



LONG BEACH UNIFIED SCHOOL DISTRICT

Comprehensive School Safety Plan Guidelines for Schools

SAFE SCHOOL PLAN FRAMEWORK

5-Step Evaluation Process

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School Safety and Emergency Preparedness
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Published July 2023

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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 (2018) 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.

Due Date – November 30th 2023

Submit the Comprehensive School Safety Plan: All nine (9) documents shall be submitted via Google Forms. The form can be found in the shared [School Safety Google Drive](#)

- School Safety Plan Framework (1 document)
- EOP (7 documents)
 - ICS Emergency Assignments (1 Document)
 - Emergency Supplies (1 Document)
 - Emergency Maps (5 documents)
- Statement of Completion (1 document)

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: the public meeting announcement, agenda, sign-in sheet, meeting minutes, and a copy of the SSP and a copy of the EOP (Senate Bill 1667, Education Code §35294.8).

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 Emergency Preparedness Program Manager.

Step One – School Site Council or Safety Planning Committee - Members	
Name	Position / Role
Click or tap here to enter text.	Click or tap here to enter text. / Committee Facilitator
Click or tap here to enter text.	Click or tap here to enter text. / Co-Facilitator
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Establish ongoing School Site Council/Safety Planning Committee planning sessions and communication updates. Log the meeting dates and key agenda items.	
Meeting Dates: <ul style="list-style-type: none"> Click or tap here to enter text. 	Updates: <ul style="list-style-type: none"> Click or tap here to enter text.

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.

Step Two – Assessment of Current School Data
Key Analysis Points and Findings: <ul style="list-style-type: none"> Click or tap here to enter text.
How was the information shared with the School Site Council/Safety Planning Committee? <ul style="list-style-type: none"> Click or tap here to enter text.

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	
Focus Areas/Sources:	Findings:
• Click or tap here to enter text.	• Click or tap here to enter text.
Funding: If available, identify new sources of funding to improve school climate and classroom management, provide student mental health services and respond to crises.	
• Click or tap here to enter text.	
How was the information shared with the School Site Council/Safety Planning Committee?	
• Click or tap here to enter text.	

Step Three – District Strategies and School Programs: Sources, Findings, and Funding
LBUSD Guidelines for Parents and Students is provided annually to notify parents and guardians of certain rights and responsibilities contained in sections of the Education Code, laws, and district policies.
Safe School Programs and Strategies 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>Collaborative Relationships 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 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>
<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 determinant of first response; evaluation and continuous improvement; enforcement of school discipline policies.</p>
<p>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.</p>

Step Four – Suspected Child Abuse and Mandated Reporter Training	
<p>For suspected child abuse and Mandated Reporter training refer to Human Resource Services, Implementation Guidelines.</p>	<p>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.</p> <p><input type="checkbox"/> Completed: Staff training was provided during first (6) weeks of the new school year:</p> <p>Site-specific steps to accomplish this mandate:</p> <ul style="list-style-type: none"> • Click or tap here to enter text.
<p>Date(s) of Staff Training(s):</p>	<p>Click or tap here to enter text.</p>

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 2023**). The SSP documents can be submitted via the Comprehensive School Safety Plan Form found here: [School Safety Google Drive](#)