher organization at the school site(s).
 - e. A representative of the student body government.
 - f. All persons who have indicated they want to be notified of school safety plan meetings.