

## Comprehensive Safety Plan Overview & Compliance Guidelines

The California Education Code (sections 32280-32288) outlines the requirements of all public school districts operating any schools (including charter schools) serving grades kindergarten through 12, inclusive, to write and develop a Comprehensive School Safety Plan (CSSP) that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

As of fall 2019, CSSPs are required to assess current status of school crime committed on school campuses and at school-related functions and 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, at a minimum, the development of all of the following **TEN elements**:

- (A) Child abuse reporting
- (B) Emergency/disaster preparedness (crisis response plan)
- (C) School suspension/expulsion policies
- (D) Procedures to notify teachers of dangerous pupils
- (E) Discrimination, harassment, intimidation and bullying policies
- (F) School-wide dress code
- (G) Safe ingress and egress
- (H) Maintaining a safe and orderly environment
- (I) Rules and procedures on school discipline
- (j) Tactical responses to criminal incidents

### School specific vs. district-wide plans

For school districts with an enrollment of **2,501 and more students**, each school in the district must have a completed Safe School Plan in place that is reviewed, updated and approved annually.

For school districts with an enrollment of **2,500 or fewer students**, one district-wide plan may be developed to encompass all of the schools within the district. However, while not mandatory, it is a best practice to complete a plan for each school site.

### Development

School Safety Plans must be developed by a School Site Council (SSC) or Safety Planning Committee, comprised of a minimum of the school principal (or designee), certificated staff, classified staff, a parent(s) of a current student(s), and current students (for grades 9-12).

The plan must also be developed in consultation with law enforcement, a fire agency and other first responders. In 2019, the Safer Schools Coalition of Kern developed the **Emergency Planning Rubric for Schools** with input from local law enforcement, a fire agency and other first responders. Using this document when preparing your Comprehensive School Safety plans is intended to meet this consultation mandate. The **Emergency Planning Rubric for Schools** may be found [HERE](#).

## **Timeline and approval**

The SSC or Safety Committee must review and update and submit the plan to the District Office for approval before March 1 each year. A public meeting where the public can provide comments/opinions before adoption must be held.\* The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation. Board approval of the plan shall occur at a regularly scheduled meeting.

### **\*Public meeting requirement**

Pursuant to Education Code section 32288, a district 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 school district **shall** notify in writing the following persons and entities, if available, of the public meeting:

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

The schoolsite council or school safety planning committee is **encouraged** to notify, in writing, the following persons and entities, if available, of the public meeting:

1. A representative of the local churches.
2. Local civic leaders.
3. Local business organizations.

A template for the letter invitation may be download [HERE](#).

### **Self-certification of compliance**

The Kern County Superintendent of Schools (KCSOS) is required to annually to notify the California Department of Education (CDE) by Oct. 15 of each year of any schools in the county that have not complied with Education Code sections 32280-32289. Therefore, KCSOS will send out an annual **Comprehensive Schools Safety Plan Certification Form**, sometime after March 1 each year. The forms are due back to KCSOS by May 31 of each year.

## **Transparency**

CSSPs are to be open to inspection by the public during regular business hours. However, any part of the plan that contain sensitive safety information should be excluded from the public document.

## **KCSOS Support**

KCSOS's department of School-Community Partnerships offers a host of trainings each year on a number of safe school topics, including one specifically about developing effective & compliant school safety plans. A complete list of available workshops can be found as [www.kern.org/safer-schools](http://www.kern.org/safer-schools)