

**Compliance Tool for a Comprehensive School Safety Plan
California *Education Code* sections 32280–32289**

**Required and Recommended Components for a Comprehensive
School Safety Plan**

Note: This tool is designed to assist schools in developing and updating Comprehensive School Safety Plans (CSSPs). Use of this checklist is optional. Each school, school district, and county office of education is responsible for compliance and familiarity with all sections of California *Education Code* sections 32280–32289. CSSPs must be updated and approved by school site council or safety planning committee by March 1 of each year.

Section 32280	Suggested Details (resources, documentation, activities, other)	Mandate Met
It is the intent of the Legislature that all school staff be trained on the CSSP.		
Section 32281	Suggested Details (resources, documentation, activities, other)	Mandate Met
<p>(b)(1) Plan is written and developed by a school site council (SSC).</p> <p>(2) The SSC may delegate this responsibility to a safety planning committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.</p>	Include SSC/planning committee roster.	
<p>(b)(3) SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP.</p> <p>The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities.</p>	Note agencies that were contacted.	

Section 32282	Suggested Details (resources, documentation, activities, other)	Mandate Met
(a) CSSP includes, but is not limited to the following:		
(1) An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included: <ul style="list-style-type: none"> • Office Referrals • Attendance rates/School Attendance Review Board • Suspension/Expulsion data • California Healthy Kids Survey • School Improvement Plan • Local law enforcement juvenile crime data • Property Damage data 	Describe data reviewed, key analysis points, and table of findings. Document how information was shared with SSC/planning committee.	
(2) 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 are identified. These include but are not limited to the suggested items to consider.	Items to consider: <ul style="list-style-type: none"> • Threat Assessment Teams • Student Support Teams 	
(A) Child Abuse Reporting procedures are included.	Include board policy and site-specific steps.	
(B) Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:	Use the Standardized Emergency Management System as detailed in the California Emergency Services Act 8607 and the supporting <i>California Code of Regulations</i>	

Section 32282	Suggested Details (resources, documentation, activities, other)	Mandate Met
<p>(i) Earthquake emergency procedure system that includes:</p> <p>(I) A school building disaster plan</p> <p>Note: Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school’s needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Detailed response procedures may include:</p> <ul style="list-style-type: none"> • Lock Down • Secure School • Active intruder or other threat(s) • Access and functional needs considerations <p>Describe information on training and exercise drills.</p>	
<p>(ii) Procedures are established 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.</p>		
<p>(C) Suspension/Expulsion policies and procedures are included.</p>	<p>Refer to board policy, include site-specific steps.</p>	
<p>(D) Procedures to notify teachers of dangerous pupils are included.</p>	<p>Refer to board policy, include site-specific steps.</p>	

Section 32282	Suggested Details (resources, documentation, activities, other)	Mandate Met
(E) Discrimination and Harassment Policy that includes hate crime reporting procedures and policies is included.	Include complaint and investigation procedure.	
(F) If a Schoolwide Dress Code exists, include prohibition of gang-related apparel.		
(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site are included.	Reference campus visitor policies. Other items may include but are not limited to: <ul style="list-style-type: none"> • crossing guard program • safe routes to school, pedestrian crossings • vehicle (including school bus) and bicycle policies, traffic safety 	
(H) Maintain a safe and orderly environment conducive to learning at the school.		
(I) Rules and procedures on school discipline are established.		
(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community. Note: Assembly Bill 1747 (Chapter 806, Statutes of 2018) amended sections 32280, 32281, 32282, and 32288 of the California <i>Education Code</i> , and now requires the inclusion of these procedures.	Consult with local law enforcement partners on developing these procedures. (Not for public review)	
(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.		

Section 32282	Suggested Details (resources, documentation, activities, other)	Mandate Met
<p>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented.</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public.</p>		
<p>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP.</p> <p>Note: Assembly Bill 2291 (Chapter 491, Statutes of 2018) amended Section 32283.5 of the California <i>Education Code</i>, and now requires local educational agencies to adopt, on or before December 31, 2019, procedures for prevention of acts of bullying, including cyberbullying. The bill does not require that these procedures be placed in the CSSP, however, they may be placed in it.</p> <p>AB 2291 requires that schools operated by a school district or county office of education and charter schools annually make bullying and cyberbullying training available to certificated school site employees and all other employees who have regular interaction with pupils.</p>	<p>The Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSP.</p> <p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at https://www.cde.ca.gov/ls/ss/se/bullyres.asp.</p>	

Section 32282.1	Suggested Details (resources, documentation, activities, other)	Recommendation Met
<p>(a) 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 <p>(b) The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time.</p>	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, as used.</p>	

Section 32284	Suggested Details (resources, documentation, activities, other.)	Recommendation Met
<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>		

Section 32286	Suggested Details (resources, documentation, activities, etc.)	Mandate Met
<p>(a) Each school review, update, and approve its plan by March 1 of every year.</p>	<p>See Section 32288 for guidance on school district or COE approval timeline.</p>	

Section 32288	Suggested Details (resources, documentation, activities, etc.)	Mandate Met
<p>(a) Submit the plan to school district office or COE for approval.</p> <p>Note: Do not submit plans to CDE.</p>	CDE recommends that plans be approved at next board meeting or as soon as possible.	
<p>(b)(1) Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions.</p>	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3).	
<p>(c) Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281.</p>	Submit written notification to State Superintendent of Public Instruction.	

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