

COMPREHENSIVE

SAFE

SCHOOL

PLAN

CSSP



Background

- ❖ California schools are required to comply with various Federal, State, and local regulations dealing with health and safety.
- ❖ Pursuant to SB 187, California State regulations require that school districts maintain an appropriate social climate on campus, in classrooms, and at school-sponsored events.
- ❖ In particular, California Education Code (CEC) requires the preparation of comprehensive "safe school plans" which address violence prevention, emergency preparedness, crisis intervention, and student and employee safety.

Legal Requirement

The school safety plan shall be...

- Reviewed and updated annually

and

- Approved by the Board of Education no later than March 1st of each year.

 - (Education Code 35294.6)

The Goal of a CSSP



To ensure a safe and violence-free environment for the students.

Principles of a CSSP?

- Assess the current status of school crime to determine problem areas
- Identify appropriate strategies and programs that will promote school safety
- Address the school's procedures for complying with existing laws related to school safety (Ex: Emergency Procedures and Planning)

CSSP Conclusion

- The CSSP is concluded in a written narrative
- Describe the process by which you determine strategies
- Document the plans to implement those strategies

The Process

- ❖ Creating your CSSP is the responsibility of the School Site Council.
- ❖ The School Site Council may choose to delegate this responsibility to a committee.

The Process – 7 steps

1. Identify your committee members
2. Create a vision of your school
3. Gather and analyze data
4. Identify areas of change and set your major goals
5. Select and implement strategies - create your action plans and write your narrative to submit for approval
6. Communicate your safety plan to the public
7. Evaluate your progress and revise your plan

CSSP Resources for Schools

- ❑ Safe Schools: A Planning guide for Action Workbook from the California Department of Education.
- ❑ Safe Schools: A Planning guide for Action from the California Department of Education.

Step 1 – Identify the committee

- Start with a meeting of the school site council to determine the key stakeholders in the CSSP process.
- CDE Worksheet 1-1 can be used to guide this process

Things to Consider...

- Student representatives?
- Law Enforcement representative?
- Health and human services representatives?
- Local government representatives?

Step 1 – Identify the committee, cont.

- The committee should share the responsibility for the tasks.
- CDE Worksheet 1-2 can be used to assign tasks.

Things to Consider...

- Ideally certain tasks will fit specific council member's roles.
- If you conduct a parent survey, consider asking a parent on your site council to be responsible for that process.
- If you have a meeting with students you might ask a student participant on the council to lead that meeting.

Step 2 - Create a Vision

- A safe place to learn
- A campus where students feel safe and comfortable enough to learn.
- CDE Worksheet 2-1 will guide the process.

Step 3 - Gather and Analyze Data

- There are several suggestions for data sources in the CDE Guide, which include:
 - Enrollment Information
 - Suspension & Expulsion
 - Truancy data
 - Office Referrals
 - Crime Data for your area
 - Vandalism repair orders
 - Student accident reports & Employee accident reports
 - API and your School Accountability Report Card
 - Key findings for California Healthy Kids Survey
 - Parent, Staff & Student Surveys

Step 3 - Gather and Analyze Data, cont.

- Gather all of your data and bring it to the site council.
- Review the data. What do you learn from the data?
- What areas of your school climate need improvement? Those areas for improvement become your goals.

Step 3 - Gather and Analyze Data, cont.

One source of data will come from step 7 in your process. Review your progress from the prior year.

- Did you achieve your goals?
- Did you have too many goals?
- Did you find that you did not make as much progress on your goals as you had hoped.
- You may choose to carry some of those goals from the prior year forward and reestablish your activities related to the goals.

Step 4 – Set Goals

- Identify areas for change and set your major goals:
- Goals will fall into one of two categories.
 - Component 1 – People and Programs –The Social Climate:
 - Component 2 – The Place or Facility – The Physical Climate:
- Establish your basic goals for the upcoming year.

Step 5 – Strategies & Procedures

- Select and implement strategies to achieve your goals

AND

- Ensure you have procedures to comply with existing regulations

Step 5 – Strategies & Procedures, cont.

Goals:

- ❑ Develop your action plan and implementation strategies for the goals identified in step 4.
- ❑ The CDE Worksheet 5-3 is the action plan format for goals.

Step 5 – Strategies & Procedures, cont.

- ❑ Establish the objectives for achieving each goal
- ❑ Create a timeline and due date for each activity
- ❑ Include benchmarks and plans to evaluate progress

Step 5 – Strategies & Procedures, cont.

- Establish procedures to comply with existing regulations
 - For each regulation, you will want to gather and document the district board policies and administrative regulations. Include any written policies or procedures.
 - Include documentation for each in your CSSP binder and make it available at the school site for public inspection.

Step 5 – Strategies & Procedures, cont.

Establish procedures to comply with existing regulations:

1. **Child Abuse Reporting Procedures:** *PENAL CODE* §§ 11164-11174.3
2. **Disaster Response Procedures:** ED CODE §§ 35295-35297, GOVERNMENT CODE §§ 8607-8608 & 3100
3. **Suspension and Expulsion Policies:** ED CODE §§ 48900-48926
4. **Procedures for Notifying teachers about dangerous Pupils:** ED CODE §49079
5. **Sexual Harassment Policy:** ED CODE §48900.2
6. **School Wide Dress Codes prohibiting gang-related apparel:** ED CODE §35183[a][2], & 48950
7. **Procedures for safe ingress and egress:** ED CODE §35294.2[a][2][G]
8. **Rules and Procedures on School Discipline:** ED CODE §35291
9. **Hate crime policies and procedures:** ED CODE §§ 200, 233, 48900.3, *PENAL CODE* §§ 422, 422.6, 628

Step 6 – Communicate to the Public

- Plan steps to conduct your communication using CDE Worksheet 6-1.
- Use as many communication methods as you can.
 - Parent Letter
 - Principal's Newsletter
 - Website Posting
 - Email list
 - Media Press Release
 - Parent Teacher Organizations
- You are required to include a statement in your SARC about your completed CSSP.

Step 7 – Evaluate Progress

- Using CDE Worksheet 7-1, you will create a plan for evaluating your progress on the goals at the conclusion of the school year.
- Use the benchmarks and evaluation plans identified in step 5 for your goals.
- This process leads you to the new year.

Conclusion - Narrative

Create a narrative which summarizes the 7-step process, including your specific goals and objectives to achieve those goals.

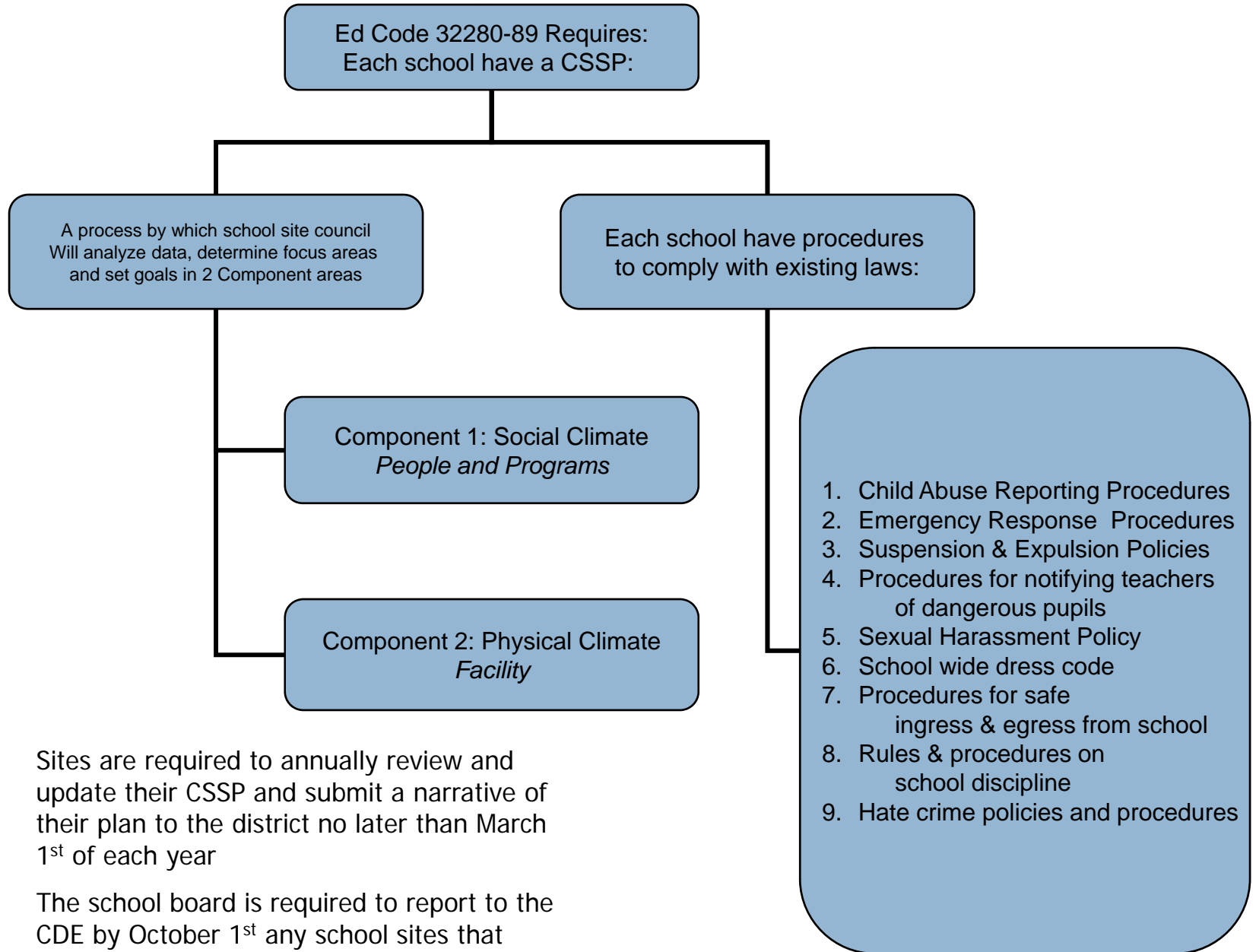
Conclusion - Narrative

- Describe the work completed in steps 1 through 5.
- Include plans for completing steps 6 and 7.
- Generally, a paragraph or two for each step is adequate.

Finalize the CSSP

- The narrative will be submitted to the district for approval of your CSSP.
- Include a copy of the narrative in your CSSP binder and make it available at your school site for public inspection.
- The site council should sign-off on your CSSP
- Ensure your CSSP Binder includes all procedures for complying with existing regulations

CSSP Component Overview



Sites are required to annually review and update their CSSP and submit a narrative of their plan to the district no later than March 1st of each year

The school board is required to report to the CDE by October 1st any school sites that have not met the March 1st deadline

How to Achieve Compliance

- What can the district provide to ease the process for the school sites?
 - Provide the CSSP Binders to each site with all worksheets included
 - Use a tab system that allows the school sites to easily insert and update their procedures to comply with existing regulations
 - Include all district-wide policies and procedures
 - Include all authorities

How to Achieve Compliance

March to June

- Assemble binders for each school site
- Gather district data that is available
- Gather district materials that comply with regulations listed in step 5
- Schedule overview sessions

How to Achieve Compliance

July

- Present overview – instruct school sites to establish a lead person (generally a Principal or VP)
- Distribute binders and workshop schedules

August

- Conduct workshops with overview and – and instruct sites to begin steps 1-3

September

- Provide Data from district

How to Achieve Compliance

October

- Conduct workshops for steps 1 to 4 – focus on data sources and establishing areas for change

November

- Conduct workshops for steps 3-5 – focus on goals and objectives and provide information on any district curriculum and programs available to achieve objectives. Encourage group discussion to share simple, low-cost solutions to achieve objectives.

How to Achieve Compliance

January

- Conduct workshops for step 5 and the narrative process – focus on writing goals and objectives and completing the narrative. This is where they realize just how easy this really is.

February

- Collect all completed narratives by February 28th. Any sites without completed plans are to be reported to the Department of Education

COMPLIANCE IS MET IF ALL SCHOOLS HAVE A COMPLETED PLAN BY MARCH 1ST!

How to Achieve Compliance

March

- District review and approval of all plans

April

- Complete step 6 – communicate the plan to the public

June

- Complete step 7 – review progress

July

- Start again with step 1