

**Compliance Checklist for a Comprehensive School Safety Plan
California Education Code Sections 32280–32289**

School/District: _____ Grade levels: _____ Date: _____

Required Components for a Comprehensive School Safety Plan	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
California Education Code (EC) Section 32281		
<p>(b) (1) Plan is written and developed by a School Site Council (SSC) or a Safety Planning Committee</p> <p>(2) The school Safety Planning Committee is made up of principal/designee, teacher, parent of child who attends the school, classified employee, others</p>		Include planning committee roster.
<p>(b) (3) SSC/Safety Planning Committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan</p>		
EC Section 32282		
(a) The comprehensive school safety plan includes, but is not limited to, all of the following:		
<p>(1) An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing the following types of information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office Referrals <input type="checkbox"/> Attendance Rates/School Attendance Review Board Data <input type="checkbox"/> Suspension/Expulsion Data <input type="checkbox"/> California Healthy Kids Survey <input type="checkbox"/> School Improvement Plan <input type="checkbox"/> Local Law Enforcement Juvenile Crime Data <input type="checkbox"/> Property Damage Data <input type="checkbox"/> Other: _____ 		<p>Describe the data reviewed, key analysis points, and table of findings.</p> <p>Document how this information was shared with SSC/Safety Planning Committee.</p>
<p>(2) Identify 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, including, but not limited to the following:</p>		<p>Additional items to consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Threat Assessment <input type="checkbox"/> Student Support Teams

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(A) Child Abuse Reporting Procedures		Board policy and site-specific steps.
(B) Disaster procedures, routine and emergency, crisis response plan, including adaptations for pupils with disabilities and the following:		Use the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act Section 8607 and the supporting <i>California Code of Regulations (CCR)</i> .
(i) Earthquake emergency procedures that include: <ul style="list-style-type: none"> (I) a school building disaster plan (II) a drop procedure (students and staff take cover) dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools (III) protective measures to be taken before, during, and after an earthquake (IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures 		Detail response procedures: <ul style="list-style-type: none"> <input type="checkbox"/> Lock Down <input type="checkbox"/> Secure School <input type="checkbox"/> Active shooter Describe information on training and exercise drills: <ul style="list-style-type: none"> <input type="checkbox"/> Fire Drills: 5 CCR, Section 550
(ii) Establish procedures 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		
(C) Suspension/Expulsion policies and procedures		Refer to board policy, include site-specific steps, if needed.
(D) Teacher notification of dangerous pupils procedures		Refer to board policy, include site-specific steps, if needed.

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<p>(E) Discrimination and Harassment policy. Include hate crime reporting procedures and policies here.</p> <p>Note: While the Legislature encourages school safety plans to include bullying policies and procedures to the extent resources are available, other legislation requires that all schools have an anti-bullying policy the covers all types of bullying, including cyber-bullying. While it is not required to place these policies in the school safety plan, they may be placed here.</p>		Include complaint and investigation procedure.
<p>(F) Schoolwide Dress Code, including prohibition of gang-related apparel</p>		
<p>(G) Procedures for safe ingress and egress of pupils, parents, and employees to and from school site</p>		Reference campus visitor policies. Other items may include: crossing guard program, safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety, etc.
<p>(H) A safe and orderly environment conducive to learning at the school</p>		
<p>(I) Rules and procedures on school discipline</p>		
<p>(c) When practical, consult, cooperate and coordinate with other school site councils or school safety planning committees</p>		
<p>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented.</p> <p>Also, keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public</p>	Review, update and approve by March 1.	Demonstrate annually approved plan with board signature page.
<p>(e) Include, to the extent resources are available, policies and procedures for bullying prevention</p>		

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EC Section 32282.1		
<p>Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> • Mental health professionals, school counselors • Community intervention professionals • School resource officers, police officers on campus 		
EC Section 32284		
<p>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</p>		
EC Section 32288		
<p>(a) Submit the plan to school district office or county office of education for approval</p>		
<p>(b) (1) SSC/Safety Planning Committee communicated the school safety plan to the public at a public meeting at the school site</p>	<p>Public meeting announcements, etc.</p>	<p>See notification requirements in <i>EC</i> Section 32288(b)(2) and recommendations in <i>EC</i> Section 32288(b)(3).</p>